

Executive Committee Minutes, Fall Board Meeting, September 11-13, 2014

Present: President Gloria J. Hochstein, President-Elect Carrie Fitzpatrick, Immediate Past President Sarah Dangelantonio, Secretary-Treasurer Shannin Schroeder, Historian Diane Steinberg, Executive Director William Johnson

Items for action are highlighted.

1. The Executive Committee discussed the editor's position. The Committee supports the Communications Committee's intention to move that the Society discontinue the Sigma Tau Delta Newsletter because the information in the Newsletter is redundant and outdated. The fall 2014 issue will be the last issue of the Newsletter. The Sigma Tau Delta website and blog provide information in a much more timely fashion. Removing the Newsletter from the editor's job description will make the position more appealing to a greater number of candidates for the editor's position. The Executive Committee discussed the need to convey the urgency in advertising for the editor's position in order to have a new editor hired by the spring 2015 convention when the outgoing editor Karlyn Crowley will meet with the new editor. The new editor will be responsible for producing the Rectangle and the Sigma Tau Delta Review starting in the spring of 2015. Currently the editor's university is paid a stipend to allow it to hire an instructor to teach the course from which the editor is released. With the changes in how the journals are printed and packaged and sent, and with the removal of the newsletter from the editor's position, it is not imperative that the editor be teaching faculty, so compensation for the position may be changed.
2. Discussion of the Delta Award included review of the criteria and names of possible recipients for 2015. No recipient was named for 2014. It was noted that, although many of the recipients have been past presidents of the Board, that was not a criterion for the award. In recognition of her continuing service to the Sigma Tau Delta at multiple levels of the Society including serving as a Regent and chairing several committees on the Board, the committee selected Lillian Schanfield to be the 2015 recipient.
3. Discussion of the plan for education of both new and ongoing Board members, including mentoring of new Board members. Work is progressing on revising the Society's website to have a prominent banner to links for resources for Sponsors, chapters, members, potential members, and alumni. Discussed the work on more user friendly interfaces for Board members using a Table of Contents listing to resources already on the website. The committee requested a Drop Box folder that materials can be placed in for Board member access. Central Office staff will put documents and photos and graphics into the Drop Box folder for mutual access.
4. Discussed the Membership Development Committee with strands in Alumni Diversity, English Education, International Membership, and Virtual Chapters. More information will follow as the committee organizes itself.
5. Everyone on the Board is asked to review the policies and procedures on the website for the following actions: eject, amend, reassign. Committee members asked if the policies and procedures could be set up for a download as one document and as individual documents.
6. Discussed the revision of the Constitution and Bylaws. The following motions will be sent to chapters for vote:

(1) To add to Constitutional Article XI, Section II, D:

Editorial corrections to the Constitution may be made with a majority vote of the members of the Board. [Explanation: Currently each revision of outdated language or correction of errors in English grammar or usage, even minor corrections, requires ballots to be mailed to all chapters, an expensive and cumbersome procedure which has impeded needed updating and corrections.]

(2) To make the following change to Article IX. Membership, Section I:

Change the beginning of Section I: **“Minimum Academic Qualifications for chapter membership.** Chapters may raise but not lower the minimum qualifications for membership.”

Move the remainder of Section I to Bylaws.

(3) To make the following change to Article IX. Membership, Section II:

Keep the first part of Section II: **“Categories of Chapter Membership.** There shall be four categories of chapter membership: student, faculty, alumni, and honorary. Each chapter shall be responsible for assigning its members to the appropriate categories.”

Move the remainder to Section II to Bylaws.

[Explanation for (2) and (3): As higher education changes and as the Society grows, the Society frequently needs to update and/or add to the details of membership, including criteria for membership, prerequisites and rights of membership categories. Currently it is cumbersome and expensive to make minor changes and additions because each change requires a mailed ballot to each chapter. The result is that changes don't get made. Moving the details of membership to the Bylaws allows the Board to make changes, additions, improvements, and corrections quickly and cheaply.

7. Future convention sites discussed, including hotel contracts and ease of access to the convention city. The Committee voted to set the 2017 Convention at the Marriott in Louisville, KY. Sites also considered were Atlanta and Cincinnati.
8. The Executive Committee discussed financial and budget issues with the Board near the end of the Board meeting (because the Executive Committee chair forgot to include that in the Executive Committee agenda). The raises for the Central Office staff were discussed using the Executive Director's recommendations as a starting point. The committee recommended the raises of 3%, 4%, and 4.25% as proposed by the Executive Director with the exception of the ED's raise. Although the ED proposed no raise for the ED, the committee recommended a 4.25 raise for the ED in order to keep the salary in line with comparable Executive Director salaries.

Respectfully submitted,

Gloria J. Hochstein