

## MINUTES

### CASE-Kentucky Board Meeting March 30, 2001 Lexington, Kentucky

MEMBERS PRESENT: John Paul Blair, Tim Burcham, John Chamberlain, Heather Davidson, Jason Embry, Mike Littell, Rick Meyers, Leigh Perry, Michele Ripley, Terri Schierberg, Donald Smith, Andy Wilson

MEMBERS ABSENT: Bob Edwards, Marci Hicks, Shelley Rhodus

I. **WELCOME:** John Paul Blair welcomed CASE-Kentucky Board members to the meeting.

II. **APPROVAL OF MINUTES:** Leigh Perry moved, John Chamberlain seconded, the approval of the minutes. The motion passed.

III. **TREASURER'S REPORT:** Two reports were presented by Rick Meyers. The Board of Directors report reflects an ending balance on March 30 of \$18,740.66. This includes the receipts and expenditures for the 2000 Annual Conference and Awards program. The 2000 conference report shows a net gain of \$4,273.70, effective April 1. Meyers also announced that Frank Bush, former chair of CASE III, allowed CASE-Kentucky to use the CASE tax ID number for conference expenses.

#### IV. REPORTS:

A. **ANNUAL CONFERENCE:** Donald Smith reported that the 2001 conference has been moved to different dates, December 13-14. He hopes attendance surpasses the 165 registered at the Lexington conference two years ago. He reminded Board members to help Mike Littell update the CASE-Kentucky mailing list and e-mail addresses; a save-the-date postcard is eminent and consideration was given to sending information to Kentucky NSFRE chapters. Andy Wilson discussed the importance of sponsorships at the Conference, and encouraged everyone to suggest prospects. A new Prospect Research track will be added to this year's program. Four possible keynote speakers are being contacted in this order: 1) Roger Bingham (Survivor's Kentucky Joe) 2) Tori Murden McClure (trans-Atlantic rower) 3) Lee Todd (UK's president-elect) 3) Elaine Chao (U.S. Labor Secretary).

B. **DISTRICT AND NATIONAL RELATIONS:** John Paul Blair will invite new CASE International President Vance Peterson and Jan Duvall, new CASE III chair, to the 2001 CASE-Kentucky conference. Several members of CASE-Kentucky are involved on the Board of Directors or conference committee of CASE III.

C. **CASE CAPSULE/WEBSITE DEVELOPMENT:** Terri Schierberg will send an e-mail to communications offices to solicit more news. The next Capsule will be mailed in June. She is working closely with her son to complete the Web site by the summer. They are pursuing the domain name: casekentucky.org. Northern Kentucky University has agreed to host the Web site and provide technical assistance.

D. **SUPPORT STAFF CONFERENCE:** Heather Davidson proposed changing the name of the conference to "Advancement Services Conference;" the Board concurred. Last year's conference generated the largest enrollment to date, due in part to changing the dates from May to a more convenient time in August. Davidson also proposed increasing the fee to approximately \$50 to allow more programming options. The Board supported this recommendation.

V. **NEW AND OLD BUSINESS:**

A. **OPEN BOARD SEAT:** John Paul Blair moved, Heather Davidson seconded, that Peter Seely be asked to fill Ann Damron's unexpired term through December 2001. At that time he will be eligible to serve a full term. The motion passed. A recommendation was made to consider current ex officio members for future Board seats when they become available.

B. **BUDGET SURPLUS PRIORITIES:** Leigh Perry moved, Andy Wilson seconded, that a base of \$15,000 be maintained in the Board account (or invested) and any surplus be expended annually. The motion passed. Recommendations for the current surplus included a \$750 allotment for CASE-Kentucky signage. Consideration was given to supporting a Web site intern, ASAP and CASE-Kentucky or CASE III scholarships; recommendations will be made at the July Board meeting. Discussion also centered on re-investing in the conference, especially the quality of speakers. It was recommended that the annual budget for the conference be increased to allot \$1,000 per track plus \$1,000 for keynote speakers.

C. **BOARD ASSIGNMENTS/COMMITTEES:** The Board discussed the need to formalize a marketing/membership task force to update and maintain the CASE-Kentucky directory, including an e-mail list, and assist with the newsletter and Web site. Other Board committees were established. They are:

Annual Conference: Donald Smith, Jason Embry, Michele Ripley

Membership: Mike Littell, Shelley Rhodus, Tim Burcham

Marketing: John Chamberlain, Bob Edwards, Terri Schierberg

ASAP: Marci Hicks, New Board Appointee (Peter Seely)

Budget: Rick Meyers, Andy Wilson

Support Staff: Heather Davidson

Awards: Leigh Perry

VII. **NEXT MEETING DATE:** The next Board of Directors meeting will be July 20 in Bowling Green; members are invited to stay through the weekend for special group activities. A calendar of other important dates was distributed. The meeting was adjourned.

Submitted by:  
Michele D. Ripley, Secretary  
CASE-Kentucky Board of Directors

**CASE-Kentucky**  
**2001 CALENDAR**

- March 30**            **Lexington's Embassy Suites (2001 Conference Site)**  
10-12 p.m. ET        Conference Committee Meeting  
Noon ET                Board & Conference Committee Lunch  
1-3 p.m. ET            Board Meeting
- July 20-21**        **Bowling Green**  
10-12 p.m. CT        Conference Committee Meeting  
Noon CT                Board & Conference Committee Lunch  
1-3 p.m. CT            Board Meeting
- August**            **CASE-Kentucky Advancement Services Conference**
- September 7 or 21** **Glendale, KY**  
12-2 p.m. ET        Lunch & Board Meeting @ Whistle Stop
- December 5**        **Lexington, KY**  
6:30 p.m. ET        Board Dinner & Meeting
- December 6-7**     **Lexington, KY**  
CASE-Kentucky Conference
- December 7**        **Lexington, KY**  
Lunch                CASE-Kentucky Business Meeting