

SIGMA TAU DELTA, BOARD MEETING MINUTES, FALL 2016

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 oversee development of 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 2016 into Fall 2016

- By September 1, review strategic plan to identify and discuss relevant goals and objectives at the Fall board meeting.
- By September 15, determine who is eligible and, if appropriate, nominate a candidate to receive the Delta Award.
- By December 15, implement an education plan/process and recruitment for both new and ongoing Board members, including mentoring of new Board members.

Spring 2017 into Summer 2017

- By April 30, review budget and staffing, particularly as related to conventions and social media management, and continue development and review of long-range financial plan.
- From January 15 through the Spring convention, recruit and interview candidates for Student Advisor and make recommendations to the Board.
- By April 15, review and discuss updates and short reports from Alumni Task Force and Constitution & By-Laws Task Force and make recommendations to the Board.

COMMITTEE MEMBERSHIP

Fitzpatrick (Chair), Schroeder, Brewster, Steinberg, Hochstein, Johnson

COMMITTEE MINUTES

1. Welcome & Announcements

- Gloria Hochstein, Immediate Past President, was thanked for her work over the last two years.
- Fitzpatrick and Johnson shared details of the President's visit to the Central Office during the summer and suggested that the Vice President may want to participate in a visit next summer.
- In the efforts to provide more awareness and collaboration among the sister organizations, Fitzpatrick will be serving on a panel with Dave Wendelin, the NEHS Director, and several NEHS representatives at the NCTE Convention in November.

2. Old Business - The Committee discussed:

- Two Bring Back Motions
 - Two votes needed to be revisited from Spring 2016 due to new information—The committee voted to reconsider and amend the original motions as shown below.
 - Original Motion (Fall 2015): motion to hire ... A full-time six-month position [that will turn into a full-time nine-month position with the start of the next academic year] for an Event Planner (new position).
 - Amended Motion: motion to postpone indefinitely a part-time event planner with primary responsibilities directed toward the annual convention
 - Original motion: motion that we invest in the Guidebook app for 3 years at premium level, with the idea that the app is primarily for convention but may also be used for the fall Board meetings
 - Amended motion: motion to amend the investment in "Guidebook" to "Hubb/DoubleDutch" applications.
- Strategic Plan Approval and Implementation
 - The new strategic plan will have its oversight and updates maintained by the Strategic Planning Committee. The committee crafted a motion for board discussion and approval of the document.
 - Committee Motion- to approve the new Strategic Plan 2016-2023 as a working document outlining the major goals, objectives, and timeline of tasks for the Sigma Tau Delta Society

- Board Page Biographies & Profile Pictures
 - The committee will remind the board of the continued need to develop a board page that includes board member biographies and profile pictures.
3. New Business -
- The committee discussed:
 - the modifications to the committees, the establishment of the new task forces, and the new time allotment for meetings. The committee agreed that new task forces may be developed to address English education and career development.
 - the need for a brief overview each fall of common parliamentary procedures and motions at each fall board meeting
 - the establishment of special rules of order in regard to frequency of speaking and time limitations during individual and committee reports
 - Frequency of speakers: Each person has one opportunity to speak on each motion, or he/she can yield a turn to another member.
 - Time Limitations & (2) Time Keepers with signs: 5 minute reports; 10-minute motion discussion/debate
 - 10-minute motion discussions end with 5 options are available: a vote, motion to rescind, motion to refer back to committee, motion to table until a specified time, or motion to postpone indefinitely
 - If the Special Rules or Order work well, new rules may be added, and future consideration may be given to their inclusion in by-laws
 - Committee Motion: to adopt the special rules of order for the year with the understanding that they will be revisited and assessed at the end of the spring Board meeting.
 - Executive Director Evaluation – The ED evaluation was discussed and the committee recommended a 4% salary increase commensurate with previous years
4. “Fixing Potholes” & Other Committee Business?
- The committee discussed the need for online voting options and requests the Central Office to investigate and create a comparative analysis of programs available.

Online Committee Discussion, October 1 – December 15

- Board Development – Recruitment, Visibility, Orientation, Mentoring
 - What processes and information should we have in place to improve recruitment? Visibility? Board Orientation? Board/Committee Mentoring? Please create a brief bulleted list of 2-4 items for each area: recruitment, visibility, board orientation, and board/committee mentoring.
- Review the position description and responsibilities of your position in the STD Constitution. What do you perceive the responsibilities of your current position should or should not include in the future?

Spring Board Meeting, Drafted Agenda Items

- Discuss Draft of Board Development Plan with Education in Recruitment, Visibility, Orientation, Mentoring
- Duties and/or Responsibilities of Executive Board Positions & Voting Privileges
- Future Delta Award Recipients

Respectfully Submitted,

Carrie Fitzpatrick