

**Spring Board Meeting Minutes—FOR REVIEW & APPROVAL
DRAFT—AUGUST 2023**

Note: Motions are highlighted in yellow.

Present: Carrie Fitzpatrick, Lexey Bartlett, Diane Steinberg, Shannin Schroeder, Matt Hlinak, Kaitlynn Sass, Katie Mudd, Jeannine Szostak, Felicia Steele, Kaine Ezell, Elfrida Gabriel, Brett Iarrobino, Ami Comeford, Catelyn Errington, Carie King, Deane Reaves, Autumn Koors Foltz, Anthony Quigley, Baylee Harding, Amy Gates, Kassia Krone, Kevin Stemmler, Leigh Dillard, Deandra Miller, Matthew Karshna

Welcome & Introductions

At 10:50, Schroeder shared the poem *Spring* by Mary Oliver.

Schroeder welcomed the Board to the spring board meeting and annual Convention. As is tradition, Board members gave brief introductions to highlight their roles and the recent books they were reading.

Call to Order

Schroeder called the meeting to order at 11:20.

Reminder of Board Meeting Guidelines

Schroeder reminded everyone that the Board follows Robert’s Rules of Order, and she reviewed the roles of voting versus nonvoting members. She also stated no one should read written reports, but rather provide updates since the report was submitted.

Schroeder then thanked everyone for sharing book recommendations and indicated she will hold a drawing for a free book.

Public Comment on Non-Agenda Items (proposed emendations to Agenda)

No emendations were made. Fitzpatrick reminded everyone to email written motions to her for accuracy within the minutes.

Approval of Minutes

Schroeder requested everyone to review minutes. King, Dillard, and Steele requested minor revisions. Fitzpatrick made changes and sent a new copy to Central Office for documentation.

MOTION: Steele moved to accept the minutes. Stemmler seconded.

Motion carried.

Schroeder asked Fitzpatrick to serve as parliamentarian for the Board meeting, and she agreed.

Old Business (submitted written reports about what has been done; questions over reports welcome during updates below)

No old business was brought forward for discussion.

New Business (updates and motions)

Central Office Reports & Updates

- a) Executive Director (Matt Hlinak)
 - No questions were asked about the written report.
 - The following updates were provided:
 - Hlinak shared his observation concerning how much people are working in the Central Office in preparation for the Convention. Everybody made heroic efforts, and they will figure out how to streamline and make the processes more sustainable for the future.
 - Steinberg asked if there were any concerns about electronic certificates for international chapters. Hlinak indicated that no concerns were brought forward.

- b) Director of Society Operations (Jeannine Szostak)
 - Dillard asked if Szostak could clarify the shift to electronic certificates and the additional costs for pens. Szostak stated that the cost of printing and mailing will save significant monies. The cost of pens will undergo further review.
 - Comeford asked about understaffing in the Central Office. What would an ideal staff be? Szostak indicated that they are in discussions about appropriate staffing, but they haven't come to conclusions. Comeford emphasized the need to keep staff from being burned out by hiring for the jobs that need to be handled. Elfi added that they need a growth plan for NEHS too.
 - Discussion ensued about a failed search for an event planner and the issue of staffing was confirmed to be on everyone's (especially Executive Committee and Central Office) radar to fix sooner rather than later.
 - No additional updates were provided.

- c) NEHS Director (Chris Lockwood)
 - No questions were asked about the written report.
 - The following updates were provided:
 - Lockwood shared that chapter growth continues since the report with thirteen additional new chapters, many of whom are international. Steele congratulated Lockwood on the international growth. Dillard wanted to know how many chapters were from public schools. Gabriel and Lockwood indicated that most new chapters were public schools.

- d) Director of Marketing & Technology (Elfi Gabriel)
 - No questions were asked about the written report.
 - The following updates were provided:
 - Gabriel emphasized that the systems and Cvent app for convention were challenging. Cvent didn't fulfill the promises of its services. The app is functional, but it not as integrated as everyone hoped.

