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**ACE Board  
November 13, 2018  
Meeting Minutes**

*Voting:* Elizabeth Gregory North, Suzanne Steel, Lauri Baker, Tobie Blanchard, Lori Greiner, Linda Benedict, Victor Villegas, Dennis Thomas

*Nonvoting:* Becky Koch, Donna Sheffield

*Celtic:* Deb Ryan, Marlene Byrne, Heather Browne, Denise Illing

*Director- Elects:* Craig Woods, Lulu Rodriguez, Matt Browning

*Absent:* Doug Edlund, Jennifer Alexander

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Call to Order – Elizabeth Gregory North at 2:02 pm CT on Tuesday, November 13, 2018.

A motion to approve October Meeting Minutes with changes was made by Suzanne. Victor seconded the motion. All approved, and the motion carried.

**Presentation of Strategic Plan** – Elizabeth Gregory North & Marlene Byrne

There were many lines of discussion especially about the mission and proposed new logo. It was agreed that Deb will send the PowerPoint to the full board for their review. Questions, comments, and recommendations should be sent to Elizabeth and Deb. A vote to approve the plan will take place at the December board meeting.

**Officer Reports**

President – Elizabeth Gregory North

Once the strategic plan is approved, Elizabeth will work with Celtic to communicate the plan to membership.

President-elect – Doug Edlund

No discussion.

Vice President –Jennifer Alexander

No discussion.

Past President – Suzanne Steel

Refer to report. Suzanne asked for any recommended changes or additions to the position descriptions or desired qualifications for Board positions be sent to her by 11/21 so she can share an updated document with the Nominating Committee before their next meeting. It was noted that the



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Archivist and Development Officer positions need to be added to the slate of nominees, as the three-year terms for Joanne Littlefield and Donna Sheffield will end in June.

**Treasurer's Report – Becky Koch**

Refer to the year-to-date budget ending October 31. Becky noted that cashflow remains slow. She signed off on the tax return mailed ahead of November 15.

### **Celtic Update**

The vote on amendments to the ACE Constitution has closed, and all amendments passed. The first ACE newsletter and call for conference speakers (and reminder about research papers and posters) will go out this week. Celtic will gather all social media account credentials, update where possible, and maintain the list of credentials. Celtic will also post link to the Diversity webinar recording to the ACE website. Proposed changes to the ACE web site will be shared at the next Board meeting.

### **Annual Conference**

2018

Monies received from AMS, minus the amount due them for breakfast. Will show on November financial report.

2019

Celtic is working on the conference schedule and logistics with questions to the hotel about the program of events.

2020

Celtic will submit RFP in Chicagoland.

### **Director Reports**

**Marketing – Dennis Thomas**

**Member Services – Tobie Blanchard**

Tobie is working on gathering info for member profiles as well as info on a feature that could be called "Pro Tips."

**Learning Communities – Lori Greiner**

Refer to report. The group agree to let Lori share results of membership survey with LC leads. Celtic will finalize listserv lists by December 1. Lori wants leads to establish a calendar of events.

**Professional Development – Victor Villegas**

Victor discussed social media credentials and has provided what he has to Celtic. He will work on a webinar schedule. There was a discussion about seeking webinar sponsors or tie in webinars with conference speakers



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Retiree – Linda Benedict

Celtic sent retiree/life member list to Linda and will work with her to update and make contacts.

Research – Lauri Baker

Refer to report. Lauri reported that the JAC Board agreed to an ACE President's column in the journal going forward. Lauri and Lulu will check with New Prairie Press about getting email addresses from people who access the journal on their site. Lulu would like to promote every issue of JAC on Facebook. As part of the Nominating Committee process, we need to solicit nominees for a JAC Board member to replace Lulu when she becomes acting Research Director next June (which automatically gives her a seat on the JAC Board).

Development Officer Report – Donna Sheffield

New Business

Elizabeth noted that she would like to develop a stock image library to be used for marketing and for social media posts for professional development and research.

Motion to Adjourn by Suzanne. Seconded by Lori Greiner. All approved, and the motion carried at 3:21 pm CT.



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**November 2018  
Suzanne Steel**

**Past President Report**

**Accomplishments since last report**

- Emailed invitation to members considered for the nominating committee
- Consolidated position descriptions and qualifications for board positions to share with committee. Shared with board for input.

**Informational items**

Six out of seven invited agreed to serve on the nominating committee: Bob Furbee, Kris Boone, Beth Forbes, Russell Boone, Stacy Stearns, Susie Hutton

**Next steps**

First meeting of the nominating committee will be Nov. 27

**Items for Board decision/action**

Provide feedback on the position descriptions and qualifications by Nov. 21.



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## **Research Director Report**

**November 2018**  
**Lauri M. Baker**

### **Accomplishments since last report**

- Shared info from ACE Board meeting with the JAC Board. The editors will begin collecting and reporting membership data for us and Elizabeth's president's column will begin in JAC with the conference issue. This will be the 4<sup>th</sup> issue of JAC in 2018.
- A new issue of JAC was published and promoted across the ACE listserv.
- Call has been sent out for the new managing editor of ACE with a term to begin in 2019.

### **Informational items**

The JAC Board is continuing to develop ethical guidelines.

### **Next steps**

Continue to develop improved connections with JAC and academic groups and promote ACE and JAC.

### **Items for Board decision/action**

- Are there options to develop some stock images for JAC, so that we could have a few that the JAC and ACE board has approved of that could go out on social media with the launch of a new issue?



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## **Learning Community Report**

**November 12, 2018**

**Lori Greiner**

### **Accomplishments since last report**

**Held a Learning Community Committee Call Nov. 1, 2018.**

### **Information items**

- Items covered on the call:
  - ACE Board and Strategic Planning
  - Encouraged LC leaders to begin thinking of award nominees. Challenged leaders to each submit Award of Excellence nominee for their LC.
  - Encouraged LCs to submit social media items to Victor.
  - Plugged the 2019 conference and encouraged them to be thinking about what they want to cover in their LC meetings.
  - LC updates
    - Media Relations and Writing will be sending a survey out to their members on professional development and award nominees.
    - Social Media will be rescheduling their crisis communications webinar and will discuss award nominees on their next call.
    - Academic and Research send out the call for research papers, they are identifying ACE workshop ideas, and they are interested in adding a student category for C & A.
  - Other items
    - LCs would like to see survey results.
    - Celtic plans to send membership lists to LCs by Dec. 1.
    - Need to send C & A judge list comments to LCs so they can provide additional input.

### **Next steps**

- Need to send C & A judges comments to LC leaders to review.

### **Items for Board decision/action**

- Can I share the membership survey results to the LCs?