

## Spring 2020 Executive Committee Meeting Minutes

March 24, 2020

Virtual Meeting

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

(Dave Wendelin & Ami Comeford attended the March 18 virtual meeting)

1. The Executive Committee held several virtual meetings before the scheduled 2020 STD Convention due to disruptions caused by the COVID-19 pandemic. At the earliest March meeting, using Go-to-Meeting software coordinated by Natasha, the Committee discussed the news about the virus that was beginning to affect areas in the U. S., and agreed to send a message to members that the 2020 Las Vegas Convention would proceed but that the Society would continue to monitor the situation. After the virus began to spread rapidly in the U.S, the Committee met again and decided to cancel the Convention and to begin planning for the changes that would need to be made due to the cancellation and the widespread closing of universities and their movement to remote learning.
2. New Business (moved before Old Business)  
Planning due to cancellation of 2020 Convention due to coronavirus pandemic:
  - The members discussed several aspects of the financial impact of the Convention cancellation, including the initial deposit, the cancellation of the remaining site contract due to the mandated closing of the Rio property, and the refunding of registrations.
  - The members reviewed the cost of the registration process and made a **motion that the Society refund registrants the cost of the Convention except for a \$5 processing fee.** The refunds would take place over the next few weeks. **(During the Board meeting the motion passed.)**
  - Bil summarized the loss of normal revenue at this time of the semester, including many fewer new members and fewer merchandise purchases due to the closing of universities. At his suggestion and with his input, Glen wrote an email for **each of the committees that would be meeting virtually during the week**, asking them to consider ways to cut costs for the coming year—and beyond—to minimize the economic impact to the Society of this ongoing situation.
  - Since elections for a number of positions could not be held at the Convention, the Committee made a **motion that for those positions for which there was only one candidate that the candidates should be accepted by acclamation and that the candidate should be affirmed at the general Board meeting.** Those positions are: Vice President/President Elect, Secretary/Treasurer; Far West Regent, High Plains Regent, and Southwest Regent. **(During the Board meeting the motion passed.)**
  - There was one candidate for the Alumni Representative, Dana Eckstein Berkowitz, and the Committee agreed to conduct a virtual interview with her on March 24. **The Committee made a motion to approve her at the Board meeting. (During the Board meeting the motion passed.)**
  - There were several candidates for the Student Advisor position, and the Committee agreed to conduct virtual interviews with two of them in the next two days. **The Committee**

**made a motion to approve candidate Kayla Ashbrooks at the Board meeting. (During the Board meeting the motion passed.)**

- There were several candidates for the Student Representative and Associate Student Representative positions in the regions, and the Committee made a **motion that the SRs & ASRs will be appointed by the Regents in their respective Regions. (During the Board meeting the motion passed.)**

- The Committee agreed to a schedule of virtual committee and Board meetings devised and coordinated by Natasha on March 24 and 25, with the full Board meeting virtually on March 27.

- In lieu of in-person gatherings due to campus closings, Diane and Glen agreed to write a draft of suggestions for alternate Chapter presentations and activities, including induction ceremonies. (This draft was sent to the Central Office the following week.)

- Diane suggested investigating if students whose papers were accepted for presentation at the 2020 Convention could be given priority for the 2021 Convention.

### 3. Old Business

- Strategic Plan: there was some further discussion of the process that would be used during the Strategic Planning Retreat preceding the Fall 2020 Board meeting in Denver, including several surveys that would be sent to different groups in summer 2020.
- Past Presidents Council: the Committee discussed possibilities for involving this group in lieu of meeting at the 2020 Convention.
- Sigma Tau Delta 2024 Centennial: the Committee agreed that ideas would continue to be shared in advance of this celebration.
- Delta Award: the Committee agreed that the award planned for the 2020 Convention would be given 2020 at the 2021 Convention.

(Submitted by Glen Brewster, President, April 2, 2020)

## **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.

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### **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*