

2012 Quarterly Tidewater Chapter EXCOM Meeting Minutes

Call to Order

The meeting was called to order at 10:08 am on 9/13/2012 via conference call.

Attendance

Len Machut, Cory Janiak, Jacob Boyd, Stephanie McInerny, Mike Wilberg, Ron Klauda, Bob Murphy, Paul Rudershausen, Chad Smith, and Danielle Zaveta.

Meeting Minutes

Meeting minutes from the April 16, 2012 meeting were not available to be approved at this meeting due to email issues. Stephanie will send them out for review via email after the conclusion of this meeting.

Action Items (Table attached)

A list of action items was put together and distributed to the EXCOM. Action items include tasks given to EXCOM members at prior EXCOM meetings that still need to be completed. This table was developed to keep better track of ongoing tasks as well as quarterly EXCOM business. **Jacob** presented the action item table and went through each action item. Below is a bulleted list of the action items and the discussion during this EXCOM meeting.

- Action Item: Develop criteria for providing travel funding to the Chapter President to attend Southern Division Meeting. Send to EXCOM for comments.
 - **Jacob** put together a bare bones paragraph as a starting point for developing these criteria. **Len** provided comments. **Jacob** explained that these criteria are being developed to help the Tidewater Chapter President with funding to the Southern Division meeting if the current Chapter President cannot come up with funding of his own. The EXCOM agreed that it is important that the TWC President be present at upcoming SDAFS meetings. **Mike Wilberg** suggested putting an upper bound on the amount of funds that will be provided to make things a little more clear. **Jacob** and **Len** mentioned that the funding is following federal per diem limits so that will limit the hotel but that the funding maximum will likely fluctuate from year to year as rates changes, travel specifics, and depending on the funds available at the time.
 - **Action Item for Jacob: Comments from this discussion will be added to the criteria and a final version will be sent to the EXCOM for approval.**
 - **Action Item for Stephanie: Once final criteria have been developed, they need to be added to the Procedural Manual.**

- Action Item: Look through past meeting minutes and create an Action Item table to include tasks that are ongoing or still need completion.
 - Action Item table was created on 8/3/2012. **Jacob** and **Len** like the table and think it should be kept up in future years to help keep tasks organized.

- Action Item: Develop a Tidewater Chapter Subunit of the Year award. Look at criteria used by the Southern Division for guidance.
 - **Mike** looked into the Southern Division Subunit of the Year award and found that it was pretty in-depth and felt that the Tidewater Chapter could use the same criteria. There was a question about what the award would consist of such as a monetary award, maybe between \$200 and \$500.
 - **Action Item for Mike: Summarize the SD criteria and put together guidelines for Tidewater Chapter Subunit of the Year award. Send to EXCOM for comments so a final draft version can be ready for the next quarterly meeting.**

- Action Item: Send a survey to attendees of the continuing education class to get comments on likes and dislikes.
 - **Jacob** sent out a brief survey on 9/11/2012 to the attendees of the class to gauge whether they liked or disliked the class and asked for comments about the class. **Jacob** asked Mike whether he thought he was going to have a continuing ed class as the next annual meeting in Maryland. Mike expressed that he would be willing to have one if someone wanted to volunteer to teach the class. **Jacob** informed Mike that Laura Lee (who taught the class last year) would be willing to teach another class and that she really enjoyed teaching the last one. **Jacob** suggested trying to have a workshop at every annual meeting in the future. Maybe a survey can be sent out to get an idea of what people want to have as a workshop. Hopefully the class at the 2013 annual meeting can be accredited through the AFS Parent Society. Most of the survey takers liked the class but thought that the class was trying to cover too much in a short period of time so maybe the content can be compressed or the time slot for the class can be extended. **Mike** thought that the class is a very good thing to have in tandem with the annual meeting.

- Action Item: Send an email to Fred Scharf about UNCW subunit to determine how the Chapter can help them reorganize their subunit.
 - **Len** sent an email to Fred Scharf on ?? about their subunit being on hiatus and got a response from Fred that said they don't have enough student participation from the grad students or enough student participation to keep the subunit going. **Jacob** asked the EXCOM whether a timeline for hiatus should be put in the Procedural Manual to help determine when to take action when a subunit is not participating. Should members of the EXCOM meet with the subunit to find out if there is anything the Chapter can do to help them reorganize. **Paul** suggested a 24 month hiatus at the last meeting and **Stephanie** agreed with this timeframe and agreed that it should be put into the Procedural Manual and that 24 months should

trigger action taken by the TWC such as meeting with the subunit to find out how the Chapter can help, for the Chapter to hold a meeting on campus to gauge student interest to help get the ball rolling again, etc. **Stephanie** reminded the EXCOM that it doesn't have to be grad students that put together the subunit at a university and mentioned that when the subunit was created there were undergraduates serving on the subunit EXCOM. **Len** added that he thinks that based on Fred's email that some of the other faculty members are focusing away from AFS and focusing in other directions. It may be necessary to talk with the other faculty members at UNCW to find out how interested UNCW in general is in the Chapter. **Paul** suggested putting together a set of criteria that the subunits are required to meet to be in good standing with the Tidewater Chapter. Bob suggested having current subunit presidents and members put together these criteria. **Stephanie** suggested following AFS Parent Society criteria for their subunits. **Danielle** volunteered to work on these criteria. **Stephanie** suggested contacting the other subunits for help on this task. **Cory** volunteered to help Danielle on this since Delaware is looking at putting together a student subunit of their own. Jacob suggested having a conference call between all of the Chapter's student subunits to talk about this issue.

