

MINUTES

CASE Kentucky Board of Directors Meeting September 12, 2003 Labrot and Graham, Versailles

MEMBERS

Carol Beirne (ASAP liaison) - present
Tim Burcham (KCTCS liaison) - absent
John Chamberlain - present
Bob Edwards - present
Jason Scott Embry - absent
Marci Hicks - present
Rick Meyers - present
Donna O'Donnell - absent
Leigh Perry - present

Shelley Rhodus - absent
Michele Ripley - present
Donald Smith - absent
Jeanine Triplett - present
Andy Wilson - present
Heather Worland - absent

GUESTS

None

- I. **Welcome:** President Michele Ripley called to order the September Meeting at 1:10 PM EST.
- II. **Minutes:** Motion to approve minutes of the 6/6/03 Board Meeting with corrections was made by Andy, 2nd by John. Motion carried.
- III. **Treasurer's Report:** Bob Edwards, Treasurer, submitted the current report for CASE Kentucky, showing a checking account balance of \$13,610.03 and an investment balance of \$5053.23, for a total cash-on-hand balance of \$18,663.54. The report was approved and filed.
- IV. **Committee Reports:**
 - A. **Conferences:**
 1. **2003 CASE Kentucky Annual Conference:**
 - a. Elaine Penn is opening speaker, Joel Pett is luncheon speaker
 - b. Both KY state governor candidates have been contacted and Fletcher's office has responded.
 - c. Postcard to support staff to notify them that their track has been included in the Annual Conference.
 - d. October 1 for Registration.
 - e. Actual program to be mailed out is smaller and we won't print as many.
 - f. Emails are being prepared with links to the PDF files for:
 - a. Conference Registration info
 - b. Scholarship Applications
 - c. Next year will include Awards Application, too.
 - g. There will be an additional meeting in November for the conference committee. Date, Time, Location, TBA
 2. **2004 CASE Annual Conference**
 - a. Northern Kentucky-Cincinnati Airport Marriott, in negotiation.

3. ASAP Conference

- a. Will be at NKU on November 15th, students are choosing the date. \$20/person for one-day seminar, which included shirt, lunch and materials. Registration forms will be sent to all CASE K board members and SAA contacts. Carrie Davidson at ECU resigned to be new stay at home mom with little Eli.

B. Marketing:

1. **Website:** Via Internet Studios (VIS) in Louisville has been approached to host. They have been in business about 10 years and their primary direction is to make web sites that work. Cost is \$1500 plus ongoing maintenance at \$30/month. Additional services are \$50-\$100 per hour. Andy Wilson has agreed to be webmaster.

Motion to hire VIS to build and maintain our website, with an annual review prior to renewal made by John Chamberlain. 2nd by Marci. Motion carried.

Motion that the Secretary be the point person for the website was made by Terri Schierberg. 2nd by Andy Wilson. Motion carried

2. **CASE Capsule:** Will now be a PDF e-newsletter on a template, and Terri will keep doing it.

C. Membership:

1. **Database:** Forward changes to Donald Smith for your institution ASAP!
2. **Diversity Work Group:** New person to replace Jason on committee will be Shelly Rhodus.

- D. **Awards:** Donna O'Donnell has resigned from the board. Discussion with Kristen Crusier at UK to take position for this conference. Jeanine Triplett is strongly considering accepting Awards Chair for 2004.

V. Old Business: NONE

VI. New Business:

A. Positions

1. Welcome Terri Schierberg to finish out Peter Seely's term.
2. Open positions for Jason Scott Embry (unexpired) and Donald Smith (past president) will be filled at December meeting.

- B. We will use email to solicit nominations and vote on Beth K. Fields award.

VII. Announcements:

- A. **Materials distributed:** New Board of Directors list

B. Meetings scheduled:

1. Conference Committee Meeting in November, date TBA
2. December 10, 2003 in Lexington at the Embassy Suites
3. December 11-12, 2003, Annual Conference in Lexington