



Grow your skills, grow your network, grow as a professional in ACE!

**ACE Board of Directors
April 9, 2019
Meeting Minutes**

Voting: Elizabeth Gregory North, Doug Edlund, Jennifer Alexander, Suzanne Steel, Lori Greiner, Tobie Blanchard, Becky Koch, Linda Benedict, Victor Villegas, Donna Sheffield, Lauri Baker

Celtic: Deb Ryan, Marlene Byrne

Director-Elects: Craig Woods, Lulu Rodriguez

Absent: Matt Browning

Call to Order – Elizabeth Gregory North at 2:01 pm CT on Tuesday, April 9, 2019.

March Minutes – Becky noted that the chat notes from Zoom can be edited down. Deb will do so in the future minutes. Jennifer correct the spelling of Abigail Borron's last name and asked the name of the ACE Professional Leadership Awards. Elizabeth stated that ACE should use ACE Leadership or ACE Honors Awards. A motion to approve the March Meeting Minutes with the comments above included was made by Lori Greiner. Suzanne seconded the motion. All approved, and the motion carried.

Officer Reports

President – Elizabeth Gregory North

Refer to written report. Elizabeth asked for a motion to approve Rose Hayden-Smith as the ACE fellow with eXtension. Doug made a motion, Becky seconded it. There was no further discussion and all approved the motion. Discussion on nominations for ACE representative to the JOE Board was postponed as was Nominations for ACE Curator.

President-elect – Doug Edlund

Refer to written report. Doug is wrapping up C&A and OPS notifications. He'll share files for the award booklet with Celtic. Elizabeth offered to produce a single program booklet that includes the C&A Awards. Celtic will work Doug to produce the awards certificates. He wants to include LC leaders to the C&A review committee.

Vice President –Jennifer Alexander

Refer to written report. Lori and Victor to set up meeting with Alan Dennis to discuss further ways for the Leadership and Management LC to partner with. Jennifer will send info to publish in the April ACE Edge.

Past President – Suzanne Steel



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Refer to written report. Suzanne noted that the Administrators letter campaign netted at least one conference attendee as well as a disgruntled recipient who complained about the out-of-date mailing list. Deb reported no returned mail as of this date. Suzanne's proposed constitution updates will be discussed under Old Business.

Celtic Update

Deb reported that conference registration is open as of today, sent out administrator's letter campaign, is working with Doug to finish up C&A, including judge payments. She also noted that there are no firm sponsorship commitments and asked all the Board to assist with securing sponsorships.

Annual Conference

2019

Elizabeth reported that Ali Goljahmofrad, a high school teacher/speaker from San Antonio, will be the Hermance Lecturer. Donna also noted that the Holly Young Travel Grant recipients will be chosen among those who register as first-time attendees. Two \$250 grants will be dispersed.

2020

Celtic is finalizing contract for Doug's signature with the Hyatt Regency Rosemont for June 20-26, 2020.

Treasurer's Report – Becky Koch

Refer to reports. Becky encouraged all to consider people they may know to encourage them to become ACE members and register for the conference.

Director Reports

Marketing –Dennis Thomas

Refer to written report. Dennis thinks the video testimonials will be ready by the conference. Dennis reported that as many of seven will attend the conference from Kentucky State and that he thought Kentucky State would commit to a sponsorship. He also had a question about a C&A award, and Doug said he could provide an update offline.

Member Services – Tobie Blanchard

Refer to written report.

Learning Communities – Lori Greiner

Refer to written report. The conference chairs were on the most recent LC leadership call to discuss expectations and schedule for the LC business meetings. Lori and Celtic will continue to work on the Listserv issues. There was a discussion about renaming the Instructional Design/IT LC, and the group liked the suggestion of Emerging Technology and Online Education. Further work regarding this LC may include a survey to members prior to the conference.



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Professional Development – Victor Villegas

Refer to written report. Victor reported that there will be a webinar on May 20 and will provide details to Celtic to post and distribute.

Retiree – Linda Benedict

Refer to written report. Becky reported to Linda that Ron Thomas paid the full life membership as he'd recently retired. All approved his life membership.

Research –Lauri Baker

Refer to written report. Lulu asked if the JAC domain invoice sent from Kansas State had been received. Deb confirmed it was. The next issue of JAC is out.

