

SIGMA TAU DELTA, SPRING BOARD MEETING 2017 EXECUTIVE & BOARD DEVELOPMENT COMMITTEE CHARGE

To exercise all executive powers of the Society excepting any specifically retained by the full Board in official sessions. To oversee development of 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 2016 into Fall 2016

- By September 1, review strategic plan to identify and discuss relevant goals and objectives at the Fall board meeting.
- By September 15, determine who is eligible and, if appropriate, nominate a candidate to receive the Delta Award.
- By December 15, work on an education plan/process and recruitment for both new and ongoing Board members, including mentoring of new Board members.

Spring 2017 into Summer 2017

- From January 15 through the Spring convention, recruit and interview candidates for Student Advisor and make recommendations to the Board.
- By April 15, review and discuss updates and short reports from Alumni Task Force and Constitution & By-Laws Task Force and make recommendations to the Board.
- By April 30, review budget and staffing, particularly as related to conventions and social media management, and continue development and review of long-range financial plan.

SPRING 2017, COMMITTEE MEETING MINUTES

1. Welcome & Literary Moment for Tuesday, April 28, at 7:02pm.

- The meeting was called to order and a poem was shared called Nomenclatures of Invisibility by Mahtem Shiferraw

2. Old Business

- Johnson shared new information pertaining to the review of information for taxes and the Regents checking accounts. The Executive Committee drafted a motion for combining the regent accounts:
 - Motion: to create one Regents account with individual budget lines for each region that can be accessed through the Central Office.
 - The suggestion was discussed at the Board meeting with the Regents and the motion was approved.
- Johnson discussed the details of the Lambda Iota Tau honor society, which has dissolved; its membership and LIT funds were absorbed by Sigma Tau Delta. Some discussion ensued about using the funds for an award or scholarship with the Lambda Iota Tau name; the information will be passed on to the Scholarship and Awards committee.
- Brewster shared highlights from the Strategic Planning committee's work in organizing the strategic plan document chronologically, and Steinberg discussed the ongoing efforts on by-law revisions from the Task Force on Constitutional Revisions & Policies Revision.
- The upcoming Delta award was discussed and Johnson agreed to make an announcement at the Red & Black Gala.

3. New Business

- Fitzpatrick asked the Executive Committee members to review their duties, responsibilities, and voting privileges for future online discussion in the summer.
- With Helwig going on sabbatical, other potential chairs for the convention in St. Louis were

discussed. Fitzpatrick will approach 2-3 current and previous Board members over the next few weeks, and she will notify the committee with updates in early May.

- Helwig's upcoming sabbatical and the interim appointment for the Midwestern region were considered. Tim and Magdelyn Helwig joined the conversation at 8pm to discuss the expectations and logistics of the Midwestern Regent & Midwestern Regent Pro Tempore. Fitzpatrick agreed to share news at the full Board meeting of the interim appointment of Magdelyn Helwig as the Midwestern Regent Pro Tempore for the upcoming year.
- Meeting adjourned at 8:25pm with an understanding that it would reconvene the next day at 10:30am in Schroeder's suite.
- Fitzpatrick called the committee meeting back to order on Wednesday, March 29, at 10:37am.
- Johnson shared the recent issues and editorial concerns about the societal journals, and the committee discussed next steps in addressing the matter. Johnson, Fitzpatrick, & Brewster agreed to meet with the Managing Editor to discuss the editing process for the journals.
- Fitzpatrick identified two areas that will need online discussion over the summer: board development and executive committee membership and duties.
- The meeting adjourned at 11:32am.

Online Committee Discussion for May/June 2017

- Board Development – Recruitment, Visibility, Orientation, Mentoring
 - What processes and information should we have in place to improve recruitment? Visibility? Board Orientation? Board/Committee Mentoring?
 - Fitzpatrick will send out a Dropbox invitation in early May to share document templates and discuss the adoption and creation of Board member contracts and a timeline of activities for new Board member orientation and mentoring.
- Executive Committee members will review the Task Force reports and discuss the potential logistical and financial implications of the research and recommendations.
- Executive Committee members will review/revise their duties, responsibilities, and voting privileges for summer email discussions. Fitzpatrick will send out an email reminder in early May.

Respectfully Submitted on 04.10.2017

Carrie Fitzpatrick