- **Action Item for Danielle and Cory: Put together criteria for how long a subunit can be on hiatus and what actions the Chapter should take when time limit is reached.**
- Action Item: Create a History of the Tidewater Chapter Page for the Website and Finish scanning historical Chapter documents and give to Chad to put on the website
 - **Jacob** mentioned that this action item is going to be a work in progress and thinks that it is an important task and will be a good addition to the website. **Chad** asked what type of stuff will be on the history page. **Stephanie** explained that it would be old photos and old programs from previous Tidewater Chapter meetings as well as old abstracts from past meetings and old newsletters. Once everything gets scanned in, the files can be organized and then pertinent documents can be put on the website. Newsletter Vol26-1 has a write up about 25 year history that Sara Mirabilio did.
- Action Item: Update meeting minutes on website.
 - **Jacob** mentioned that this will always be a work in progress and that **Stephanie** will send what she has to Chad to get put on the website.
- Action Item: Look into putting checking account money into an interest earning account while not in use.
 - **Stephanie** mentioned that she checked into some money market accounts and discovered that rates are not good right now. She doesn't know a lot about money market accounts and would like some help with this task. **Mike** looked at some alternative accounts for the mutual fund and

mentioned that the way the mutual fund is invested right now is kind of like how you would invest in a retirement account. It has a diverse array of stocks and bond funds that you would set up if you wanted to have a 20+ year investment horizon. For how the Chapter wants to use the mutual fund, it may be better to have it in a more liquid account for easier access. If looking at banks with high interest savings accounts, **Mike** agrees that the available interest rates are pretty poor. Capital One and ING are both good options but they are merging right now and their rates are at 0.5% which is better than getting no interest. **Stephanie** expressed the importance of continuing to have a checking account because you have to be able to write checks and withdrawal money from it several times a year without penalty but suggested maybe moving a portion of the money to a money making account to sit there while it is not needed. The only time that the checking account gets a lot of activity is during annual meeting preparation and funding.

- **Action Item for Stephanie: Check with Bank of America and see what they have because that is who we have an account through now and can check into Capital One and ING.**

- Action Item: Update Procedural Manual and Officer's Guide.
 - **Jacob** mentioned that many of the action items that are being discussed at today's meeting will eventually be put into the Procedural Manual but that it has been a long time since the document has been reviewed. Members of the EXCOM should review the documents, specifically the sections that apply to their current positions, and provide comments back to Jacob and Stephanie in 2 weeks (Due Date – September 28, 2012). The Procedural Manual has been a very fluid document and was last updated in 2010 so shouldn't require a lot of edits; however, the Officer's Guide hasn't gone through a complete set of edits yet. The Officer's Guide was meant to be a quarterly breakdown of duties for each EXCOM position whereas the Procedural Manual is a broad summary of each position's duties.

2013 Annual Meeting Planning Progress

Mike gave an update on the 2013 Annual Meeting. He is still trying to solidify the venue for the meeting because his first choice cannot guarantee that they will finish renovations before the meeting date. Meeting dates will be March 21-23, 2013 which will coincide with CBL's spring break. CBL's spring break doesn't overlap with any other universities that have students who participate in Tidewater so we don't know how that will affect meeting attendance. The UMD student subunit will be helping to coordinate the meeting. **Ron** mentioned that he will be happy to continue to take care of the awards along with student paper and poster presentations. **Ron** will contact Mike later about the awards. **Mike** will be calling Jacob and Stephanie to make sure that nothing is forgotten. **Len** offered to help as well. **Bob** asked if the meeting would be in Solomons, MD area and **Mike** confirmed that it will most likely be at the Hilton Garden Inn or the Holiday Inn because these are the only two places that have enough room to hold about 100 people. The Hilton Garden Inn is the first choice.

Adjournment

Jacob mentioned that he is a fan of the quarterly meetings and he thinks that they are working well. **Stephanie** reminded the EXCOM that she still has to send out the meeting minutes from last quarterly meeting and will accept comments on them.

Jacob motioned to adjourn the meeting at ~ **10:55 pm**. Seconded by **Stephanie**.

Minutes submitted by: Stephanie McInerny

Action Item	Person(s) Responsible	Assigned Date	Completion Date
Develop criteria for providing travel funding to the Chapter President to attend Southern Division Meeting. Send to EXCOM for comments.	Jacob Boyd	4/16/2012	9/14/2012
Update Procedural Manual and Officer's Guide. Send to EXCOM for review. <i>Sent on 9/13/2012</i>	Stephanie McInerny	4/16/2012	
Look through past meeting minutes and add uncompleted action items to the table.	Stephanie McInerny	4/16/2012	8/3/2012
Develop minimum attendance requirements for student subunits and add requirements to Procedural Manual.	Cory Janiak Danielle Zapeta	9/13/2012	
Develop a Tidewater Chapter Subunit of the Year award. Look at criteria used by the Southern Division for guidance.	Jacob Boyd Mike Wilberg	4/16/2012	
Send a survey to attendees of the continuing education class to get comments on likes and dislikes	Jacob Boyd	3/8/2012	9/11/2012
Send an email to Fred Scharf about UNCW subunit to determine how the Chapter can help them reorganize their subunit	Len Machut	3/8/2012	8/28/2012
Create a History of the Tidewater Chapter Page for the Website	John Cooper Stephanie McInerny Chad Smith	3/10/2011	
Look into putting checking account money into an interest earning account while not in use	Stephanie McInerny	3/10/2011	
Finish scanning historical Chapter documents and give to Chad to put on the website	Stephanie McInerny	3/10/2011	
Develop a checklist/SOP of annual meeting details and helpful hints that can be give to the newest President-Elect while trying to plan the Annual Meeting	Mike Luisi Fred Scharf Len Machut Jacob Boyd	3/10/2011	
Update meeting minutes on website	Stephanie McInerny Chad Smith	Ongoing	