- e) Director of Communications (Katie Mudd)
 - Comeford asked about the lack of engagement in the Facebook group. Is that most related to regions? Mudd confirmed that she was talking about the regional Facebook groups. It's important to maintain the primary Facebook page, but the regional groups aren't seeing much engagement. In the future, we should consider whether we should keep them active.
 - The following updates were provided:
 - Mudd reiterated that the Cvent app was a bit of a disaster. She provided an overview of the app updates that occurred in the two weeks prior to the convention to make the app functional.

Other Board Members' Reports

- a) Immediate Past President (Diane Steinberg)
 - No questions were asked about the written report.
 - No additional updates were provided.
- b) President (Shannin Schroeder)
 - Steele inquired about the advisor who was out of line. Schroeder shared that the advisor was upset that a student wasn't participating. Executive committee indicated that active participation isn't a requirement of membership according to the constitution and bylaws.
 - No additional updates were provided.

Schroeder announced a break for lunch at 12:00.

- c) Vice President (Lexey Bartlett)
 - No questions were asked about the written report.
 - No additional updates were provided.
- d) Secretary/Treasurer (Carrie Fitzpatrick)
 - Steele asked her position description was elevated to executive committee for more discussion. Fitzpatrick stated that the secretary/treasurer position description is being reviewed, especially as it relates to the treasurer responsibilities.
 - No additional updates were provided.
- e) Officer at Large (Kevin Stemmler)
 - Steele reminded him that he forgot to include his judging for internships.
 - Schroeder acknowledged the work of Stemmler as the associate chair for the convention for speakers and common reader.
 - No additional updates were provided.

Regents & Student Representatives

- a. Eastern (Felicia Steele) & Eastern SR (Autumn Koors Foltz)
 - No questions were asked about the written report.
 - The following updates were provided:
 - Foltz shared that her banned books post led to being invited to a Heidelberg University panel to discuss banned books. She also made a rubric for chapter poster judging.
 - No updates were provided from ASR.

- b. Far Western (Ami Comeford) & Far Western SR (Anthony Quigley)
 - a. No questions were asked about the written report.
 - a. The following updates were provided:
 - Comeford shared that she gave out a second common reader award.
 - Quigley said that for the regional meeting they will distribute flashcards of contact information to reach out to students and advisors. He also created a group meeting to allow students to hang out together and encourage more engagement among members
 - a. No updates were provided from ASR.

- c. High Plains (Kassia Krone) & High Plains SR (Deane Reaves)
 - No questions were asked about the written report.
 - No additional updates were given by Krone and Reaves.
 - No updates were provided from ASR.

- d. Midwestern (Amy Gates) & Midwestern SR (Baylee Harding)
 - No questions were asked about the written report.
 - The following updates were provided:
 - Like Comeford, Gates gave out an additional common reader award. Stemmler asked about amounts from regions for common readers awards. They were \$100 each.
 - Harding shared that they had a mini conference with attendance from three different schools. Several Board members applauded the work to get chapters from a variety of schools involved in the conference.
 - No updates were provided from ASR.

- e. Southern (Leigh Dillard) & Southern SR (Matthew Karshna)
 - No questions were asked about the written report.
 - The following updates were provided:
 - Dillard shared the date of the virtual regional conference as Oct. 21, 2023. More information will be posted on English.org. Steele congratulated her work on the regional conference.
 - Karshna stated that he discussed with DeAndra opportunities to use Discord for engaging students who will be graduating.
 - No updates were provided from ASR.

- f. Southwestern (Kaine Ezell) & Southwestern SR (Katie McQuay) Student Advisors
- No questions were asked about the written report.
 - No additional updates were given by Ezell.
 - Schroeder acknowledged his work with scholarships and awards.
 - McQuay shared that she virtually attended a portion of the regional conference.
 - At that time, there was no ASR for the region.

Schroeder thanked the student leadership for all their work.

