

ICCHE October 2, 2008 Board Meeting Notes

Participants:

Cheryl Brunsmann (SIUE)
Lana Campbell (SIUC)
Rick Carter (WIU)
Nina Crick (RVC)
Sue Deason (ISU)
Donna Despain (AU)
Donna Keene (OCC)
Sue Manley (BU)
Preston Morgan (ICCB)
Holli Pryor-Harris (IIT)
Carol Reiseck (CU)
Greg Stettler (JALC)
Joy Thompson (USF)
Chris Wilkerson (WWC)

Will Hines sent regrets, campus event.

Welcome and Introductions: Rick Carter, President

Rick Carter invited introductions and called the meeting to order.

Approval of Board Notes: Holli Pryor-Harris, Secretary

Holli presented June 6, 2008

***Motion to Approve Board Notes: Cheryl Brunsmann
Second: Bill Sutton
Approved: Unanimously***

Treasurer's Report: Bill Sutton, Treasurer

Revenue for the Annual Conference was profitable and improved our financial position. However, many events are subsidized year to year. These should be reviewed to determine which events can be fully subsidized and which events should be a cost-share arrangement. However, it is desirable to keep member expenses affordable.

Gayla Stoner, the 2008 research award recipient, was comfortable with the grant award being split into 2 equal payments. Cash flow is a consideration when covering expenses during the annual conference.

There is a correction to Treasurer's report regarding payment May 15, 2008 payment to Gayla Stoner; it should read payment 2 of 2. The board discussed

membership payments. Confirmation emails of the two-year payments should be sent to the members who made these advanced payments. P-Card member renewals seems to be working well, a number of payments have now been received using the P-Card.

Web hosting service cost savings were discussed. Shouting Ground payments are \$67 per month. Blue Daring is hosting (by contracting out) and maintaining the Web site. Terry Karpman previously provided this support gratis.

Motion to Approve Treasurers Report: Cheryl Brunsmann

Second: Sue Deason

Approved: Unanimously

Standing Committee Reports

Nominating Committee

Carol Reiseck noted a report will be given in December.

Membership Committee

Cheryl Brunsmann reported for Valerie Thaxton. 3 new members have joined so far this year. Some members have not yet renewed. Preston Morgan confirmed that reminder emails about membership renewal were sent out via the member representative listserv.

Membership Communications

Robin is unable to attend. No reports.

Annual Conference—2009 Program Planning

Chris reported several panels are established. The panels will continue using the same format from last year. One panel will be replaced by a breakout group. A second keynote speaker is being pursued. The Award recipient selection is still pending. The Presidents panel is yet to be discussed and planned. A focus on Biotechnology and Nanotechnology topics are planned for panel groups. A surprise special guest is being pursued!

Joy Thompson asked for more information about the Biotechnology panel. Chris reports a “green” focus. He is working to get David Miller as a speaker.

Environmental programs and graduates of these programs may be presented. A Wired Initiative panel is planned. A Baccalaureate Degree partnership panel may also be planned.

Key Note: From Federal Reserve Board, Topic: Workforce Development

Vendors/Sponsors: More vendors are needed, sponsors are undetermined.

Past Presidents

No report.

Research and Scholarship

No report.

Awards Committee

No report

Regional Reports

Downstate

Lana Campbell reported no residuals from workshops are expected at this time. The planning team is considering if the rate should be increased to insure cost recovery. Food costs have escalated significantly. The workshop date in April is still pending.

Upstate

Donna Keene also reported no residuals are expected. She agreed with Lana that cost recovery is difficult. Volunteers have contributed the needed materials and supplies... All costs were covered for the last workshop except \$62. Food costs are also increasing. University Center of Lake County was a wonderful venue. Committee is still actively planning the next workshop. The workshop date in April is still pending.

Rick Carter reported breakouts for planning the workshops are scheduled during the retreat on October 3rd.

Motion: Increase workshop fees for upstate and downstate annual workshop to \$25.00, Lana Campbell
Second: Donna Keene
Approved: Unanimously

Old Business

Sue Deason presented a proposal from Blue Daring. The cost range by proposal is \$4,980 not to exceed \$6,300. The cost could be off-set by soliciting sponsors who wish to advertise on the web site. Blue Daring would be interested in being the first sponsor.

The board discussed a reduction in scope to bring the cost down to \$2,800 not to exceed \$3,600. There was a mixed response.

Sponsors and other forms of paying for the site redevelopment costs are needed and were discussed. Cheryl Brunsmann suggested that we solicit vendors to advertise and place a link on the web site. Chris Wilkerson suggested that we define the web site sponsors that are acceptable to ICCHE.

Bill Sutton stated how we cover the cost is a challenge (cash flow) while covering projected expenses for the annual conference before these revenues are realized. He believes the current proposal is too costly. Susan Deason asked what amount can be committed to this expense now.

Motion 1: Solicit member institutions for an enhanced membership fee of an additional \$250 fee, for the 2009 membership year; the benefit for this is a featured spot on the new ICCHE Web site.

Motion: Cheryl Brunsmann
Second: Donna Keene
Approved: Unanimously

Motion 2: Allocate \$1,500 to pay for the redesign and development cost of the ICCHE web site with Blue Daring.

Motion: Cheryl Brunsmann
Second: Chris Wilkerson
Approved: 10, Opposed 1

Next Meeting Discussion:

Rick announced future meetings as shown below. October rates at Starved Rock have increased so the date is changed to September for 2009.

December discussion—consider charging for Starved Rock meeting to cover costs.

Future Meetings:

December 5, 2008: Double Tree Hotel, Chicago, IL

February 4, 2009: Double Tree Hotel, Chicago, IL

June 5, 2009: Double Tree Hotel, Chicago, IL

September 24, 2009: Board Meeting

September 25, 2009: Starved Rock, Utica, IL

Motion to adjourn, 2nd, all in favor.