



**February 19, 2018 ACE Board Conference Call, 11 a.m. to 1 p.m. Eastern**

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

**Roll Call**

President Suzanne Steel, Past President Steve Miller, President-elect Elizabeth Gregory North, Membership Director Beth Forbes, Research Director Lauri Baker, Professional Development Director Victor Villegas, Learning Community Director Mary Wirth, Retiree Director Janet Rodekoher, Marketing Director Dennis Thomas

Non-voting: Executive Director Holly Young, Treasurer Becky Koch, Development Officer Donna Sheffield, Marketing Director-elect Matt Browning, Learning Community Director-elect Lori Greiner, Membership Director-elect Tobie Blanchard, Retiree Director-elect Linda Benedict

Absent: Vice President Doug Edlund, Professional Development Director-elect Craig Woods

**Agenda Review – Suzanne**

**Approve January Board meeting minutes – hold until March**

**Financial Report - Becky**

**ACE FY17 Finances Summary:**

	<b>Income</b>	<b>Expenses</b>	Notes
Board	0	859	Retiree/past pres reception, fall meeting coffee, board gifts
C&A	18,910	7,738	Entry fees, judges, Submittable, plaques; some of these plaques should be under Board expense
Development Fund	2,381	4,500	Must remember to transfer full \$4,500 from Development Fund into checking account; should be \$2,119 in additional "income" from Dev Fund account
Dues	36,620	0	Throughout year & Memphis conference
Insurance	0	1,738	Liability
JAC	0	5,924	Ex ed, ed asst, web, FastTrack, plaques – no longer have 2,700 web & FastTrack, but ed asst from 1,000 to 1,500
Management	0	47,305	UNH & travel
Meetings / Conferences	13,140	2,489	Memphis proceeds; half awards book layout & printing, retiree stipends fall and June NOLA meetings
Office	0	2,011	Mostly credit card fees, no longer \$674 for QuickBooks

Professional	154	960	Royalties, tax prep half this in FY18
Web	0	1,886	Wild Apricot, Rackspace, support
Totals	71,205	75,410	
	2,119	0	Development Fund money that should have been transferred from investment account
Should have been	73,324		
<b>FY17 deficit</b>		<b>2,0856</b>	

Becky went through the above spreadsheet with the board, explaining that we did have a deficit of approximately \$2,000 in FY17. Suzanne asked about placement for Development Fund monies. Mary wondered how it shows \$2,000 when the spreadsheet shows about a \$9,000 deficit.

Steve noted the important numbers are income, what we can draw in as we look at paying Celtic. Becky asked for a motion on the budget, to move \$1500 from FastTrack that is no longer needed to payment for the JAC Editorial Assistant. Steve so moved, with a wecond from Janet. Approved.

Investments have taken a hit recently with the markets.

Mary wants to shut down the money market. Becky indicated we'd be changing banks with Celtict to Bank of America and to wait until that move.

### **Membership numbers update – Holly**

As of Feb. 19, we have 177 active members, with 153 renewals pending and 55 that have lapsed (haven't paid dues since January, 2017 or before.) We have 32 first-year members, one new life member, and 68 paid life members, along with two retirees and two student/recent graduates. Our current "active" total is 282. There is a total of 159 whose renewals are overdue.

Holly doesn't see it moving up at much as needed. Beth indicated the membership committee has heard stories about why they aren't renewing. No set plans at this time. We had tried to reach out to department heads in the past who are supportive of ACE.

Lori noted a personal phone call is the best way to make it happen. Get the membership committee and state reps to divide and conquer. Holly will send the list of 153 out to board members as well as the new member list. Elizabeth also felt it would be helpful to look at department head list and compare to membership list to see if any joined.

ACE needs a policy on membership to guide us. We need to be consistent.

Elizabeth motioned to establish a policy that if an active or first-year member doesn't renew within two months of their annual renewal that membership be suspended. Second from Victor. Approved.

Beth motioned that we communicate with the lapsed and pending and let them know they have 30 days to renew or they will be listed as suspended and their names deleted from all listservs and no longer receive ACE communications. This will be on an annual basis. Dennis second. Approved.

### **Old business**

2018 Conference: Lori indicated the committee is quickly finalizing workshops and presentations. We also will host a session on how we work with journalists. We will need a minimum of 25 participants to move forward with the Wednesday post-conference session.

## Celtic contract

The proposed contract from Celtic was reviewed, with Elizabeth noting that Celtic will not do anything without our approval that there is nothing problematical in this contract.

Janet said ACE needs a lawyer review this. Dennis asked if Celtic's yearly retainer is separate from each service they provide? There will be a base fee they will charge us.

Without a conference this year, two next year, it's going to be messy for a couple of years, Becky noted.

Elizabeth motioned to accept and authorize Suzanne to sign the contract, with a second from Beth. Dennis asked that it first be reviewed by a lawyer with a written report to the board, and Elizabeth accepted that as part of the motion. The board approved the motion without dissent.

## **C&A**

Entries have closed and gone to the judges.

## **Update on web changes (from January meeting)**

No report.

## Election

Closes February 28.

## Award nominations

Brian Meyer – professional award

## Accreditation

It is the \$500 annual fee that concerns Becky. Lori suggested holding off until we learn more before we spend the money. Recruit those willing to go through the process first.

## **New business**

### **Officer Reports**

President: Holly and Suzanne have begun discussions on transition to Celtic.

President-elect

Vice President

Past President

### **Director reports**

Learning Communities: Conference call and discussed awards and conference. Holly discussed C&A.

Membership: New Update this week.

Marketing: Still working on the visuals. Matt – attempt to solicit images slow. He has sent 10 emails, seven said yes. Three finished.

Professional Development – FB doing well. Webinar last week,

Research: Lauri motioned to accept Lisa Lundy as the next JAC Managing Editor, with a second from Steve. We need to determine when her appointment begins. The motion was approved.

Retiree – Janet reported that the latest newsletter was sent last week.

Life membership

Development Officer – Donna has contacted project recipients.

**Other**

Meeting adjourned at 1 pm ET.

Respectfully submitted,

Holly Young, Executive Director