- g. Senior Student Advisor (Brett Iarrobino)
- No questions were asked about the written report.
 - The following updates were provided:
 - Iarrobino stated that student leadership was co-sponsoring many events; he congratulated and acknowledged the extra work of the student leadership.
 - Steinberg said the blog on food options and things to do in Denver was fantastic, and she thanked student leaders for their work.
 - Stemmler thanked students for their speaker introduction scripts. They were beautiful.
 - Steinberg applauded everyone for their efforts in promoting the common reader.
- a. Junior Student Advisor (Kaitlynn Sass)
- No questions were asked about the written report.
 - The following updates were provided:
 - Sass recognized student leadership for working extremely well and collaborating well on multiple projects.
 - Dillard acknowledged that the student leaders were juggling many responsibilities, and she thanked them for their work.
- a. Alumni Representative Report (DeAndra Miller)
- **Schroeder requested to have Miller's report moved to after committee reports. Steele restated the request as a motion. Dillard seconded. Motion carried.**

Societal Publishing

Managing Editor of Publications (Carie King)

- No questions were asked about the written report.
- The following updates were provided:
 - King stated that she has interns in place for the societal publications. Eighty-seven applications were narrowed to twenty-three, and then two advisors scored them. Diversified representation was present in the selections.

- Dillard asked about graphic discrepancies. Gabriel and King indicated that there were several formatting changes that didn't exist in prior publications, so there was a larger learning curve.
- Stemmler acknowledged King's hard work as editor.
- Steele discussed the importance of ISSNs for verification of the realness of publication, and then Steinberg shared that a student found a poem from the journals on MLA index.

Committee Reports

a. Communications Committee (Carrie Fitzpatrick & Kassia Krone)

- No questions were asked about the written report.
- The following updates were provided:
 - Fitzpatrick stated that the committee's foci have been addressed with the exception of usability reports, which the committee had not received.
 - The committee offered suggestions for a societal website area dedicated to Advisors that focuses on convention preparation. Ideas included information on how to prepare students for their first convention, code of conduct, dress code, organizing carpools, and travel logistics (such as plane travel and how to navigate an airport, packing lists, room arrangements and handling conflict), practice sessions for paper and roundtable presentations, etc.
 - The committee also discussed the piloting of the Discord app for alumni with Mudd and Miller. The use of the Discord app was going well with some chatter almost daily, which indicated a significant increase in engagement with alumni. Most chat revolved around book recommendations, movie recommendations, and job opportunities.
 - In reference to the written report's inclusion of film criticism for submissions, Steele suggested a move from film to media criticism to include video games and other types of media.

b. Convention Committee (Diane Steinberg & Kevin Stemmler)

- No questions were asked about the written report.
- The following updates were provided:
 - Steinberg indicated there was a software glitch in Cadmium for identifying students versus alums, which will be addressed in the future. For the 2024 convention, she suggests submissions be placed in Cadmium rather than Award Spring.
 - Steinberg also shared that the schedule came out in mid-February. Anyone who contacted her in February to request a change could have it addressed; however, anyone who contacted her in the weekend before [the convention] was too late since organizers can only be flexible to a point. She saw an increase in last-minute pull-outs from convention that were coincidentally traveling alone. She recommended that a virtual abecedarian meeting might be useful in the future.

- Stemmler suggested that next year's chair ask for as much help as possible. It's the centennial year, so more people may be willing to help create a great and collaborative event.
- Steele stated that she sees an opportunity to help develop more professional development opportunities too.

c. Executive Committee (Shannin Schroeder)