Development Officer Report – Donna Sheffield

Refer to the written report. Donna reported that, after meeting with Jennifer and Celtic, the professional grant schedule will change. The schedule will be announced at conference, with applications open through the end of August and winners notified by the end of September. Winners will then present at the 2020 conference. There was a discussion about the development fund account and how and what the minimum lowest balance can be. Marlene stated that ACE needs to be conservative about expenditures from this fund moving forward and should include the proposed incoming Development officer. Donna wants to promote these grants and suggested a development grant table near registration at the conference.

Old Business – Proposed changes to the constitution submitted by Suzanne Steel

Suzanne presented updates to the Constitution for discussion by the Board. The draft changes would be voted on by membership after the Annual Meeting with the changes discussed during the Membership meeting at the conference.

Nominations Committee – Changes to the process for nominating new Board members were presented and approved for vote by the Board.

Inconsistencies – There were some corrections represented for the Bylaw vote, including changing “Active” to “Professional” member and “executive Director” to “Management Office” throughout. Also, there was a correction so that the Treasurer being an elected position was consistent throughout (based on October, 2018 vote.) These changes were presented and approved.

Officer and Director Terms – A discussion of changing office and director terms was tabled until a later date.

New Business – ACE Honors Leadership Awards Vote, JOE Board representative discussion and ACE Archivist/curator position.

Lori asked for clarification on an earlier email from Becky regarding length of membership of Cassie Wandersee, who was nominated for the Award of Excellence. It was confirmed that Cassie does not



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meet the length of membership criteria for this award and will not be voted upon. Given the time, Elizabeth asked all to respond via email with their votes on the ACE Honors Leadership Awards as well as suggestions for a new JOE Board representative. The discussion about Archivist is tabled until a later date.

Elizabeth called the meeting adjourned at 4:24 CT and thanked everyone for their contributions.

Zoom Chat

From Becky Koch to Everyone: 03:46 PM

You're already committing to four years. Vice president, president elect, president and past president. I would have been burnt out for a second year!

From Victor Villegas to Everyone: 04:09 PM

Why can't we have a single, professional membership and an Institutional membership, with a discount for 5 or more.

From Craig Woods to Everyone: 04:15 PM

<https://aceweb.org/resources/Documents/2019%20Conference/Final%20ACE%20Constitution%20October%202018.pdf>

From Suzanne Steel to Everyone: 04:16 PM

<https://aceweb.org/ace-constitution>



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Development – Project Grants

Professional Development Grants provide support for ACE members to pursue projects and training to upgrade their knowledge and skills. Grants can be used to explore new technologies or concepts, solve everyday problems or work on team projects. The goal is to have the recipient share their knowledge and findings with the ACE membership.

Recipients of Development Grants are encouraged to present their findings at the ACE Annual Conference the summer following their grant.

See below for grant guidelines or [view the online application](#).

Eligibility Criteria

Applicants must meet the following eligibility criteria to be considered for a grant.

- You must be an ACE member.
- You must be current on your dues.
- The team leader on group applications must meet the criteria above.
- Your project must be completed within one year.
- You must submit a written report and a professional biography with highlights of ACE activities.
- You must be willing to share your results at the annual conference or via a webinar.
- You must send a letter of support from your administrator.

Grants are competitive and meeting eligibility requirements does not guarantee you will receive a grant. Preference will be given to proposals with broad application so other members can benefit from the professional development experience.

Application Process

June 2019 – Announce Grant Applications open at ACE Annual Conference

August 30, 2019 – Deadline for online applications.

September 30, 2019 – Applicants notified.

May 31, 2020 – Projects end.

June 2020 – Annual conference presentations.

[View the online application](#).

For more information on ACE Professional Development grants, please review frequently asked questions and examples of past projects. For other questions, please email debr@celticchicago.com.



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Development Officer

**April 2019
Donna Sheffield**

Strategic Planning Goals

- Increase unrestricted funds
- Silent Auction
- Sponsorships

Accomplishments since last report

Drafted travel grant announcement and sent it to Doug for approval. I have forwarded it to Deb to incorporate into preconference materials.

Met with Marlene, Deb, Jennifer and Elizabeth to discuss travel grant program and professional development grants. We talked about application procedures and dates for the coming year. We talked about strategies for increasing participation and the need to re-evaluate to make sure it supports organizational goals. If we revamp, I would suggest calling for proposals twice a year, once in the spring and again in the fall. This might increase the number of grant applications and give us another chance to promote this member benefit.

We briefly discussed conference sponsorship.

