Spring 2015 Core Committee Minutes
March 6 & 7 | Chicago, IL

A summary of action items precedes the minutes which give more specific details about levels of approval and summaries. Unless other wise noted, approvals are 1 or 2 fingers.

SUMMARY OF ACTIONS TAKEN

Executive Director Report
Fall Core Committee minutes approval acknowledged.

E-minutes approved (decisions made electronically by Exec Committee and/or Core since Fall 2014 meeting).

Budget request: off-site administrative assistant proposal**:** 16 hours per week x 50 weeks x $17/hour = $13,600 APPROVED

Finance Committee
Budget request: $100 for operating budget APPROVED

Fees & Benefits Ad Hoc
Proposals:
- conference fees increase annually by the average inflation rate for the previous three years (currently 1.33%). APPROVED ($475)
- creation of a member and a non-member rate model for the conference. APPROVED
- other POD-sponsored events adopt a similar member and a non-member rate model for registration. APPROVED
- the Institute for New Faculty Developers be priced to include a year's membership in POD. APPROVED
- have retiree fees match student fees APPROVED
- form an *ad hoc* committee to track membership levels and revenue for at least one year and until the online renewal and e-commerce systems become fully automated. APPROVED
- membership fees be increased across all member categories so that the cost of financing POD is less dependent on the conference APPROVED

- Option #2, at a minimum, be implemented for the 2015-16 fiscal year: APPROVED (TWO 4s, with 1s, 2s, 3s):

Option #2:
$20,000
$115 (individual)

$95 (institutional)
$65 (retiree)
$65 (student)

- Once the initial increases are phased in, we recommend that the new rate guide for each category be increased by $5 every other year beginning to cover inflation. APPROVED 1s, 2s, 3s, & one 4)

<u>Membership Committee</u>

Budget Requests:
- $200 for door prizes APPROVED
- $850 for design and printing of POD membership brochure APPROVED

<u>Conference Committee</u>
Budget Requests:

Item	Rationale	Request
Plenary #1	High profile plenary speaker honorarium & travel	$12,000 APPROVED
Additional Plenary	Second speaker honorarium & travel, or to be used to procure one high profile speaker	$4,000 NOT APPROVED
Entertainment	Diversity Reception (Quake City Jug Band)	$800 APPROVED
Dance and Karaoke Party	Supplies for activities and entertainment & DJ	$2200 APPROVED* (SEE CAVEAT)
Commemorative Gift	For conference attendees	$2000 NOT APPROVED
Administrative assistant	Travel and stipend for administrative support person for registration and organization	$2500 YES
Logo designer	Professionally produced conference logo	$800 YES

*with the request that they spend it in an inclusive spirit, consistent with pod values, maybe not just for karaoke ($3000 for celebration, total).

Budget Request: increase interpreter from $2000 TO $6000: APPROVED

<u>Conference Advisory Committee ad hoc</u>
Proposals:
- Hire a professional event planner for ten to fifteen hours per week to take on the administrative event planning aspects of the conference? Instead of a planner, have a Core member who is ex-officio/advisory, ex-conference team member, periodically check-in in some capacity, not the weekly meetings: APPROVED
- Programming budget pre-approval at Fall Core meeting: APPROVED

Professional Development Committee

Budget Requests:
- $400 for printing and shipping of materials for Getting Started day-long preconference (based on amount spent in 2014) APPROVED
- $100 for printing of publicity materials for POD PDC events. APPROVED
- $6000 loan to host of 2016 Leadership Development Institute (standard procedure for past several years) APPROVED

Electronic Communications and Resources Committee (ECRC)
Proposals:
- Create official pages for LinkedIn, Facebook, Google+, Instagram, YouTube, and other social media channels as needed
- Create an information page on the POD Website that would provide a short description of the social media outlets tool and provide a link to the social media official POD pages for each
- Establish a Social Media Management Platform (SMMP, likely Buffer) to allow easy access, scheduling and posting of POD relevant communications to its various social media from a central location
- Provide access to Buffer, guidelines on how to use it and training to the following people: Hoag, 1-2 core members, executive committee members, and committee chairs, and other users as needed

  WITHDREW proposals: bring above four points to marketing task force.

Budget Requests:
- $300 for Buffer for Business WITHDRAWN
- $400 for a temp worker to develop wikiPODia for grad student**:** APPROVED
- $100 for operating expenses APPROVED
- $1500 for purchase of Content Building services for setting up Guidebook app. for grad student**:** APPROVED

Publications Committee
Proposals:
- TIA Editor Ex Officio Core Membership: PARKING LOT

Budget Proposal:
- $8000 for TIA editorial support: APPROVED

Diversity Committee
Proposals: items for discussion:
- Support of decision to restructure DC executive board and responsibilities in service of DC's strategic priorities. GOV COMMITTEE WILL DO
- Support for research grant or award YES
- POD Diversity Committee highlight designation in conference program

SEND BACK TO COMMITTEE, TALK TO GRANTS & AWARDS, SHOULD
BE HOUSED UNDER AWARDS COMMITTEE
- Request for flexibility in grants allocation (see below) YES

Budget Requests:
- Travel and Internship Grants: Total = $18,200 (Travel Grants: 6 @ $1,300 for a
  total of $7,800.00 | Internship grant: Two grants @ $5,200 for a total of $10,400)
  APPROVED
- New Research Award = $2500 WITHDRAWN
- Operating Expenses = $100 APPROVED

