



TO: ASJA Board of Directors
FROM: W. Scott Lewis, Secretary
DATE: May 1, 2008
SUBJECT: Board of Directors Meeting Minutes

Board of Directors (“BOD”) Members present: Gary Dickstein, Tamara King*, Jeff Stefancic, Bill Fischer, Mike Jungers, Lorie Miller*, Susan Baker, Timeka Rashid*, Katie McGee, Jennifer Hammat, John Zacker, Billye Potts, Matthew Lopez-Phillips*
*(*Entered late and/or had to leave the meeting early or temporarily).*

Not Present: W. Scott Lewis, Heather Turner

NOTE: Minutes taken by J. Hammatt

Key: Red = Motions; Green = Action Items; Blue = Sense of the Board;
Purple = Recess/Adjournment

- I. **Meeting Called to order** at 11:05am EDT by Gary Dickstein
- II. **March 6th and April 3rd Board Conference Call Minutes** – Lewis
 - a. **MOTION by Katie McGee: To approve the March and April minutes as submitted. Motion seconded by Mike Jungers.**
 - i. **DISCUSSION**
 - ii. **VOTE**
 - iii. **MOTION CARRIES**
- III. **June Meeting Reminders and Updates** – Potts
 - a. Everyone has booked and shared information with Billye.
 - b. Board will get more information by the middle of the month on the specifics of the summer meeting.
 - c. Board Reports due May 15th
- IV. **Academy Update** – Zacker
 - a. 100 slots are filled of the 100 available slots for the Training Institute.
 - b. 50 slots are filled of the 50 available slots for the Mid-Level Manager Institute.
 - c. 17 slots are filled of the 50 available slots for the Senior-Level Manager Institute.
 - d. 18 slots are filled of the 24 available slots for the Mediation Training.
 - e. 30 slots are filled of the 30 available slots for the Conflict Resolution Training.
 - f. For the programs that are full wait lists are being maintained.
 - g. Have done more direct mailing and selection emails for SLMI.
 - h. Discussion on the Senior-Level Manager Institute
- V. **Operating Policies and Procedures** – King

- a. There were two different versions sent out. One from earlier in the week and the second one sent out this morning with some additional changes in Section I. Discussion was held about the redline revisions to the document.
 - b. MOTION by Mike Jungers: To approve the Operating Policies and Procedures as revised. Motion seconded by Susan Baker.**
 - i. DISCUSSION**
 - ii. VOTE**
 - iii. MOTION CARRIES**
- VI. **RFP for Marketing Plan** – Potts
- a. RFP sent out to 20 different ad agencies to work with the Association on the marketing plan to work on the new name and logo and web interface.
 - b. RFP deadline is May 16th – should be available for summer board meeting
 - c. Discussion about the name change rollout.
- VII. **2009/2010 Academy Coordinator** – King
- a. The President-Elect makes a 2 year appointment. This year would be for 2009-2010 Academies.
 - b. MOTION by Bill Fischer: To appoint Karen Boyd as the Academy Chair for 2009-2010. Motion seconded by Mike Jungers.**
 - i. DISCUSSION**
 - ii. VOTE**
 - iii. MOTION CARRIES**
- VIII. **Membership Assessment Update** – Dickstein
- a. First of a couple of surveys to be coming out this summer
 - b. Data analysis beginning of fall should be complete
 - c. Fall Board meeting will likely be where we sort through the data
- IX. **Vermont Legal Issues Update** – Fischer
- a. Talked about ongoing relationship
 - b. Post Conference spot has been filled for the fall this year already
 - c. Will be sent a list of current sessions so we can provide input for “gaps” in the programming to host a session.
 - d. Marketing one another’s conferences in the future
 - e. Reception for ASCA members at this year’s conference
- X. **Liaison and Circuit Rep Updates** – Everyone
- a. Circuit 1 SSAO dinner, drive in conference, roundtables, newsletter, and other things
 - b. Circuit 2 drive in conference today, website development continues
 - c. Circuit 3 had a recent drive-in. State reps solidified.
 - d. Circuit 4 looking for a new state representative for Alabama
 - e. Circuit 5 has put out its 2nd newsletter of the semester.
 - f. Circuit 6 working on a drive-in for June.
 - g. Circuit 7 wanted a monthly newsletter. Should be out in May.
 - h. Circuit 7 second annual residence life director drive-in meeting scheduled as well as a mediation training drive-in for Illinois.
 - i. Circuit 9 state meetings been had by Oregon and Washington. Conference calls scheduled in May. Pushing the newsletter idea to the circuit.
 - j. Circuit 10 updated website, working on a regional conference and interested in recruitment materials from other circuits.
 - k. Conference Committee update – it is happening. Assistant Logistics chair to be filled.
 - l. The Finance Committee is looking at the investment plan. There may be a wider investment in Money Markets. Might have more to discuss at the June meeting.

- m. There will be a meeting with the Awards chair to determine a way to increase submissions.
 - n. The Diversity Committee was able to complete the Gehring Diversity Scholarship Recipients process.
 - o. The Legislative Issues Committee is still working on the 30 minute notification component. There are lots of conversations occurring on this committee with regard to various proposed legislation.
 - p. URMIA discussion on “threat assessment” or “risk management” with perhaps a gathering for late summer considering a workshop for next summer
 - q. Publications Board working hard on the first edition – should be out sometime in May
 - r. Conflict Resolution in Higher Education Report – looking to take it over
- XI. **Search and Seizure online webinar** – Potts
- a. So far there are 43 participants for this event scheduled for today.
 - b. Billye requests feedback for those who participate.
- XII. **Update in 2007 webinar, “Lawsuits & Liabilities”** – Potts
- a. We received notice from ACPA that our cut of this co-hosted webinar would be sent out soon for \$983.
- XIII. **AFA – ASJA Best Practices** – Miller
- a. Work has begun on this effort should be getting more information on this soon – there is a new chair heading this effort
- XIV. **FEA – ASJA Sanctioning Guide Project Update** – Miller
- a. Should have an update for June meeting
- XV. **Restorative Justice on the College Campus on the ASJA website** – Potts
- a. Former board had decided we only carried books from which we receive royalties
 - b. We would in this case be a re-seller with a 20% discount
 - c. Future discussion will continue via email.
- XVI. MOTION by Mike Jungers: To adjourn. Motion Seconded by Timeka Rashid.**
- a. DISCUSSION**
 - b. VOTE**
 - c. MOTION CARRIES.**
- XVII. Meeting adjourned at 12:32pm.**

Approved June 3, 2008