Informational items

Next steps

Travel grant announcement in Update. Work on professional development grant pages and promotion.

Items for Board decision/action

Approval of the professional development grant procedures for the coming year.



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Learning Communities

April 2019
Lori Greiner

Strategic Planning Goals

- Engage LC's and create content as topic experts
- Calendar for LC's
- Social posts on LinkedIn
- LC Webinars

Accomplishments since last report

- Conducted LC leader call on April 4. Kay and Maggie joined the call to discuss LC meeting plans at the conference.
- Conducted a conference call with Victor Villegas and Alan Dennis to discuss reorganizing the Instructional Design/IT Learning.
- Identified a couple of potential new leaders for the Leadership and Management LC. Sent them to LaRachelle Smith.

Informational items

- There are no new webinars scheduled this time. There are a couple in the works, but not finalized.

Next steps

- Develop a survey to send to membership about the Instructional Design/IT LC.
- Send note to ACE membership to recruit LC leadership.
- Need to work with Deb to work our issues with LC listservs.
- Work on updating the LC Handbook.

Items for Board decision/action

- I'd like to spend a few minutes to discuss ideas for Instructional Design/IT Learning Community.
 - Send a survey to solicit ideas for professional development and get input on needs of group.
 - Possibly rename the LC to more closely align with members' roles. Some possibilities include Emerging Technology and Online Education, Innovation and Online Learning, or another combination. We'd gather input through survey.
 - Carve out a niche that is different from what NETC has to offer. There last few conferences have been at the same time or near the time out our conference.
 - Drop LC all together?



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Marketing & Membership

April 2019

Dennis Thomas/Matt Browning (elect)

Strategic Planning Goals

- **Increase new members by 100**
- **Membership Drive**
- **Extend memberships to industry**
- **Update Website**

Accomplishments since last report

- Video testimonials still in development.
- Continuing to develop list of agencies outside the land-grant university system to target with ACE information. Will share with group for additional input.
- Shared testimonial statement for VSU's Michelle Olgers with Elizabeth for design
- Shared information about ACE at the Association of 1890 Research Directors conference in Jacksonville, Fla.

Informational items

- Have yet to be able to gain access/be trained on website management

Next steps

Items for Board decision/action



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Member Services

April 2019
Tobie Blanchard

Strategic Planning Goals

- Increase member engagement and communication
- Monthly emails/newsletter
- New Member Onboarding
- Introduce Local Share Program
- (Remove state reps)

Accomplishments since last report

- Solicited more ACE member spotlights and tips, up next Barb McBreen (Iowa) and a tip from Stacy Stearns (UConn)
- Content request form to get members to send in news
- Answered questions of potential new member from College of Architecture at Texas A&M

Informational items

Next steps

- Continue to add and improve our communications calendar
- Gather ideas for local share program
- Work with Celtic if/when new members join

Items for Board decision/action

- How to build a local share program
- Send items for April Edge
- Help solicit member profiles and pro-tips from your own units



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PD Director Report

4/9/19

Victor Villegas

Strategic Planning Goals

- Create highest quality programs to increase participation
- Annual Conference
- Social Media
- Webinars

Accomplishments since last report

- Secured commitment from D. Scott Smith to do a webinar on networking, May 20 at 12noon Pacific.
- Posted 6 Facebook posts
- Met with Lori Greiner and Alan Dennis to discuss revitalizing Instructional Design/IT LC

Information items

- ACE members focused posts continue to be most popular
- Still not posting on LinkedIn just yet

Next steps

- Need to verify how many members have been added to new LinkedIn group
- Need to start marketing Scott Smith's webinar
- Need ACE conference promo posts for Facebook and LinkedIn

Items for Board decision/action

None at this time.

ACE

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- Recorded Webinars
- Journal of Applied Communications
- Annual Conference
- Professional Development Grants Program

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Network

- Learning Communities
 - o How to Join a Learning Community
- Annual Conference
- Membership Directory (password-protected)

