



## **December 18, 2017 ACE Board Conference Call, 3-5 p.m. Eastern**

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

#### **Roll Call**

President Suzanne Steel, President-elect Elizabeth Gregory North, Membership Director Beth Forbes, Research Director Lauri Baker, Professional Development Director Victor Villegas, Learning Community Director Mary Wirth, Retirees Director Janet Rodekohr

Non-voting: Executive Director Holly Young, Development Officer Donna Sheffield, Professional Development Director-elect Craig Woods

Absent: Past President Steve Miller, Vice President Doug Edlund, Marketing Director-elect Matt Browning, Retiree Director-Elect Linda Benedict, Marketing Director Dennis Thomas, Treasurer Becky Koch, Learning Community Director-elect Lori Greiner, Membership Director-elect Tobie Blanchard

#### **Agenda Review – Suzanne**

##### **Approve October Fall Board Meeting, November Board Meeting minutes**

**October – Janet motioned to approve, Lauri second. Approved.**

**November Board Meeting – Lauri motioned to approve, Beth second. Approved.**

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

Holly explained the transfer of funds to pay the first quarter of UNH. Suzanne wondered about taking it from the Investment Fund. This way we don't "delete" sponsorship funding currently in the money market fund.

Elizabeth motioned to pay the first two quarter payments to UNH, along with a small phone bill from the Investment Fund, to be paid back to the fund as quickly as is possible. That would total \$26,016.12, plus \$28.97 for the quarterly phone bill.

Approved.

The board decided to hold on paying the difference encumbered for fall board meeting.

#### **Old business**

Management Negotiations Update – Elizabeth

She and Becky have been trying to do some housekeeping in order to work with Celtic. One of the big items was to have a current articles of incorporation. Holly is currently working on getting these through the State of New Hampshire.

Elizabeth also shared that the hotel revenue will go to Max Byrd from the 2019 conference, which means ACE will have to pay Celtic to run the conference. Mary wanted to know if there has been a negotiated rate with Celtic yet. Elizabeth said they do that at the annual budgeting session; the contract is separate and does not have any numbers in it yet.

Constitution/Bylaw revisions – Steve: Tabled

2018 Conference Update – Suzanne

The program committee has on tap a speaker from the Walter Cronkite School of Journalism in Arizona. They've also tentatively lined up a speaker for the post conference session on diversity. They have received quite a few proposals, and they will be vetted by LCs and PC.

Craig will send 2016 program committee list to Elizabeth, 2018 from Suzanne and 2017 from Holly.

Transfer of funds – Suzanne (see above)

Plans of work – Suzanne

Review of plans of work.

Janet: proposed workshop on freelancing for 2018. Want it recorded that retirees continue to put in proposals and remain active. She wants to be able to link retirees to institutions looking for help. Also looking at providing networking opportunities for retirees, which will probably carry more into Linda's term as retiree director.

Beth is at work on membership and retainment, and would like to have a list of non-renewals by the end of January and have the membership committee contact them. Membership Committee very high on the accreditation possibility and on continuing the newsletter on a regular basis.

Victor: social media 3-5 content pieces on FB page and administrator, having Celtic post also on FB, not sure of frequency, Celtic hosting of any events and their promotions, conference director working with committee, Celtic providing reports of any PD events

Elizabeth – the committee support may now be an add-on with Celtic.

Mary: promote more professional development from LCs, working with Celtic, automating the posting of these professional development offerings, assisting with judges' solicitation, onboarding training for directors and LCs to help them understand the value when they join. Also want to work on recognition of LCs.

Lauri: improve the relationship between JAC board and ACE, the academic community and ACE. Make the connection between JAC and ACE clear. Some miscommunication appears to continue between JAC and ACE and that JAC is not a separate entity. Logistical questions: how can the editor "bill" non-members who contribute to JAC. Do have call out for managing editor position. Quisto Settle and Lauri have a survey going out on the question of reviewing, and reviewing in a timely manner. Also looking at how to promote JAC in a non-academic setting.

Suzanne wants to focus on making the transition to Celtic as smooth as possible. Identify possible meeting dates with Celtic prior to June. Together with Holly and Celtic, work on that transition plan.

## **New business**

New Meeting Time for ACE Monthly Calls – Suzanne  
Will move to 11 to 1 pm Eastern on Mondays, starting in February.

Archives Information from Joanne Littlefield – Suzanne  
Holly/Lauri would help

## **Officer Reports**

President already reported

President-elect

Elizabeth wants thoughts and reactions to becoming part of the accreditation board. She sent the board the documents. There is an annual fee of \$500 as a base fee and then an amount based on those who hold the credentials, and we could appoint someone to serve on their board. She spoke to the LC chairs that no matter what our degrees are, this process allows you to learn. She feels it would be of benefit to our members.

Janet indicated she was concerned about the fees, and the board asked that Becky and the Finance Committee review it.

## **Director reports**

Learning Communities, already covered.

Membership, already covered.

Professional Development – posted ChaNae's video.

Research – already covered.

Retiree – done.

Development Officer = put out the call for proposals. Working on a letter with Doug Edlund on reaching out to administrators.

## **Other**

Meeting adjourned at 4:45 pm.

Respectfully submitted,  
Holly Young, Executive Director