- No questions were asked about the written report.
- The following updates/motions were provided:
 - Schroeder stated that the executive committee had three meetings since the last report. The committee did some wordsmithing of the DEI statement after the convention, which will be shared with the Board at a later date.
 - The committee recommended the land acknowledgement document and its annual updates be housed in student leadership, and student leaders accepted that responsibility.
 - The committee discussed the future website overhaul and Write Away. Regents need the ability to access emails in the region. The society will continue to discuss options for collecting alternative email addresses from students.
 - Schroeder shared the committee's concerns about judges who are too harsh, and she brought forward the question of how to handle judges with various "isms" and biases. Discussion on the subject will continue.
 - The committee will assess the relationship between the Board and Central Office, and they will discuss how contact should be handled for various roles.
 - Discussion continued on the need to revise position descriptions for at-large and secretary/treasurer roles.
 - The committee brought forward several motions for consideration-
 - **MOTION#1: Committee moved to adopt the Event Code of Conduct as Board policy (and shared by Matt Hlinak via email on Wednesday, March 29, 2023).**
Schroeder reviewed the concerns expressed at the fall board meeting. Hlinak reviewed the minor changes and wordsmithing of the document. Fitzpatrick emphasized that the policy is a living document that will be revised as needed. Friendly Amendment: Building on Comeford's suggestions for language, Steele made a friendly amendment to add Sec. II, B, 3. "socioeconomic class, skin color, physical traits." Steele suggested alphabetizing the list to neutralize priority assumptions within a list.
Motion Carried
 - **MOTION #2: Committee moved to add a Centennial Budget line of \$1000 to the 2023 Approved Budget.**
Motion Carried

- **MOTION #3: Executive Committee moved that those chapters or advisors celebrating anniversaries be sent a high-resolution electronic certificate and that any chapter or advisor celebrating an anniversary of fifteen or more years will, in lieu of receiving a plaque, have \$50 dollars donated in their name toward Scholarships and Awards, respectively. Steele and Dillard agreed with the motion. Fitzpatrick highlighted that the money saved from plaques would be used for more important needs. Discussion ensued. Motion Carried**
- **MOTION #4: Committee motioned to separate Central Office evaluations of the Executive Director from the rest of the Board, with an Executive Committee review process specific to those CO evaluations. Motion Carried.**

Schroeder announced a break from 2:40-2:50.

d. Regents Committee (Leigh Dillard)

- No questions were asked about the written report.
- The following updates were provided:
 - Dillard stated that student nomination forms will be distributed by QR code and advisors may recommend students. The process should help with recruitment.
 - Regents will have an appearance at the advisors' workshop to share what regents do and how they can assist advisors and chapters.
 - The committee approved language to replace national/international chapters to international/overseas territories chapters.
 - HBCU support was discussed to potentially include travel grants for new convention attendees. Additionally, ways to involve grant recipients in the convention program will continue to be discussed.
 - The committee shared need for a retreat to discuss several issues at more length. Discussion ensued.
 - **Motion: The committee moved to create a regent retreat beginning in fall 2023 and convening every other year.**
 - **Bartlett suggested a friendly amendment to state that after 2023 the retreat rotation would take place in even years to accommodate the election cycle for regents.**
 - **Motion carried.**

e. Scholarships & Academic Awards Committee (Kaine Ezell)

- No questions were asked about written report.
- Ezell indicated that the committee had no additional updates.
- Steinberg asked for clarification on January term (winterim) for study abroad. Dillard suggests that maybe we link it to credit load rather than time frame. Discussion ensued. Committee will review applications on time and credit load at its discretion.

f. Service & Partnerships Committee (Felicia Steele)

- No questions were asked about the written report.
- The following updates were provided:
 - Steele and Stemmler will work on internship partnerships over the summer. Lining up new partners will continue to be a goal.
 - The committee wanted to draw more attention to chapter service grants by calling them chapter service project grants. The criteria for project grants will be revised.
 - Steinberg indicated that NCTE has been encouraged to attend the conference to build our partnership with them.

g. Strategic Planning Committee (Lexey Bartlett)

- No questions were asked about the written report.
- The following updates were provided:
 - Bartlett noted the process initiated for reporting on the strategic plan. An email after the convention will be sent to task forces, which will include guidelines and a form for submitting reports (possibly mid-May). Discussion ensued.
 - The committee discussed the need to find a platform for archiving and record keeping so that individuals and committees have better ability to access and review work. Discussion ensued. Web-based archival services will continue to be reviewed.

h. Student Leadership Committee (Brett Iarrobino & Kaitlynn Sass)

- No questions were asked about the written report.
- The following updates were provided:
 - Iarrobino requested everyone review the land acknowledgement agreement.
 - Foltz recommended an STD Spotify account to create themed playlists for student members. Playlists may help increase engagement.

i. Past Presidents' Advisory Council (Kevin Stemmler)

- No questions were asked about the written report.
- The following updates were provided:
 - Stemmler shared that a meeting of the PPAC will be held during the convention. He suggested encouraging universities to create awards in honor of long-serving past presidents and delta award winners. The idea will be discussed further at the PPAC meeting.

j. Alumni (DeAndra Miller)

- No questions were asked about the written report.
- Miller indicated that she had no additional updates.

