

Minutes for Exec Committee for Fall 2020 meeting 9 am CDT in Zoom

Lexey Bartlett, Glen Brewster, Bil Johnson, Natasha McPartlin, Terry Phelps, Shannon Schroeder, and Diane Steinberg all present

1. Two motions brought to us by the Ad Hoc Committee memorializing Beth DeMeo
 - a. **The EC moves that the CO put a button on english.org allowing visitors to donate to a Beth DeMeo Memorial Fund to fund a convention award (or convention awards) in her name.**
 - i. This will happen only after the CO is allowed to hire an office manager.
 - b. **The EC moves that the Beth DeMeo convention award(s) go to a scholarly essay about poetry or about a poet.**
 - i. The award won't be given until 2022 in Atlanta
2. Delta award won't be given until we have an in-person Gala.
3. Convention Sites -- 2021: virtual; 2022: Atlanta; 2023: Denver, same property we would have used this year; 2024: St. Louis Ballpark Hilton. 2024 is our Centennial.
4. We discussed the Executive Director evals and succession plan. The current plan in which the Board controls policy, and the ED is trusted by the Board to make decisions with minimal oversight and no mechanism in place for other Staff to object/question the ED is not likely to be as successful after Bil retires and we find ourselves with the institutional memory with the not-Ed staff and a new ED. We began to brainstorm about ways in which the "future post-retired-Bil-Board" is going to have to have at least one member more directly in touch with the CO staff.
 - a. Should we ask the Secretary/Treasurer to create a set of mini-minutes that is just motions passed by the Board and send that out to all Board members and affiliates? Yes, a motion is going to the full board meeting.
 - i. **The EC moves that the Secretary/Treasurer create a mini-minute document that lists all approved motions and shares it with the entire Board about two weeks after the Board meeting ends.**
 - b. Should anyone on the Board attend intermittent CO virtual meetings? Who? Can this wait until Bil retires or is this a good transitional step to take? We discussed making this an Immediate Past President task. No motion yet.
5. Spring Board meeting and Spring Elections
 - a. We're still hoping for an in-person board meeting, AFTER the convention, perhaps after the spring term has ended. The meeting would allow board members to choose a virtual option.
6. Any other business?
 - a. **The EC moves that we amend ByLaw VII Executive Director / Section IV Powers and Duties. Currently reads: "Section IV. Powers and Duties. The Executive Director's powers and duties will be fully set forth in the**

contract.” Add a sentence “The Executive Director shall serve on the Executive Committee as a voting member of that committee.”

- b. The EC moves that we amend ByLaw VI Alumni Representative / Section III: Term of Office. Currently reads: “**Section III. Term of Office.** The Alumni Representative shall be selected for a term of two years. The Alumni Representative shall assume her/his duties upon appointment.” Add a sentence “The Alumni Representative may serve up to two terms.”