



## **November 20, 2017 ACE Board Conference Call, 3-5 p.m. Eastern**

### **Call to Order – ACE President Suzanne Steel**

#### **Roll Call**

President Suzanne Steel, Past President Steve Miller, President-elect Elizabeth Gregory North, Vice President Doug Edlund, Membership Director Beth Forbes, Professional Development Director Victor Villegas, Marketing Director Dennis Thomas, Learning Community Director Mary Wirth, Retirees Director Janet Rodekohr

Non-voting: Executive Director Holly Young, Treasurer Becky Koch, Development Officer Donna Sheffield, Professional Development Director-elect Craig Woods; Learning Community Director-elect Lori Greiner, Membership Director-elect Tobie Blanchard

Absent: Research Director Lauri Baker, Marketing Director-elect Matt Browning

### **Agenda Review – Suzanne**

#### **Approve Fall Board meeting minutes**

Will hold for approval at the December meeting.

#### **Financial Report - Becky**

Becky provided an account summary balances, and noted the investment accounts continue to do well. The first quarter to UNH has yet to be paid.

#### **Old business**

Management Negotiations Update – Elizabeth/Becky

Elizabeth – she and Becky have held 2 Zoom conferences with Celtic. They did a contract that's very simple and straight-forward, but with no prices. The fees are usually budgeted during the annual budget cycle.

Becky noted that the board needed a starting point, so she had sent out a Word file to the board to document what work is done by each director and officer, and what Celtic would take on. Becky noted they have nothing to go on right now, and we need that documentation.

Please work on it and return to Becky by the December meeting of the board. Elizabeth wants to ensure the essential duties are carried forward. Do they know what type of Facebook posts do we want as an example; the more specific we are, the better clarity on the costs of what Celtic will charge ACE.

Usually, Celtic budget planning begins with a fiscal year, and they do budget planning three months ahead, so it can be reviewed and see what the price tag is so it can be negotiated. Celtic said that part of their job is to ensure ACE can afford them, make us more fiscally sound so we can afford them. If we run short of funds, or a new need comes up in the middle of the year, we can change the budget up or down, providing there hasn't been any outlay of their funds.

That budget process would start before June 1. Becky said ACE can't afford a six-month transition process.

### **Constitution/Bylaw revisions – Steve**

Steve noted the changes are self-explanatory. There are more changes this year than in the last couple of years combined. The board was asked to review by the December board meeting.

Regarding Bylaw A, Becky proposed having documentation on financial oversight that's broader than just the Development Fund. Her proposal is to have a separate Bylaw that is specifically on financial oversight.

Donna noted the Development Committee wanted to review Bylaw A.

Bylaw A would name all funds with a threshold listed for each over which money can be spent.

Suzanne asked that Donna, Janet, Becky, and Holly review the latest draft of Bylaw A before the December meeting.

The question of having Celtic do strategic planning for ACE came up, and that would cost more, although they do an annual planning session with the board and officers.

### **2018 Conference Update – Lori**

Lori, Martha, and Kelsey sat in on the AMS steering committee meeting in November. The room rate increased from 139 to \$149. The call for proposals, presentations, posters, have all gone out. Nothing specific to add to any sponsorships. AMS would like all sponsorships in by May 1. The resort fee will be optional. No internet in your room. Still working on a possible post conference on diversity.

### **2019 Conference/Hotel Update – Elizabeth**

Elizabeth noted we now have a signed and executed contract with the Westin Riverwalk at \$189 a night. There are no resort fees. All meeting rooms will be on one level. The dates are June 22-27, 2019, which includes the board meeting dates.

### **New business**

#### **Officer Reports**

President: Suzanne thanked Elizabeth for assisting while she was out. At the December meeting, we will complete the plans of work.

President-elect: Elizabeth is working on C&A with Holly, Lori and Mary, and went over the descriptions of categories and classes, which was sent to the board. Taken steps to simplify and clarify. The biggest change is no hard copies of entries will be accepted this year, all must be submitted electronically. Also noted was the change to the "Diversity" category. Respond back with any thoughts or suggestions by December 1. Judges' responsibility developed by Lori will be sent to judges prior to the contest.

Vice President – Doug, looking at ways to attract a more diverse group to come into leadership positions. Dennis noted he had attended the 1890s meeting, at which Steve was present. The seed has been planted.

Past President – Candidate committee has been forging ahead.

#### **Director reports**

Learning Communities – Mary Informed LC leaders about C&A. Accreditation on agenda for December. Elizabeth has some information she can send.

Membership – Beth noted the membership committee also was very interested in pursuing accreditation. No Update for November. Content: 2018 update, membership renewal.

Marketing – Dennis talked about Matt’s push card asking for photographs from the board. Suzanne said they should move forward with the push cards. Dennis shared two videos as well with the board.

Retiree – Janet did send out a retiree report and submitted a proposal for the 2018 conference.

Development Officer – Donna talked about the silent auction at the 2018 conference. They raise money for student scholarships while our funds go for professional development. Decided they were compatible goals. Suzanne wondered if we’d make less. Lori thinks it could work, but she thinks ACE members would like to know what’s donated from our members. They would maintain the donor database. Donna will respond back to them.

Mary motioned to move forward with the 2018 auction, Janet seconded, with a three-way split on monies raised. Approved.

**Suzanne reminded the board to review the bylaws, C&A, plans of work.**

**Other**

Add Bob Furbee to website to the award winner list.

Respectfully submitted,  
Holly Young, Executive Director