

Minutes

CASE Kentucky Board of Directors Meeting September 16th, 2005 Berea College

Members Present:

Carol Beirne
Andy Wilson
Joan McKinney
Marci Hicks
Timothy A. Jordon
Michele Ripley
Bob Edwards
Mimi Ward
Dan Hans
Rick Meyers
Jeanine Triplett
Kay Yates

Members Absent:

Cara Meade
Donna O'Donnell
Terri Schierberg
Heather Worland

I. Welcome:

President Bob Edwards opened the meeting with introductions at 1:45 p.m.

II. Minutes:

The following changes were made to minutes from the June 17th meeting.

- 1) Correction to the location of the meeting; it was at the Marriott not Spindletop.
- 2) Correction of the spelling Ronda Rich's name.
- 3) Correction of room rate which is \$95.00, not \$90.00.

Carol Beirne made a motion to approve the minutes as amended.
Dan Hans seconded the motion. With the suggested changes made, minutes from the June, 2005 board meeting were approved.

III. Treasurers report

Treasurer Dan Hans distributed the following financial statements: Balance Sheet, Portfolio Value with Gain/Loss and the CASE KY Cash Flow Statement. He reported that our checking account balance is \$9,034.54 and our investment balance is \$5,368.40 for total assets of \$14,402.94. He reported that recent expenses include 2005 conference fees of \$2,664.51 and board expenses (meals) of \$659.79.

Dan also noted that since our last board meeting all of the income deposited into the account is from our sponsors. He also reported that \$500 sponsorship has not been deposited and is not reflected in the balance sheet. Our investment account has a \$300 gain since our last board meeting.

IV. Committee Reports:

A. Conferences:

1. **2005 Annual Conference:** Andy Wilson, conference chair, reported that planning for the conference was well underway. The committee met prior to the board meeting and Andy reported that they had a great meeting and were able to cover everything on his agenda.

Andy also reported on the following:

- He is pleased with the speakers and he is really excited with having Ron Mazzoli. John Chamberlain suggested that we ask Dr. James R. Ramsey to introduce Ron Mazzoli. This may encourage more U of L people to attend the conference.
- Andy recommended that the board members go ahead and make our reservations for the rooms in order to save our block of rooms. He also pointed out that you can not get the \$95.00 room rate by going to the internet; you have to call on the phone.
- Andy reported that the committee has had some challenges with the marketing committee. Our original contact at ECU who agreed to work on the marketing has resigned. He thanked Joan McKinney of Campbellsville University who has stepped up to take over the marketing responsibilities for the conference. He also reported that the registration information is on line and ready to go. We have started to receive registrations via our web page for the conference.
- A post card reminder will be going out in a few weeks.
- This year, we will have a Cyber café at the conference in addition to having the regional job listings available for conference participants.
- Andy reminded everyone that the conference registration fee is \$109.00 before November 7th...\$125.00 after November 7th.

Carol Beirne has been working on the conference site logistics and with the Marriott in terms of the space planning. She reported that since our last board meeting, some space issues have come up with the Marriott. She has had "serious" negotiations with the Marriott since the individual who she originally worked on setting up the conference has been out since June. The Marriott is now accommodating her requests for space.

Carol also suggested that we add the fax number to the conference registration form.

Mimi Ward suggested that we add scholarship information to the registration form. She suggested that we consider adding the following... "Did you remember to apply for KY CASE scholarships and awards?" Andy Wilson suggested that we attached the scholarship and award applications with the registration form.

Bob stated that he would like to present the Chair of CASE District III, Scott Wells, the Kentucky Colonel Award at the conference. He will also take care of inviting her.

The 2006 CASE KY Conference has been booked at Embassy Suites in Lexington, Kentucky.