Task Force Committee Reports

a. Diversity, Equity, Inclusion (Lexey Bartlett)

- No questions were asked about the written report.
- Since the task force has not been active since December, no additional updates were provided.

b. Professional Development (Ami Comeford & Felicia Steele)

- No questions were asked about the written report.
- The following updates were provided:
 - Comeford noted an amendment to the task force report to include MLA and WW Norton.
 - Comeford stated the task force needs to stay in action for a bit longer to work more closely with NEHS Director and create a stronger pathway between STD and NEHS advisors.
 - The committee discussed the need for a specific section on advocacy for the new website to possibly include internal short vidcasts and podcasts on programming and funding.

c. Centennial (Shannin Schroeder)

- No questions were asked about the written report.
- The following updates were provided:
 - Schroeder shared that the task force brainstormed ideas for the centennial celebration. Some ideas included that the celebration would be yearlong; fundraising options to include merchandizing and donations involving 1924; one hundred acts of service over a year; celebrating members and highlighting chapter work; a summer salon; ideas for local and regional chapter celebrations. Additional discussions will continue.

End-of-Year Budget and Investments Review

STD - Investment Portfolio (Carrie Fitzpatrick)

- Fitzpatrick shared that as of March 6, our investment portfolio totaled \$1,564,946.36, which translates to a loss of \$14,000 since August 2022.
- Markets remained volatile due to war in Ukraine, worldwide Inflation, and ongoing international pandemic issues related to unpredictable supply and demand.
- Our investment company maintained a conservative approach over the last few years, which will remain in place for at least the next year as worldwide economies anticipate another tumultuous twelve months.
- The annual budget remained balanced and was available from the Central Office.
- Fitzpatrick stated the importance of sharing a few facts about the society's State of Giving.
 - Convention Subsidization - Currently and over the last 10 years, and leaving out the pandemic years when everything closed, on average

the Society subsidized 35-40% of convention expenses to make the annual convention as affordable as possible for the student membership and faculty advisors. The average cost of holding a convention is about \$100,000 dollars annually, and even more if in-kind donations were included that were associated with the hours of volunteer work required for a large non-profit event to survive and thrive.

- Awards, Grants, & Scholarship Monies Given Last Year
 - Convention Awards: \$16,025
 - Individual Awards: \$17,470
 - Chapter Awards & Grants: \$8,494
 - Scholarships: \$75,750
 - Total Monies Awarded Last Year for Academic Excellence and Service: \$117,739
- Investment Portfolio and State of Giving information will be shared at the annual business meeting of the Convention.

Other New Business (outstanding societal issues not in reports)

- No outstanding societal issues were presented.

Announcements

- Southern Region Conference – Oct. 21, 2023
- Eastern Region Conference - Feb. 10, 2024 – Virtual Symposium on Chapter Service and Development
- Mount Saint Mary's Conference Fall Conference in Maryland Date TBD
- High Plains Regional Conference Fall Conference Date TBD
- Publication: Interdisciplinary Undergraduate Research - Rolling Submissions – Accepts quality submissions from all regions
- STD Journal and Review – April 24-May 15 (window for submissions)

Reminders

- Committee minutes should be sent to the Central Office no later than Friday, April 14.
- Reimbursement forms and required receipts (using the new streamlined travel policy) should be submitted no later than Monday, April 17. Please save with your last name first on the file.

FALL BOARD MEETING DATES

St. Louis, MO - Hilton at the Ballpark
Sept 20-23, 2023

Adjournment

Dillard motioned to adjourn, and Iarrobino seconded. Board meeting adjourned at 4:19pm on Thursday, March 30.