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- Critique & Awards Program
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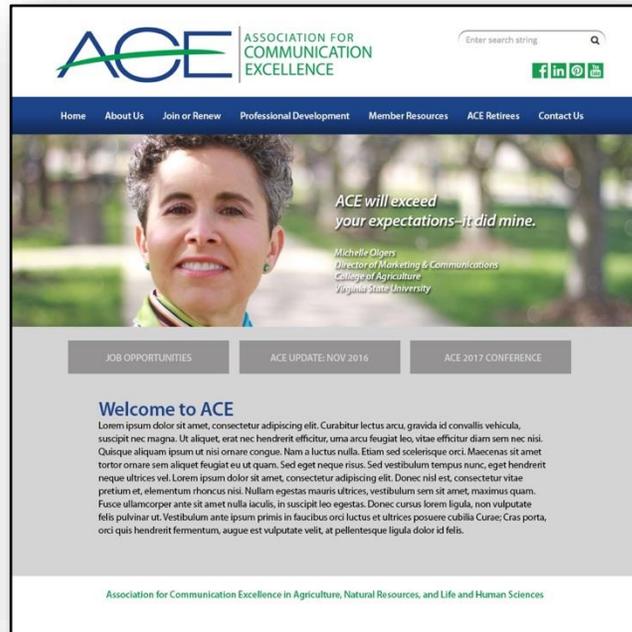
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Also as a reminder, we need member photos with pixel dimensions of about 1300 x 400, with extra space around



the subject for quotes, for the slide show.

ACE eXtension Fellows

I am very disappointed that we had no ACE members interested in applying to be ACE eXtension Fellows. I am not sure whether we will have this opportunity again.

ACE and the Universal Accreditation Board

I understand why we were unable to participate this year in the Universal Accreditation Board, but I sincerely hope that we will be able to pursue this invitation in the future, as soon as funds are available.



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President-Elect Report

April 2019
Doug Edlund

Strategic Planning Goals

- Increase the prestige and participation of the C&A awards
- C&A Awards
- Judges

Accomplishments since last report

- As of Monday morning (4-8), all classes except for Class 25 have been judged. Class 25 has a small scoring issue and should be easy to fix. All classes, except 25, have been notified as to the status of their entries.
- OPS Awards are in the process of being selected and awarded.
- At this point I'm continuing to evaluate C&A items such as classes, judges, class enumeration, etc.
- Did three site visits in Chicago with Marlene on March 18. Visited two sites in Rosemont and one in Schaumburg. All were very capable of handling the 2020 conference. At this point, the Hyatt Rosemont is the frontrunner and final details are being taken care of by Marlene.

Informational items

Elizabeth has asked Lori Greiner and I to head up a committee to evaluate the C&As and make recommendations to make the process, from entry to judging, much more user-friendly to help raise prestige and participation in the C&As as outlined in our strategic planning goals.

In addition to Lori and me, we will ask four members from the LCs to join the committee as well as Heather Browne, with Celtic Associations. The report is scheduled to be completed by late summer.

Next steps

Items for Board decision/action



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President Report

April 2019

Elizabeth Gregory North

Strategic Planning Goals

- Create industry connections with government, industry, and associations
- Invitation campaign
- Conference Keynote speaker

Accomplishments since last report

Contacted communications professionals with Mississippi Department of Agriculture & Commerce, Mississippi Farm Bureau Federation, Alabama Department of Agriculture, and Alabama Farmers Federation (ALFA): I received responses indicating that the state departments of agriculture have an organization for their communications professionals, organized under the commissioners' association. It is called COSDA (Communication Officers for State Departments of Agriculture). Some of the Farm Bureau communicators belong to AAEE (American Ag Editors Association) and others to PRSA. I shared information about ACE with them, and they expressed interest in learning more about ACE by visiting the web site. Worked with Aaron Wiebe and Chris Geith with eXtension to modify the eXtension ACE Fellow document and to discuss the potential fellowship with California ACE member Rose Hayden Smith. The current version of the proposal is attached. ACE would incur no financial responsibilities for this fellowship; eXtension will provide all funding.

Informational items

Joanne Littlefield has been serving as ACE Representative on the Executive Board of JOE, the Journal of Extension. Her new dean will no longer provide support for her to participate in the face-to-face meetings of the JOE Board, so she requests that we replace her with someone who has institutional support to participate.

Joanne is also serving as ACE Curator, and her term ends in December.

Next steps

Work with Deb Ryan and Marlene Byrne and others on revisions to Policies & Procedures Manual.

Items for Board decision/action

- Approval of Rose Hayden-Smith as ACE Fellow with eXtension.
- Nominations for ACE Representative to JOE Board.
- Nominations for ACE Curator.

Impact Collaborative ACE Fellow

Purpose of the Fellow:

Create a pathway for new work in high-priority topic areas, such as Communications and Marketing, disseminated and used across the Cooperative Extension System.

