

# Fall 2017 Sigma Tau Delta Strategic Planning Committee Meeting Minutes

September 7, 2017

Cincinnati, OH

Chair Glen Brewster; Board Members: Carrie Fitzpatrick, Gloria Hochstein, Diane Steinberg  
Staff: Natasha McPartlin, Bil Johnson

**1. Review of Strategic Planning Process & Chronological Strategic Plan draft:** We discussed the latest version of the Strategic Plan and how to proceed with its evolution to guide us in the coming year. We agreed that we would continue collecting information and updates from the various committees, task forces, and the Central Office about what they have done and are doing with the elements from the Strategic Plan that they are charged with. Glen will produce another chronological draft synthesizing this information.

We also reviewed the progress on the Executive Director succession plan. Glen had shared with the committee a draft outline of issues related to the transition between the current to a future Executive Director, and we talked about next steps, which will include reviewing the current lengthy Executive Director job description with an eye toward crafting a draft of the main ED's responsibilities for future use in a position advertisement, for example.

**2. Review of Executive Director Succession Plan draft outline:** We also reviewed the progress on the Executive Director succession plan. Glen shared with the committee a draft outline of issues related to the transition between the current to a future Executive Director, and we talked about next steps, which will include reviewing the current lengthy Executive Director job description with an eye toward crafting a draft of the main ED responsibilities for future use in a position advertisement, for example.

**3. Review of report from Revenue Task Forces:** We also discussed revenue & the earlier short report from the Task Force on Increasing Revenue. The committee voted to forward a motion to the Board.

**We move to raise the one-time Society initiation fee from \$40 to \$50, effective July 1, 2018.** After much discussion when the motion was introduced during the general Board meeting, focusing particularly on the potential burden of such an increase on some students, the motion was tabled until the Spring 2018 Board meeting. The committee should do research on the cost of other honor society memberships and on the increased value of scholarships, grants, and internships awarded to students since the last membership fee increase before continuing discussion of a potential fee increase at the Spring 2018 Board meetings.

(Revised September 9, 2017)

## **2017-2018 Strategic Planning Committee Charges & Foci**

To evaluate existing Society programs and organization; to research new programs; to recommend constitutional revisions to the Board; to facilitate, upon Board approval, the implementation of committee recommendations

### **Summer 2017 into Fall 2017**

- By September 1, review strategic plan to identify and discuss relevant goals and objectives at the Fall board meeting
- From September through December, oversee initial strategic plan implementation and timeline
- By October 15, revise & submit a succession plan to the Executive Committee for discussion

### **Spring 2018 into Summer 2018**

- By the Spring Board meeting, review and discuss the reports from the previous year's Task Forces on Alumni and Increasing Revenue and make recommendations to the Board pertaining to the development/timeline of an STD Alumni Foundation & new revenue streams
  - By May 15, review short reports from task forces and make recommendations to the President for committee charges and planning, and revise the due dates within the Strategic Plan to reflect completed and ongoing tasks
- Strategic Plan Goals 1E, 3B**