

SIGMA TAU DELTA, FALL BOARD MEETING 2018

September 6, 2018

St. Louis, MO

EXECUTIVE & BOARD DEVELOPMENT COMMITTEE CHARGE

To exercise all executive powers of the Society excepting any specifically retained by the full Board in official sessions. To provide input on the Society's annual budget; to oversee disposition and investment of Society funds, with an emphasis on preservation of capital. To advise on the desirability and/or feasibility of additional expenditures. To develop and review policies and processes that enable the Board to recruit and mentor potential new Board members. To nominate candidates and implement elections. To review elections policy and procedures. To recommend any changes for elections to be held at the next convention.

COMMITTEE FOCI/TIMELINE

Summer 2018 into Fall 2018

- By August 15, review Board member contract and implement mentoring and Board orientation plan for both new and ongoing Board members.
- By September 1, review strategic plan to identify and discuss relevant goals and objectives at the Fall board meeting.
- By Fall Board meeting, review and discuss updates regarding Central Office positions and structure.
- By September 15, determine who is eligible and, if appropriate, nominate a candidate to receive the Delta Award.
- By the Fall Board meeting, review and suggest changes to Executive Committee roles and responsibilities, especially the Officer-at-Large.

Spring 2019 into Summer 2019

- From January 15 through the Spring Convention, recruit and interview candidates for open Board positions and make recommendations to the Board.
- By Spring Convention, review and discuss updates from Past Presidents Advisory Council.
- By Spring Convention, review updates and recommendations from Task Force on Constitutional/Bylaw Revisions.

Strategic Plan Goals 2B, 2C, 3C, 5D

FALL 2018 EXECUTIVE COMMITTEE MINUTES

September 8, 2018

Glen Brewster, Chair, Carrie Fitzpatrick, Diane Steinberg, Shannin Schroeder, Terry Phelps,
Staff: Bil Johnson

1. Welcome & Thanks: Brewster thanked the members for their service and welcomed the new member, Officer At-Large Phelps

2. Announcements

- Brewster noted that as the new President, he would follow the practice established by the Immediate Past President Fitzpatrick in following Roberts Rules of Order and the two special rules adopted earlier about speaker and time limitations for the upcoming Fall 2018 Board meeting. He thanked Fitzpatrick for establishing this efficient approach.

3. Old Business

- Board Contract Form: Brewster noted that he would remind all Board members to review, sign, and submit the approved Board Contract Form early in the Board meeting.
- Board Development – Orienting & Mentoring Board Members: Fitzpatrick reviewed the process that she had developed for a mentoring program for new Board members and said that she would be developing additional materials that could be added to the Society website for future use. She also proposed a meeting during the Spring 2019 Convention to which prospective Board members and active chapter advisors could be invited to meet Board members and to be informed about the work and the rewards of Board membership.

4. New Business

- Student Leadership & Alumni Epsilon: We discussed possible ways to make clearer to new student leaders the commitment required upon their election and to support them in their work, including sending letters describing the responsibilities the students' chapter sponsors. The committee also asked Brewster to write a letter to Alumni Representative Jessica Heller for her ideas about ways in which alumni could participate in and contribute to the Society, as well as suggested the possibility of a future Taskforce charged with studying the alumni organizations of other honor societies and their fundraising efforts.
- Central Office Staff positions: Johnson gave an update about the recent recategorization of positions by the Northern Illinois University Human Resources department and the effects on CO staff. He also noted that hiring of a new staff member was nearly complete.
- Convention sites: Johnson reviewed some of the difficulties in finding future Convention sites that would meet the space needs and the financial constraints involved with such a large enterprise. He announced that the 2020 Convention would be held in Las Vegas, NV.
- Delta Award nominations: We discussed several possible candidates for 2020 and beyond, including Sid Watson, Karlyn Crowley, and John Pennington.
- Executive Director Evaluation: Brewster reviewed his summary of the results of the recent evaluation of the ED and proposed a salary increase that would then go as a motion to the full Board for discussion and approval. The motion was subsequently approved.
- Central Office Staff Salaries: Johnson explained the complexities of the different CO staff salaries, partly determined by NIU and partly by Sigma Tau Delta, and proposed specific salary increases for each position. The proposal would go forward as a

motion to the full Board for discussion and approval. The motion was subsequently approved.

- Discretionary CO Staff and Committee Budget Lines: Schroeder proposed combining lines in the official budget that are currently separate for several CO staff and for the standing committees into single categories for each group. The proposal would be a motion to the full Board for discussion and approval. The motion was subsequently approved.

The Executive Committee met at its scheduled time on Thursday evening, but because of the extent of the topics being discussed re-convened on Friday morning for several more hours.

Respectfully submitted by Glen Brewster