The focus of this fellowship is to develop the first edition eFieldbook focused on Communications, Branding, and

Marketing to be published with eXtension no later than September 1st, 2019 for the October 2019 Summit.

ACE is responsible for identifying and appointing this Fellow. Additionally, the eFieldbook will be co-branded ACE and



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eXtension Foundation.

Responsibilities

● Serve in the role of author and editor for first Communications & Marketing eFieldbook and identify a review

group and authors/contributors and follow the publication guidelines of eXtension. ACE members will be involved

in the review and contribution of content and materials for the eFieldbook.

● Submit the eFieldbook by August 15th, 2019 to a review group appointed by ACE.

● Identify and invite subject matter experts in the topic, including members from ACE, to serve as Key Informants

to the eXtension Impact Collaborative to mentor, coach, advise, and help direct Impact Collaborative project teams through webinars and direct support during the Impact Collaborative Summits.

● Provides expertise for up to 2 scheduled Impact Collaborative informational/promotional webinars and the IC

Summits to engage the Extension community in the topic.

● eXtension provides technical assistance and serves as publisher.

● Participate in the April and October 2019 Summits in Atlanta, GA. Travel & Registration will be paid by eXtension.

● Participate in the ACE Conference in June 2019 in San Antonio. Travel & Registration will be paid for by eXtension.

Reporting and Stipend:

The Fellow will report to the eXtension Foundation CEO or COO. eXtension will provide \$5,000 to support this work to

the Fellow or the Fellow's institution, depending on the best way to handle the funds for the institution.

Duration

Beginning on our near April 1st, 2019 to October 1st, 2019 (this time frame spans two national Summits in April and

October, 2019).



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Research Director

4/9/19

Lauri Baker

Strategic Planning Goals

- Improve communication between the JAC Board and ACE Board

Accomplishments since last report

- JAC Board has not met since the last ACE Board Meeting
- The next issue of JAC was published.

Information items

- JAC Article of the year reviews are out to reviewers right now. These are due on Friday.
- Katie Abrams is now working in her current role as managing editor and has a goal of working on promoting JAC more. She is open to ideas.
- Lauri Baker has accepted an associate professor position at the University of Florida working with the Center for public Issues and Education in Agriculture and Natural Resources within the department of agricultural education and communications. Her appointment will be 65% research and 35% extension.

Next steps

- JAC Board meeting is next week. Happy to bring back any thoughts or ideas the board has on promotion of the journal.

Items for Board decision/action

- JAC Board would like to know if the ACE Board still wants to do the president's column or not. The next issue will publish in May.

ACE

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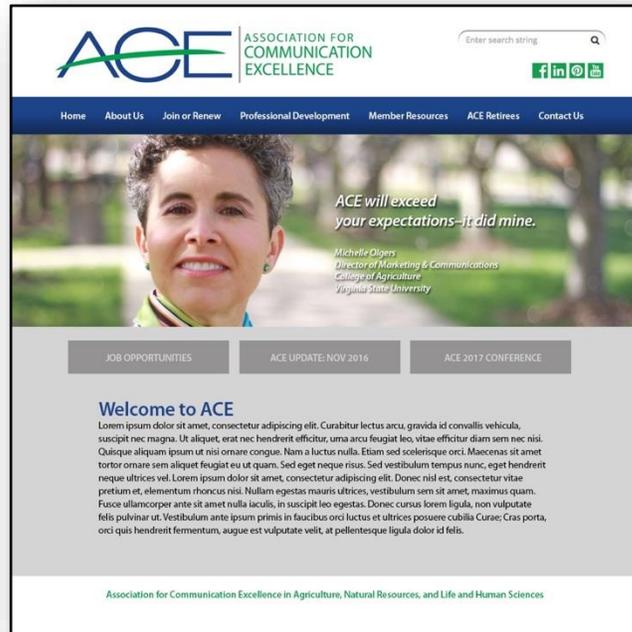
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Retirees

April 2019
Linda Benedict

Strategic Planning Goals

- Create opportunities for retirees to engage.
- Communicate with retirees.
- Update directory of retirees and life members.

Accomplishments since last report

- Putting the finishing touches on my next newsletter to retirees.
- Continue with my quest to find ACE retirees and contact them.
- Working on updating the retiree website with Celtic.
- Working on changes to the constitution about retirees and life members.

Informational items

- To board members: please send me any leads about retirees.

