

Spring 2019 EXECUTIVE COMMITTEE MINUTES

March 26, 2019

St. Louis, MO

Minutes submitted by Brewster, April 8, 2019

Glen Brewster, Chair, Diane Steinberg, Shannin Schroeder, Terry Phelps

Staff: Bil Johnson

(Carrie Fitzpatrick absent due to illness)

1. Welcome & Thanks: Brewster thanked the members for their service for the year
2. Announcements
 - Strategic Plan Updates: Brewster mentioned the need for reviewing and updating the Strategic Plan and noted that these issue would be discussed at the upcoming Strategic Planning Committee.
 - Board Business Processes – Roberts Rules, Parliamentarians, Report & Vote Time Restrictions: Brewster noted that he would continue the practice of following Roberts Rules of Order and the two special rules adopted earlier about speaker and time limitations for the upcoming Spring 2019 Board meeting.
3. Old Business
 - Executive Director Succession plan: Brewster gave a brief status report, pointing out that he would be conferring with Johnson over the summer about fleshing out the current outline for steps involved in the process.
4. New Business
 - Central Office Staff positions: Johnson described the difficult process of securing the latest position, Web Deployment Strategist, filled well by Namon Kent.
 - Convention sites: Johnson summarized the complexities of securing a Convention site for such a large and complex operation, and announced that the 2021 Convention would be held in Denver, CO.
 - Delta Award nominations: The members discussed several possible future candidates.
 - Chapter Growth and Development: Brewster announced that he would be creating a task force on adult student issues to be led by Terry Phelps for the coming year. The current task force on virtual and alumni chapters had served its purpose and would be ended, so the alumni issues discussed by it would be either taken up by the new task force, perhaps to be called “member enhancement” and to include marketing strategies, or could be pursued by another new one on alumni issues alone.
 - Past Presidents Council: Since Fitzpatrick was absent due to illness, there was no business to discuss. However, on their own initiative the Past Presidents did meet during the subsequent Convention.
 - Sigma Tau Delta Centennial: Johnson reminded the members of the upcoming 2024 Sigma Tau Delta Centennial and suggested that all consider appropriate ways to celebrate that important milestone. He mentioned that the Mortar Board honor society had developed a memorial publication, for example.
5. “Fixin’ Potholes” & Other Committee Business? None.

SIGMA TAU DELTA EXECUTIVE & BOARD DEVELOPMENT COMMITTEE CHARGE 2018-2019

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 2018 into Fall 2018

- By August 15, review Board member contract and implement mentoring and Board orientation plan for both new and ongoing Board members.
- By September 1, review strategic plan to identify and discuss relevant goals and objectives at the Fall board meeting.
- By Fall Board meeting, review and discuss updates regarding Central Office positions and structure.
- By September 15, 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.

Spring 2019 into Summer 2019

- 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 Constitutional/Bylaw Revisions.

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