

NCHO Executive Council Meeting  
Annual Conference, Durham, NC  
October 16, 2013  
10am-12pm

- I. Welcome (Katie)
- II. Approval of Minutes (Mistie)
  - a. Motioned to approve- Chris Gregory
  - b. Seconded- Clyde Wilson
  - c. Approved
- III. Executive Council Member Reports
  - a. President- Katie Bartholomew
    - i. Working closely with the conference co-chairs
    - ii. Working closely with the business manager regarding tax status
  - b. Past President- Jennifer Wilder
    - i. Scholarships
      1. Winners were notified
    - ii. Awards
      1. Announced at the conference
  - c. President-Elect- Hassell Morrison
    - i. Identified schools for future conferences
      1. 2014- UNCG
      2. 2015- ECU/ECSU
      3. 2016- UNCSA/WF/WSSU
      4. 2017- UNCA/MHU
      5. 2018- UNCC
      6. 2019- Approach UNCW
    - ii. Reviewed the upcoming elections and who is running
      1. No one is running for Technology Coordinator position- discussed how we move forward and nominations were mentioned
      2. Conducted appointed position discussion and voting
        - a. Professional Development Chair Select
          - i. Paige Abe
        - b. Technology Coordinator
          - i. Discussed people to reach out to
        - c. Business Manager
          - i. Is not an appointed position, we will need to elect it.
      3. We will announce tomorrow during the business meeting the result of the elections and appointments. Motioned and approved.
  - d. Business Manager- Mistie Bibbee

- i. Discussed tax status with the group and the need to file to be a 501c3
    - ii. Conference Checking Account – We need to pull all those checks back in and audit them
  - e. Member at Large- Clyde Wilson
    - i. RA Drive In Conference
      - 1. 26 program submissions
      - 2. 250 + registered
      - 3. Comfort Cancer- charity working with
  - f. Communications Coordinator- Laura Ansley
    - i. Signpost
      - 1. Will be sending out the signpost once a month with one to two articles per month.
    - ii. Laura will send exec board copies of logos and such
  - g. Conference Team
    - i. Registration
      - 1. 179 people registered
      - 2. 28 Associates
    - ii. Silent Auction
      - 1. 25 items that will be dropped off at registration
      - 2. Total retail value over \$4500
      - 3. Thanks to everyone who donated
    - iii. Special thank you to Lee for all of his help with the conference and their technology needs
    - iv. Past President Panel during the opening dinner
    - v. Reviewed agendas for banquets
  - h. Professional Development Chair- Chris Gregory
    - i. Intentionally did not request items to pass out at each program. Committee is trying to streamline.
    - ii. Committee will be set up in the board room all week
    - iii. Please come out and support conference connections and the first timers club. (Junior C ballroom)
    - iv. Also, please come out and support the faculty partnership winner's program
  - i. Professional Development Chair Select- Alexa Wood
    - i. Combined with professional development chair updates
  - j. Graduate Student Representative- Cynthia Brauch
    - i. Unable to attend due to academic conflicts
  - k. NCARH Liaison- Michael Cherry
    - i. Please review emailed report
    - ii. Position will transition out in February
    - iii. NCARH created a new logo
  - l. SEAHO Representative- Pete Blutreich

- i. Mid-year meeting for SEAHO is this coming weekend and will send out updates to the group once it is over.
  - m. HBCU Representative- Tara Melvin
    - i. Please see report
  - n. New Professional Representative- Emily Baker
    - i. First Timers club- clarification on who is running it and the intent of the event
      - 1. Informal networking time
      - 2. We need to share info about the first times check-points (associates, business meeting, etc.)
  - o. Small College and University Representative – Sarah May
    - i. Sarah is transitioning out of higher education
    - ii. Quite a few people interested in this position
  - p. Technology Coordinator- Lee Hyde
    - i. Working on conference and website
    - ii. Trying to recruit for the replacement of the position
    - iii. Updated the membership directory
- IV. Conference Updates (Conference Team)
  - a. Professional Development
    - i. No additional updates
  - b. Exec Council Expectations
    - i. Election Social
      - 1. Attend, Network
    - ii. Business meeting
      - 1. Attend, encourage people
    - iii. First Timers
    - iv. Associates
      - 1. Network and thank associates
    - v. Speaking Schedule
    - vi. Transition Meeting
      - 1. Friday Morning
      - 2. Bring calendar to plan for January meeting date
- V. Budget Updates
  - a. Share account balances
- VI. Committees
  - a. Membership Committee
    - i. Small College Rep
    - ii. HBCU Rep
    - iii. Member at large
  - b. Communications Committee
    - i. Communications Coordinator
- VII. Membership Updates
  - a. RA Drive in updates
  - b. Other business

- VIII. Strategic Plan (Katie)
  - a. Katie will share the strategic plan with the group this afternoon. Main areas are:
    - i. Competencies
    - ii. Membership
    - iii. Communication
- IX. New Items (Katie)
  - a. Pete (WSSU) presented NCHO with a beautiful NCHO banner in honor for the 40<sup>th</sup> anniversary from Winston Salem State University.
- X. Adjournment
  - a. Motion to Adjourn: Chris Gregory
  - b. Second: Alexa Wood
  - c. Meeting Adjourned at: 11:50am