Next steps

- Continue searching for new retirees and recruiting life members.
- Continue working on the next newsletter.
- Continue sending updates for the ACE retiree directory.
- Continue working on the website.

Items for Board decision/action

- None this time.



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Vice President Report

April 2019

Jennifer Alexander

Strategic Planning Goals

- Industry engagement and partnerships

Accomplishments since last report

- Participated in development/sponsorships conference call with Celtic, Development officer (Donna), and ACE President (Elizabeth).
 - Discussed ideas for professional development fund grants. Donna and Celtic will summarize proposed plan and share with the officers and Board.
 - Clarified roles/responsibilities related to development and sponsorships as related to the Board and Conference Committee
 - Revised VP goal to focus on partnerships vs. sponsorships

Informational items

- None

Next steps

- Encourage ACE leadership & management LC to invite someone from a partner professional organization or non-ACE colleague at their institution to attend ACE once registration opens.

Items for Board decision/action

- I welcome suggestions for improving the approach proposed under “next steps” above to avoid spamming ACE members with a lot of separate emails. One possibility might be that I could write a blurb encouraging this for the next ACE Edge and then re-iterate it to the Leadership and Management LC. That way it would include all members.
- Question: What’s the status of a shared online space for meeting notes, reports, and collaborative work on documents?



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Past President Report

April 2019
Suzanne Steel

Strategic Planning Goals

- Campaign to Deans & Administrators to increase memberships
- Nominations

Accomplishments since last report

Campaign: Letters went out to deans and directors. Received one email that the communications lead from Guam will attend our annual conference this year, and another letter from a director saying we have an old mail list – surprising since it came from APLU.

Nominations: revised initial proposal that will allow nominating committee to put forward one or two nominees for each position.

Drafted another proposal to adjust the board composition, to be presented at April board meeting.

Items for Board decision/action

- Consider constitutional changes, below.

Proposed ACE Constitutional Changes – v.4-5-19

Note: Throughout constitution, replace Executive Director with ACE management. Replace active member with professional member.

Article VII Elections

Current:



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Section 4. Nominating Committee.

~~The president will appoint a nominating committee of not less than three or more than five members, and the immediate past president will serve as chair. The committee will be responsible for finding eligible candidates for vice president and directors-elect. The committee will work with directors to find potential candidates for director-elect and, if necessary, communicate directly with members to find potential candidates. In seeking candidates for vice president, the nominating committee will consider all currently active members in good standing of ACE for at least four consecutive years immediately prior to the election.~~

Proposed change:

Section 4. Nominating Committee.

The president will appoint a nominating committee of seven, chaired by the immediate past president. The committee will include a broad representation of membership, including one other past president, one member of the board, a member who has been in ACE less than five years, a Learning Community chair, at least one representative from 1890 institutions, and at least one representative from 1862 institutions. In seeking a candidate for vice president, the nominating committee will consider all professional members in good standing of ACE for at least four consecutive years immediately prior to the election.

Current:

Section 5. Slate of Candidates.

~~The nominating committee will present a slate of eligible candidates, consisting of two candidates for vice president and two for each director-elect vacancy, to the ACE board for approval. The committee will seek a slate of candidates representing the diversity of the membership.~~

~~If, after an extensive search, the nominating committee cannot come up with two candidates for an office, the ACE board may decide to:~~

- ~~a. Approve one qualified candidate, if available, and submit that name to the members;~~
- ~~b. Reschedule the election for later in the year if at least one qualified candidate can be found by February elections; or~~
- ~~c. Leave the position vacant and elect a member to serve, starting at the end of the term of the current officer or director.~~



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Proposed change:

Section 5. Slate of Candidates

The nominating committee will consider the duties of each position and the short- and long-term goals of the organization. They will seek nominations, including self-nominations, from the membership. The committee will add to these nominations and develop a list of candidates for each position representing the diversity of the membership. After deliberation, the committee will create a ranking for each position and contact nominees to explain the duties of the positions. Once the slate is filled, the nominating committee will present the slate to the ACE Board for approval. At their discretion, the nominating committee may present a slate with one nominee each for vice president and the director vacancies, or they may present two candidates for each office. In either instance, the approved slate will be presented to the membership for their vote. If, after an extensive search, the nominating committee cannot come up with even one nominee for a position, the Board may appoint a member to serve in that position until the next election.

Current:

Section 6. Method of Voting.

