

**Minutes of the SCHC Board of Directors Conference Call
March 20, 2008**

In attendance

Michele Sullivan, Chair
Mark Cohen, Vice President
Stacie Eakin
Bernie Lindquist, Recording Secretary
David Peters
Denese Deeds

Ann Brockhaus, President
Pam Kreis, Secretary Treasurer
Suzanne Matuszewski
Amy Breedlove
Bob Skoglund

Absent

Len Hong (excused)

Agenda

1. Approve minutes – Jan, Feb
2. Strategic Planning – review PD recommendations
3. Web site update – Bernie
4. Lori's contract
5. UNITAR GHS workshop funding letter
6. Revised SCHC Standard Practices Manual
7. Atlanta hotel/tornado
8. Atlanta Marketing Proposal Meeting

Michele Sullivan opened the conference call with a roll call at 9:00 a.m. EST.

1. Approve minutes – Jan, Feb
January minutes

Dave Peters moved that the January minutes be accepted, recognizing that the Board had not received the final version for review due to some final editing. Amy Breedlove seconded. January minutes were approved.

February minutes

Amy moved that they be approved as provided. Stacie seconded. February minutes were approved.

2. Strategic Planning – review PD recommendations

On Dave's suggestion, the Board decided to walk through this topic despite Len Hong's absence since this is a major topic for the PDC at the April meeting. Len had previously sent out the revised SCHC PD Steering Committee Recommendations (dated February 21st, 2008), the only change being the combination of items 10 and 11 from the previous version. It was recommended that Category 2, #2 be revised as follows:

Category 2 - fairly easy/short term items

2 Demographics and professional development surveys be conducted every three years, at both the spring and fall meetings of that year, to capture the responses from a complete population of one year attendance at both of the SCHC events. The surveys will be used to inform the programming, training and membership services.

Action: The vice president will establish the survey as a standard practice, and an ad-hoc committee of the Board, with someone from the PDC and others as needed to assist, will be formed every three years to carry out the surveys.

Pam Kreis moved to accept Len's PDC recommendations as revised (Category 2 above). Dave Peters seconded. Motion carried.

3. Web site update

Aside from a couple of links that were not functioning, all agreed that the website looks good. Bernie Lindquist asked that each liaison check his/her committee page and provide the feedback to her.

4. Administrator's contract

Lori Chaplin's contract is due for its annual renewal. It was noted that there is not a formal procedure for reviewing the contract or setting the hourly rate. It was determined that the outgoing president (Ann Brockhaus) will review the new contract before leaving office; the incoming president (Mark Cohen) will sign the contract. It was agreed that Mark should receive an electronic version of the contract before the meeting so that the contract can be approved at the meeting. Pam noted that Lori's current rate has been in effect for two years. It was decided that, in the future, the contract would be reviewed by the BOD at the meeting *prior* to the meeting during which the officers change (i.e. Spring meeting), such that the contract can be finalized at the Spring meeting.

Action: Ann will get an e-copy of the contract from Lori and will distribute it to Mark, Pam, Michele, and herself.

Action: Lori's contract will be approved by Mark and Ann by email prior to the Spring meeting (this time only).

The question of coverage for courses if/when Lori is not around was discussed. This would impact Wednesday and Thursday of the Fall 08 and Spring/Fall 09 meetings, as currently proposed. It was suggested that, when the PDC schedules classes, they check with the president to verify that there is administrative support. Administrative costs would then be built into the cost of the course. Options (in the event that Lori is unavailable) would include having one of the course instructors checking attendees in, for courses with two instructors. Pam Kreis could possibly cover Thursdays in Washington D.C., although if Thursday is the second day of a course, there would be no need to check attendees in.

Action: Ann will get input from Lori on her availability for future Wednesday/Thursday classes, other possibilities for coverage, and how this will impact picking up the banner/tripods/etc.

5. UNITAR GHS workshop funding letter

Ann sent a draft of the letter to UNITAR regarding SCHC funding to the BOD for edit/comment.

Action: Once finalized, Lori will put the letter on SCHC letterhead. The formal letter will be attached to an email to UNITAR (Jennifer Silk, others) with electronic signatures from Ann and Michele.

6. Revised SCHC Standard Practices Manual

Mark has a new/updated manual ready. There have been two pieces added: 1) a VP piece with survey, and 2) a treasurer's piece. Mark is hesitant about sending it out as it doesn't have all the tracked changes formatted correctly.

Action: Mark will incorporate the new pieces and send it out to the BOD within the next two weeks. Mark will send it to Lori to finalize formatting.

7. Atlanta hotel/tornado

There was damage in the Atlanta area as a result of a fairly severe tornado. Information went out on the SCHC website in response to questions coming in. Courses numbers for the Atlanta meeting are quite good, while meeting attendance is low (137). It was acknowledged that there is still time 5 weeks until the meeting.

8. Atlanta Marketing Proposal Meeting

Per Doug Eisner (Arrangements Committee chair), this meeting will be Monday at lunchtime. This has replaced the Tuesday breakfast, due to conflict for course instructors. Box lunches will be provided.

Action: New Board members Michele Baker, Angela Rath, and Darlene Susa-Anderson will be invited to the Monday lunch meeting. Doug will be informed of the number of box lunches requested. Lori will be asked to print off the marketing proposal in preparation for the meeting.

The conference call adjourned at 9:59 a.m. EST
Respectfully submitted – Bernie Lindquist