



FCA Board Meeting Minutes

Respectfully submitted by Bradley Carter, Alpha Tau Omega

February 14, 2013

FCA Board Meeting (Conference Call)

In Attendance:

Bradley Carter, Alpha Tau Omega: Director of Information
Nathaniel Clarkson, Sigma Nu: Director of Finances
Whitney Frazier, Alpha Omicron Pi: Director of Education
Will Haskett, Phi Kappa Psi: Vice President of Operations
Steve Latour, Alpha Sigma Phi: Past President
Jesse Lyons, Kappa Alpha Order: Director of Networking
Ashley Martin, Zeta Tau Alpha: Director of Marketing
Jennifer Siler, Alpha Delta Pi: President

Not In Attendance:

Jill Harter, Alpha Gamma Delta: Vice President of Programming
Robert Umstadter, Beta Theta Pi: Director of Recognition

Call to Order

President Siler called to order at 11:03 a.m. Eastern Time.

Opening Remarks:

- *Siler*: Happy Valentine's Day!
- Only three months to-the-day until the Annual Conference.

Reports:

Vice President of Operations, *Haskett*

- No new reports
- Billing from GreekBill has gone out
- Actual deadline for appeals/claims to be filed in the Celect lawsuit; "Things are finally progressing." Timeframe closes at the end of March; process is continuing.

Director of Finance, *Clarkson*

- Began sending GreekBill invoices on monday
- Received a number of questions, which Don (from GreekBill) has been handling for FCA
- Money is rolling in - "Everything is great with GreekBill"
- *Haskett*: As of yesterday, we've got 13 groups that have paid; transferred to new system on the GreekBill end, so there's a new login - hence all of the questions; planning to include language in the next eNews to help address questions; invoiced more than 80 groups just to see if we can get some more members from direct billing; short-term result - "the strategy is working"
- Training with Don - should be well-versed on the GreekBill services and interface

- Account balance is at \$3600, payment going to KB Parrish for about \$1400 - looking good
- *Haskett*: "Kudos to jesse on getting all those associate members."

Director of Information, Carter

- Continuing to work with Thibault on the Membership Plan; first
- *Latour*: able to pass clarkson, haskett and everyone the payment listings. bigger list that includes an additional 200 organization still not complete, should be available in the next week or two - just in time for annual conference mailings. totally done with this soon.

Director of Marketing, Martin

- eNews goes out next week; third Wednesday of every month - awards info from Weghorst, and stuff from Clarkson/Haskett on dues
- Conference registration will go out in a separate email
- *Briefings* just sent to printer
- Signed contracts for *Briefings* for both print and design - on file
- Social media group on FB - merging FCA group with current group and FCA managing/taking over? "I think it would be a good thing for us to do."
- *Carter*: What about new member stuff from Lisa for eNews? *Martin*: Have it by Tuesday of next week.

Vice President of Programming, Harter

- Absent. Report given by Siler.
- Passing along fees associated with registration to the attendees (wePay fees) - adds a few dollars to the registration, ends up being about \$283
- *Haskett*: "Is there a early, full and late registration again?" *Siler*: Yes - confirmed by Frazier
- Audit Committee report has been passed on - will review in new business

Director of Education, Frazier

- Worked with MemberPlanet to build the registration platform
- Convenience fees passed to members for registration
- Separate forms for member and associate members (associate member won't actually pay)
- Early: April 1; ends: april 24; can register up to six people at a time
- Directly deposited into our bank account every Eednesday
- Final testing today for the registration form
- Sending out tomorrow
- Additional information going into next week's enews
- Two speakers have dropped out - one backed out, the other we just can't afford
- *Siler*: hotel block date is the same as the end date for registration

Director of Recognition, Umstadter

- Absent.
- Submission for Varner close tomorrow - please make your nominations ASAP.
- No reported technical issues for the awards site
- Already a total of 41 submissions
- Weghorst wants to send email to membership to find potential judges - "Everyone okay with that?" Board confirms.

Director of Networking, Lyons

- Got some associate members to sign on (and pay) early.
- Got a check from Willow

- Waiting on payment from others
- Couple of question from associate members about the tier system have been addressed
- Review of who is in which tier
- Still no response from Groot
- Maury Boyd on the fence (cost of midyear)
- Iacono, Gin Systems, Fry Communications, Reliance Publishing - in queue
- A couple vendors said "no," but that's to be expected
- Managing "a la cart" options for conference
- Asking for program proposals from associate members
- Scheduled call with Zach to help address certain strategic plan goals

Past President, Latour

- Brown bag next week at KAO - archives
- Last month (ZTA - infographics) was very successful - 18 attendees
- Continuing to see engagement go up, lots of feedback
- Possibly changing days
- DU offered to host March
- AXO offered to host April
- No brown bag in May
- Need to start thinking about making this an official position - Brown Bag Chairman
- Talking to board members about the direction/future of the board, possibility of only having three returning board members - need suggestions to fill these open positions
- Best case scenario - we'll have 6 coming back

President, Siler

- Please send names to steve for potential board members - especially names of chair you think are ready
- Looking over the handbook and making changes/adding policies
- Handbook itself does not have to be voted on by the membership, only the board
- If we have an constitutional changes, they need to made known by the next call (March 14) and sent to the members by April 14
- Discussion about the most complete/up-to-date version of the handbook/constitution
- Working with Clarkson on the BOD titles and descriptions. may have something next conference call. Changes would affect the constitution.

Old Business:

- None

New Business:

- *Siler*: Calls for approval of January minutes. Motion to approve by Lyons, seconded by Martin. No discussion. Motion Passed.
- Audit report from Harter (email). Motion by Latour to approve the audit report as presented by the committee. Seconded by Frazier. No discussion. Unanimously approved. Motion passed.

Strategic Plan Team Reports:

Education, Harter/Frazier

- *Frazier*: emailed 2 speakers from midyear to gauge interest in hosting/presenting webinar

Recognition, Martin/Umstadter

- *Martin*: nothing new to report.

Membership, Carter/Lyons

- *Carter*: continuing work on membership plan; need to meet with Latour and Haskett on database
- *Lyons*: most everything in the works and being done
- Many updates regarding other areas of the strategic plans, to-do list items being checked/struck as completed

Organization, Siler/Clarkson

- "In progress"

Stewardship, Haskett/Latour

- In progress. No update.
- Should have more info by March

Comments for the Good of the Order

- *Siler*: 13 weeks away from the Annual Conference!

Siler established the next director's call for Thursday, March 14, 2013.

Meeting adjourned at 11:54 a.m. Eastern Time.