~~The executive director will arrange to have appropriate ballots delivered to all members. Brief background information on each candidate will accompany the ballots, along with instructions for submitting them. (Insert proposed change, below, here.)~~ The ballots will be counted and audited and the results reported to the ACE president. In case of a tie in the election for vice president or director-elect, a majority vote of the ACE board will determine who will be certified as the winner.

Proposed change:

Section 6. Method of Voting.

ACE management will provide ballots and background information on each candidate to the membership for voting.

Article III — Membership

Section 2. Rights of Members.

Current:

c. Directors. The privilege of serving as director is restricted to professional members, with the exception of the retiree director, who must be a retired or life member.

Proposed addition:

d. The development officer, appointed by the president, may be a professional, retired, or life member.



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Article VII — Elections

Current:

Section 1. Eligibility for Office.

Officers and directors of ACE will be chosen from among the active membership, except as noted in Article V, Section 4, g. (i.e., retiree director).

Proposed change:

Officers and directors of ACE will be chosen from among the professional membership, except as noted elsewhere regarding the retiree director and the development officer.

The above were discussed at the March 2019 board meeting. Below are additional changes.

In general, we are proposing to:

- Increase President and Vice President terms to 2 years each.
- Eliminate President-Elect role and modify Past-President to serve in advisory capacity, not required to attend face-to-face meetings. Primary responsibility would be to manage the nominating process.
- Begin with 2020 Annual Conference, when Jennifer becomes President. She would be the first to serve a 2-year term. Doug will serve two years as Past-President. LaRachelle will begin her second year as Vice President. We hold no election for VP.

A summary of the years follows:

- 2019-2020: Elizabeth is past president, Doug is president, Jennifer is president-elect, and LaRachelle is vice president.
- 2020-2021: Doug is past president, Jennifer is president, LaRachelle is VP. There is no election for VP.
- 2021-2022: Jennifer is president for another year. LaRachelle is VP (*now for a third year*). Doug is past-president. We hold an election for VP.
- 2022-2023: LaRachelle is president, and we have a newly elected VP. No election.
- 2023-2024 LaRachelle is president, same VP. We hold an election.

An additional proposal:

- Eliminate all Director-elect positions. Those elected become Director immediately and serve two years.



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Those director-elects serving now, or just elected, will serve as director-elects until it is time for them to move into the director role. All future elected directors will become director immediately.

These changes will result in a smaller, tighter Board, that should be capable of more strategic focus.

Here are the proposed changes to the constitution:

Article V — ACE Board: Definitions

Section 3. Officers.

~~The officers of ACE will consist of a president, president-elect, vice president, and past president. Officers will be chosen from among the active membership and must remain active members throughout their terms.~~

Section 3. Officers.

The officers of ACE will consist of a president, vice president, and past president. Officers will be chosen from among the professional membership and must remain professional members throughout their terms.

~~**a. President.** The president will serve for one year, having previously served as president-elect. The president will not be eligible to serve two consecutive full terms as president.~~

a. President. The president will serve for two years, having previously served as vice-president. The president will not be eligible to serve two consecutive full terms as president.

~~**b. President-elect.** The president-elect, having previously served as vice president, will serve for one year, following which the president-elect will automatically become president. The president-elect will not be eligible to serve two consecutive full terms as president-elect.~~

b. Vice President. The vice president will serve for two years, following which the vice president will automatically become president. The vice president will not be eligible to serve two consecutive full terms as vice president.

~~**c. Vice President.** The vice president will serve for one year, following which the vice president will become president-elect. The vice president will have been an active member in good standing of ACE for at least four consecutive years immediately before assuming office. The vice president will not be eligible to serve two consecutive full terms as vice president.~~

~~**d. Past President.** Term of office for the past president normally is one year. In the case of a vacancy in that office, the current president may ask a previous past president to serve out the remainder of a term.~~



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d. Past President. The past president will serve in an advisory role for two years. In the case of a vacancy, the president may ask a previous past president to serve out the remainder of the term.

Section 4. ACE Directors.

~~ACE has six directors. All must remain active members throughout their terms of office, with the exception of the retiree director. With the exception of the retiree director, directors will be elected through a vote by all ACE members. The retiree director will be elected by vote of the retired and life members. All directors serve as director-elect for one year upon election then serve a two-year term.~~

ACE has six directors. All must remain professional members throughout their terms of office, with the exception of the retiree director. Also with the exception of the retiree director, directors will be elected through a vote by all ACE members. The retiree director will be elected by vote of the retired and life members. All directors serve a two-year term.

