

Southern Association of Colleges with Associate Degrees

Board Meeting April 25, 2018 VIA Phone Conference Call 3:00 p m. EDT

DRAFT MINUTES

Present: Dr. Dr. Patricia Lee, President; Dr. Dean Sprinkle, Vice-President; Dr. Pam Boehm; Dr. Joan Davis; Dr. Cynthia Kelley; Dr. John Enamait; Dr. Ronnie Nettles; Dr. Ed Meadows; and Dr. George Edwards, Executive Secretary-Treasurer.

Absent: Dr. Karen Bowyer; Dr. David Campbell; Dr. Ingrid Thompson-Sellers.

I. Call To Order

The meeting was called to order by Dr. Patricia Lee, President at 3:05 p. m.

II. Approval of the December 2017 Minutes

Dr. John Enamait moved to accept the minutes of the December 2, 2017 Board meeting with some minor edits. Dr. Pam Boehm seconded the motion. The minutes were approved unanimously.

III. Board Officers and Members

Dr. Edwards referred the board to the attached listing of all information related to the board and officers. If any corrections need to be made, please let Dr. Edwards know.

IV. Membership Report by State

Dr. George Edwards reported on membership by state. As of April 1, 2018, 159 members had paid. Membership was down significantly in 2017 from 190 in 2016.

V. Investment Report

Dr. Edwards reported that the association is in good financial condition. The April 2, 2018 balance in the DuPont Credit Union Account was \$133,529.74. Dr. Edwards proposed that the board authorize transferring approximately \$100,000 from the savings account in to two CD's with terms of 3 years and 4 years respectively. This would allow the association to earn additional interest income and would still insure that enough liquidity remain in the savings and

checking accounts to cover annual operating expenses. Dr. Boehm moved to create the CD investments and Dr. Ronnie Nettles seconded the motion. The board unanimously approved the motion.

VI. Financial Report

Dr. Edwards presented the Budget to Actual and Year End Estimate Report as of 12-31-17. He explained that the net income was up by \$1,529.25 even though the number of members declined. Dr. Ronnie Nettles moved for approval of both the Investment and the Budget to Actual Reports and Dr. John Enamait seconded the motion. The motion was approved unanimously.

VII. Proposed 2017 Budget

Dr. Edwards presented the 2018 SACAD Budget which is based on having 175 members, the sale of 200 luncheon tickets, and the securing of \$6,000.00 in sponsorships. Assuming that expenses remain similar to 2017, the association should have a net income of \$1,350.00 for the year. Dr. Pam Boehm motioned for approval of the budget and Dr. Joan Davis seconded the motion. The motion was approved unanimously.

VIII. Committee Appointments

Dr. Lee appointed the following committees:

Audit Committee

Dr. John Enamait, Chair
Dr. Dean Sprinkle
Dr. Cynthia Kelley

Nominating Committee

Dr. Patricia Lee, Chair
Dr. Dean Sprinkle
Dr. Ed Meadows

Publications Committee

Dr. Ingrid Thompson-Sellers, Chair
Dr. Jane Hulon
Dr. David Campbell

Professional Development Committee

Dr. Karen Bowyer, Chair
Dr. Pamela Boehm
Dr. Joan Davis
Dr. Ed Meadows

IX. Report of the Professional Development Committee

Dr. Karen Bowyer plans to convene the PD committee in the very near future to discuss the hosting of another concurrent session at the SACSCOC Annual Meeting.

X. Newsletter

Dr. Edwards asked for any newsletter items be submitted to him no later than May 1 for the May newsletter.

XI. Discussion of Annual Luncheon

Dr. Edwards shared a financial report regarding the 2017 annual luncheon which showed a loss of \$1,492.48 with 145 luncheon tickets sold and sponsorships of \$6,000. Meal costs in major hotels continue to be a challenge for the association. The 2018 luncheon was discussed and tentatively is scheduled for Sunday, December 9, 2018 in New Orleans, Louisiana.

XII. Plans for the Spring Board Meeting

The Fall Board meeting was discussed and the board suggested that Dr. Edwards eliminate the meal since many board members wish to go to dinner with their friends and colleagues on the Saturday evening before the SACSCOC meetings begin.

XIII. Other Business

There was no old or new business.

XIV. Adjournment

The meeting was adjourned at 3:35 p. m.