



## **FCA Board Meeting Minutes**

Respectfully submitted by Bradley Carter, Alpha Tau Omega

August 8, 2013

FCA Board Meeting (Conference Call)

### **In Attendance:**

Nathaniel Clarkson, Sigma Nu: Director of Finances  
Bradley Carter, Alpha Tau Omega: Director of Information  
Mary Ellen Hardies, Delta Gamma: Director of Recognition  
Jesse Lyons, Kappa Alpha Order: Vice President of Operations  
Tracy Lyons, Omicron Delta Kappa: Director of Education  
Ashley Martin, Zeta Tau Alpha: President  
Jennifer Siler, Alpha Delta Pi: Past President  
Andrew Talevich, Lambda Chi Alpha: Director of Marketing  
Robert Umstadter, Beta Theta Pi: Vice President of Programming

### **Not In Attendance:**

Teri Forsythe Sloan, Chi Psi: Director of Networking

### **Call to Order**

President Martin called to order at 3:04 p.m. Eastern Time.

### **Opening Remarks:**

- *Martin*: "Thank you all for making it. I know we've all got a lot going on, especially with it being convention season for some, but I appreciate you making time to be here!"

### **Reports:**

#### **Vice President of Operations, *Jesse Lyons***

- Working on decompressing from KA's convention

#### **Director of Finance, *Clarkson***

- Invoice issue with Crown Trophy; working that out with Umstadter
- Working on updating budget with Jesse Lyons and Martin

#### **Director of Information, *Carter***

- Catching up on minutes from previous meetings; the rest will be available for approval at the Board Retreat
- Touching on the database and getting back into the mix with Jesse Lyons to develop the RFP and figure out data integration
- Set to work with Martin, Latour and Jesse Lyons on additional updates to the Patriot database

**Director of Marketing, Talevich**

- *Talevich*: “Lambda Chi recently lost a staff member as many of you know ... we appreciate the interfraternal support that has been offered, especially that of FCA.”
- Completing content for the upcoming issue of *Briefings*; a little past the deadline, but should still be good from printing and design; content to Martin and Jesse Lyons for final approval
- eNews going smoothly
- Need to get in touch committee members about things being more consistent

**Vice President of Programming, Umstadter**

- *Umstadter*: “The programming side has been very busy!”

**Director of Education, Tracy Lyons**

- Board Retreat planning has been going very well; looking forward to seeing everyone; no need to call or make a reservation, just run your card when you check in
- Midyear Conference date is now TWO weeks prior to Thanksgiving instead of the week before
- Filling out speaker and other preparations for the Midyear Conference
- Latour working on education plan for the entire year—trying to be more strategic with the programming throughout the year
- Latour proposal should be complete by the Board Retreat
- 2014 Annual Conference: building up the committee and making plans; committee meetings should begin in October
- Contract changes for 2014 Annual Conference: possible space issues; working with the hotel—will keep you posted
- Next Brown Bag planned for August 28 at Lambda Chi Alpha

**Director of Recognition, Hardies**

- Talked with Weghorst about moving forward with awards
- Looking for judge recommendations; next eNews? next *Briefings*? Would like to start early so we can be more in-depth with judging profiles and results.
- Considering the addition of a blogging award
- Working with Brandon from Groot to get admin rights to the awards portal
- *Talevich*: “Can you email a brief thing for the judges to put in the next eNews?” Discussion about judging and new award proposals—pulling from past eNews to help develop wording.

**Director of Networking, Sloan**

- Absent. Report given by Umstadter.
- Sent Networking Plan via email to all board members; any questions? Please review and see if anything should be adjusted. Will vote to approve at the Board Retreat.
- *Jesse Lyons*: “I think it [the Networking Plan] is great! She did a great job formalizing all of the success we’ve had this past year.”

**Past President, Siler**

- Working on preparing the handbook and other documents for updating at the Board Retreat

**President, Martin**

- Working on the budget with Clarkson, KB Parrish and others to “fix” the budget and clear out 2012-13 budget year
- Cleaning up the 2013-14 budget for approval at the Board Retreat
- Still need to talk to Clarkson and go over questions that have come up during the process

- Board Retreat: September 5-6 in Louisville at the Galt House; already booked; if you want to arrive early/stay later, please contact the hotel about additional days. Retreat will start at 1:00 on Thursday, additional review of Board Retreat agenda.

**Old Business:**

- *Martin*: Any database needs should be sent to your VP by next Friday; our deal with Patriot ends at the end of the year and we need to prepare our RFP for bidding out to other groups

**New Business:**

- *Martin*: Meeting minutes from May, June and July. "Is everyone comfortable voting on these now?" Board would like more time to review; tabled until the Board Retreat in September. One change to May minutes: page 6—Louisville and Cincinnati vote counts need to be switched.
- *Hardies/Umstadter*: Discussion about the president's medallion; only two left. Need to order by November to take advantage of lower price and minimum order from Herff Jones. Minimum order of 25 at \$30/piece, totaling approximately \$750 +shipping. Waiting until after November would mean increase in both the price and minimum order (from 25 to 50). Clarkson to take a look at the budget; tabled until the Board Retreat.
- *Tracy Lyons*: site visit in Louisville the morning before the retreat.

**Comments for the Good of the Order**

- *Martin*: "Ninety-nine days until the midyear conference. Down to double digits. Get excited!"

Martin established the next director's meeting as the Board Retreat on Thursday, September 5, 2013.

Meeting adjourned at 3:37 p.m. Eastern Time.