

Spring 2019 Executive Committee Meeting Minutes

Sept. 19, 2019

Las Vegas, NV

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

1. Welcome & Thanks
2. Old Business
 - Strategic Plan Updates: In regard to the forthcoming new Strategic Plan, we discussed planning for the process to take place the day before the official Fall 2020 Board meeting in Denver, including the make-up of attendees, including the voting Board members; 4 Central Office staff; and 1 former President, Carrie, who will help to coordinate the process based upon her experience with the prior Strategic Plan. Questionnaires will be sent out in summer 2020.
 - Executive Director Succession plan: Glen gave an update based upon his discussions with Bil during his June 2019 CO visit. Bil and Natasha will update the ED job description for NIU Human Resources, and Glen will write a summary of the other steps for review in Spring 2020.
Glen had sent the 2018-2019 ED evaluation summary to the Board members, and the committee settled on a salary adjustment for the ED to be added to the 2019 budget.
 - Elections & Board recruitment: The positions open for election at the Spring 2020 Convention are VP/President Elect, Secretary/Treasurer, Far West Regent, High Plains Regent, and Southwest Regent. Glen agreed to contact the current Regents in these positions to see if they will be applying for re-election since all are eligible. (He subsequently did so.)
3. New Business
 - Online Treasurer's Report: Shannin will consult with Central Office staff on guidelines for a brief summary of the annual budget to be available on the website. In particular, Shannin proposed to break out the NEHS budget from the STD budget for clarity's sake.
 - Transfer student eligibility: We discussed the issue raised by a recent email to Bil from the UCLA chapter president about the eligibility of transfer students before they have established an "official" GPA at their new institutions. We agreed that it was best to allow advisors to use their judgement in these cases, and that the CO would develop a statement about these cases that would be useful for chapter advisors.
 - Delta Award nominations: Carrie nominated Sidney Watson for the Delta Award for the 2020 Convention, and the committee concurred. We will keep the name of the recipient confidential until the Convention.
 - Chapter Growth and Development: The CO will create links on the STD website to other organizations that promote our concerns and discipline. We also discussed the trend toward a decline in new memberships (offset to a certain extent by the membership in the

SNHU online chapter) and ways to plan in response to the decline.

- Past Presidents Council: Carrie will plan a meeting with an agenda for this group during the Spring 2020 Convention.
- Sigma Tau Delta Centennial: We reviewed briefly some ideas for the 2024 celebration.
- Bil suggested changing the timing of the beginning of the spring Board meeting – from 4pm task force meetings on Tuesday to a 7pm committee meeting start time, with rescheduled task forces for times on Wednesday. With Natasha's help, Glen will incorporate this suggestion into the spring Board meeting schedule.

Draft Submitted by Glen Brewster—Sept. 23, 2019

SIGMA TAU DELTA EXECUTIVE & BOARD DEVELOPMENT COMMITTEE CHARGE 2019-2020

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 2019 into Fall 2019

- By September 1, review strategic plan to identify and discuss relevant goals and objectives at the Fall board meeting.
- By Fall Board meeting, review & make recommendations about timeline and initial processes for next Strategic Plan along with the Strategic Planning Committee.
- By Fall Board meeting, review and discuss updates to the Executive Director succession plan
- By Fall Board meeting, 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.
- By the Fall Board meeting, review possibility of establishing rotating convention sites

Spring 2020 into Summer 2020

- 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 Developing a Board Manual.
- By Spring Convention, review and discuss plans for next Strategic Plan.
- By Spring Convention, review and discuss initial planning for 2024 Centennial.

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