Outreach Committee
National Subcommittee
Proposals:
- Changes to Governance Manual re: National Outreach Subcommittee:
  WITHDRAWN
Budget Proposals:
- $2000 for participation in one STEM conference/meeting in 2015:
  WITHDRAWN
- $100 for operating expenses APPROVED

International Subcommittee
Budget Requests:
- A waiver of registration costs for San Francisco for Dr. Jawitz. NOT APPROVED
- $1,000 grant towards the airfare for Dr. Jawitz to San Francisco NOT
  APPROVED
- $1,000 towards the airfare for Joy Morrison to attend 2016 ICED. NOT
  APPROVED

$1500 for start-up grants**:** APPROVED

Research Committee: no report

Grants Committee
Budget Request:
- $12000 for grants: APPROVED

Awards and Recognition
Innovation Award
Proposals: item for discussion:
- Creation of Awards Committee with oversight of selection committees:
  APPROVED to be finalized with governance committee

Budget Proposal:
- $200 for award/trophy: APPROVED

Menges Award
Budget Proposal:
- $400 for up to three award plaques: APPROVED

Spirit of POD
Budget Proposal:
- $250 for award: APPROVED

Small College Committee
Budget Proposal:
- $100 for promotional materials at conference APPROVED

Graduate and Professional Student Development (GPSD)
Budget Proposal:
- $2600 (10 x $260 expense to POD for waiving registration fees for 10 grad student scholarships): APPROVED
- $250 for pizza/lunch: APPROVED

Gov Committee
- Conflict of Interest Statement for Committees/GM (Appendix A) APPROVED
- Update of language about committee chairs in By-Laws (Appendix B) APPROVED
- Merge Nominations & Elections Committee as a subcommittee of Governance (Appendix C) APPROVED
- Create a structure in which presidential officers will each lead a cluster of committees to provide not only liaisons with Core but also support for chairs and increased communication among committees. (Appendix D) APPROVED (minus last paragraph)
- Update Awards & Recognition Committee description (Appendix E) APPROVED
- Update Finance Committee membership (Appendix F) APPROVED

2015-16 BUDGET VOTE: APPROVE

POD Committee-Sponsored Sessions ad hoc
Proposals:
- Establish a committee to explore and consider two key issues that resulted from the approved single-session PCSS format: 1) member needs and 2) session types: APPROVED
- Establish a standing committee or sub-committee to serve as the "owner" of the process for soliciting and revising proposals for POD Committee-Sponsored Sessions: APPROVED

MINUTES

Friday, March 6
<u>Present</u>: Leslie Ortquist-Ahrens, *President*; Kathryn Plank, *Past President;* Deandra Little, *President Elect*, Kevin Barry, *President Elect-elect*; Mary Wright, *Chair of Finance*; Hoag Holmgren, *Executive Director*; Debie Lohe, Mei-Yau Shih, Donna Ellis, Todd Zakrajsek, Francine Glazer, Laura Cruz, Cassandra Horii, Natasha Haugnes, Michael Palmer, Martin Springborg, Victoria Bhavsar, Jake Glover, Carol Hurney, Roben Torosyan

Missing: Hugh Crumley, Chantal Levesque-Bristol, Michael Reder, Allison Boye

Welcome, Introduction, Ice Breaker
Framing questions: What's a metaphor for Core? What are Nonprofit Board of Director characteristics? What's the context of outward focus: how do we reach out and connect with other organizations & entities? Looking within, what's the work of POD? How are we getting it done and who does it?

Budget overview and introduction

Saturday, March 7
<u>Present</u>: Leslie Ortquist-Ahrens, *President*; Kathryn Plank, *Past President;* Deandra Little, *President Elect*, Kevin Barry, *President Elect-elect*; Mary Wright, *Chair of Finance*; Hoag Holmgren, *Executive Director*; Debie Lohe, Mei-Yau Shih, Donna Ellis, Todd Zakrajsek, Francine Glazer, Laura Cruz, Cassandra Horii, Natasha Haugnes, Michael Palmer, Martin Springborg, Victoria Bhavsar, Jake Glover, Carol Hurney, Roben Torosyan

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Membership Committee
Proposals: two items for discussion/clarity, not approval:
- Membership survey focus/goal (can this be collected via Google doc—YES**)**
- General marketing plan (could help us clarify action items; does core need such a thing?; should we create a task force (seems like low-hanging fruit, branding analysis, uniform look and tone; what are budget implications after we pay the consultant?) ; special projects proposal: YES, move forward.

NB: Michael rotating off as chair; new chair should be Core member.

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Proposal: item for discussion:
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Break & Presidential Transition

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SHELVED:
SIG Process Update   *Plank*
Donations and Bequests ad hoc   *Wright*
Japan Project   *Ahrens*

Make Spring Core meetings 1.5 days like fall Core?

PARKING LOT
Membership Committee survey priorities clarification via Google

Ad Hoc Task Force re: branding/marketing proposal to work with Membership Committee, ECRC, Diversity Committee, PDC, and Outreach (Natasha now to chair)

Conference plenary: formally limit to one?
TIA Editor Ex Officio Core Membership

Ad hoc committee on partnerships (not just corporate): make this a subcommittee of Outreach or Membership?

PDC: marketing and accessibility

LinkedIn: keep? eliminate?

Policy & philosophy for non-presidential travel requests

"Curriculum map" for rewards and recognition

How do we spend money over time? What are the trends as mapped on to the Strategic Plan?