Section 5. Directors-elect.

~~Directors-elect will be elected to serve during the second year of a director's term to aid in program development and continuity. Directors-elect are expected to join in deliberations of the ACE board as soon as they are elected. Directors-elect are encouraged to attend meetings and serve on board task forces and subcommittees, but will not have voting privileges. The director-elect will assume the duties of director should the director be unable to fulfill the duties of that office.~~

Section 6. Executive Director.

~~The executive director is appointed by the ACE board. The executive director, whose duties include serving as secretary, may be an active or retired member and is a nonvoting, ex officio member of the ACE board.~~

Section 7. Treasurer.

~~The treasurer is appointed by the ACE board and serves a three-year term. The treasurer provides leadership for ACE financial planning and review. The treasurer may be an active or retired member, and is a nonvoting, ex officio member of the ACE board. (this definition was voted on by membership in the fall and this should be updated to reflect that.)~~

Article VI. ACE Board: Duties

Section 2. Officers.

a. President.

1) The president will preside at all meetings of ACE and of the ACE board. The president also will perform all other duties expected of a president or as prescribed by the ACE board or by majority vote of ACE members, including appointing standing and ad hoc committees.



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2) If the annual meeting is not held, the president will ensure that elections are completed and incoming officers and directors installed not later than August 31 of the year in which the annual meeting is skipped.

~~b. President-elect.~~ Vice President

The ~~president-elect~~ **vice president** will preside in the absence of the president at all meetings of ACE and of the ACE board, and will perform various other duties in case of absence or incapacity of the president or upon assignment by the president. The ~~president-elect~~ **vice president** will lead the Critique and Award program process.

~~c. Vice President.~~

~~The vice president will assist with all duties as assigned by the president throughout the year. The vice president will assume the duties of the president-elect if the president-elect is unable to perform his or her duties. The vice president will lead organizational communications efforts and serve as the organization's parliamentarian.~~

d. Past President.

The past president will assist with all duties as assigned by the president throughout the year and chair the nominating committee.

Add:

The past president will not be required to attend face-to-face meetings, and may provide advice and counsel and chair the nominating committee through electronic communications.

Section 3. Directors.

a. Each director will be responsible for carrying out the duties described in Article V, Section 4, leading appropriate committees, regularly communicating with members, soliciting their input, appropriately managing group funds, and helping identify nominees for ~~director-elect~~ **for elections before their two years as director comes to an end.**

Additional suggestions, based on recent board decisions:

Under Article III – Membership

Add:

f. Institutional membership. The institutional membership category offer organizations an opportunity to engage their departments as a group while still providing each member with ACE professional membership benefits. All



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professional members under one Institutional Membership must be employed or working within the same organization. Bundle (up to 5 members) - Annual Dues \$600

Change

~~f. No partial-year memberships exist.~~

g. No partial-year memberships exist.

Article IV – Dues

Strike Section 6 and change Section 7 to Section 6.

~~**Section 6. New Member Dues.**~~

~~A first-time member will pay one-half of the full annual dues and be credited with membership for the year.~~

Section 6. Members on Military Leave.

Active members of ACE who are on leave for active duty with the Armed Forces will be considered dues-paid members and will be carried on the rolls of ACE until the tour of duty ends.



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**ACE Board Agenda
April 9, 2019
2:00pm CST**

- 2:00 Call to Order – Elizabeth Gregory North
Approval of March Meeting Minutes

- 2:15 Officer Reports
 - President – Elizabeth Gregory North
 - President-elect – Doug Edlund
 - Vice President – Jennifer Alexander
 - Past President – Suzanne Steel

- 2:30 Celtic Update – Deb Ryan

- 2:35 Annual Conference
 - 2019 Conference – San Antonio
 - 2020 site visit update

- 2:40 Treasurer’s Report – Becky Koch

- 2:45 Director Discussion
 - Marketing – Dennis Thomas
 - Member Services – Tobie Blanchard
 - Learning Communities – Lori Greiner
 - Professional Development – Victor Villegas
 - Retiree – Linda Benedict
 - Research – Lauri Baker
 - Development Officer Report – Donna Sheffield

- 2:55 Old Business
 - Constitution - Elections/Nominations Process

- 3:00 New Business
 - ACE Honors Leadership Awards vote
 - JOE Board Representative
 - ACE Archivist/Curator position

- 3:10 Motion to Adjourn