2. ASAP (Association of Student Advancement Professionals) Conference:

Carol Beirne reported on the following:

- Andy Carr is going to promote the District III scholarships for ASAP.
- Two Kentucky students will be given scholarships to attend CASE District III Conference.
- The ASAP District III conference will be back in Kentucky in either 2007 or 2008. She is suggesting that we have it in Louisville because of Fourth Street Live. And, she hopes that U of L's group is organized by the time the conference rolls around. She reported that, in addition to U of L, there are a lot of schools with student groups that we need to encourage involvement in ASAP.
- The District III conference is in Orlando from March 2nd-5th.

B. Membership

Bob Edwards recommended that in the criteria outlined for the 2006 Minority Advancement Professional scholarships we encourage the recipient to be involved in helping to provide direction to the CASE Kentucky Board in terms of developing ideas and suggesting on help in encourage more involvement of minorities in CASE. Mimi Ward stated that she thinks this a great idea...but she suggested that we do it across the board with all of the scholarships. Bob also recommended that every one who receives a scholarship would be a part of the CASE KY conference planning committee. Mimi stated that we are already in

process for this year; however, we could implement this for the 2006 year. However, we could still ask...just couldn't be an expectation this year.

Bob Edwards reported that we have had a lot of conversation about Minority scholarships and involvement in CASE KY, however, he's not sure that we've made much progress over the years. Bob asked..."how diverse are our staffs"...most agreed not very diverse. It was the consensus of the board that the lack of progress in involving more minorities may stem from the fact that not many pursue advancement as a career.

B. Communications/Marketing

Andy Wilson reported on the website and he stated that the web site is pretty up to date. There are a few dates that have to be changed. Bob Edwards commented that he has been impressed with all of the information on the web site. Andy reminded the board that he is always in need of news and information.

V. Old Business

Carol Beirne stated that at the last meeting we talked about student scholarships to CASE KY. She asked if this is something we want to implement for next year's conference? Bob asked the board for their opinion. It was the consensus of the board to provide two scholarships. For the scholarship applications, he is recommending that the applicant submit an essay with recommendations from the staff/advisor at that college. Marci Hicks suggested that we ask the sponsoring institution to make a commitment to pay for the transportation for their student scholarship recipient.

VI. New Business

Bob Edwards asked for clarification of how to process the applications for the Beth K. Field nominees. Marci Hicks reported that they go to past president.

Bob reported that we have two vacancies on the board as two terms will expire; Bob Edwards and Marci Hicks. He will be working on board nominations, however, he encourages the board to nominate individuals they know. He also asked Andy Wilson to let him know if anyone on the conference committee would be a potential board member.

Discussion was held in regarding board terms. Terri Schierberg unexpired term ends in 2005, however, Marci Hicks said that she can come back on first term as a voting member of the board. So with Terri's position, we would have three positions open on the board.

Jeanine Triplett distributed the CASE KY master list and asked board members to update the information for their institutions. Mimi Ward mentioned that Cumberland College is now the University of Cumberland.

Mimi Ward suggested that we do more with planned giving and the planned giving conference in Louisville. She is involved with Ky Gift Planners and they meet on the Wednesday prior to the 2005 CASE KY conference. She asked if we could partner with them to do a pre-conference workshop prior to the CASE KY conference? Bob asked Mimi to find out if they would be willing to rotate their conference to coincide with ours. She stated that there are two chapters; Lexington and Louisville. If we want to do this, she recommends that we will need to coordinate with the individual chapters in each city. Mimi is going to check with the organization...she thinks that it would be a benefit for CASE KY to network with them.

Bob Edwards thanked Tim Jordan and Berea College for their hospitality in hosting our board meeting.

Bob reminded everyone that our next board meeting will be held on December 7th in Louisville. It was recommended that we hold our December board dinner/meeting at KUNZ's at 6:30 p.m.

The September board meeting of CASE KY adjourned at 3:00 p.m.

Upcoming Dates:

Board Meeting
December 7th
Louisville Marriott
Conference Committee/Board Meeting

2005 Conference
December 8-9