

Friday, July 8, 2005

I. GOAL SETTING

At the beginning of the 2005 Summer Summit, the SEC discussed the overall goals hoped to be achieved by the end of the weekend as well as goals to be reached with the conference staff.

They are as follows:

- A. To get everything done in timely manner.
- B. To be honest and forthcoming with our thoughts.
- C. To be team oriented.
- D. Make sure everybody is on the same page.
- E. Have no one leaves with animosity toward another.
- F. Leave our home schools at the door.
- G. Leave knowing we have what we need to succeed.
- H. To enjoy our time together.
- I. Be confident in ourselves as SEC as a whole.
- J. Leave private conversations in here.
- K. Figuring out ways to incorporate Bill and Beth.
- L. Make sure everyone has the same answers for questions.
- M. Respect everyone on the board.
- N. Understand that we are equals on the board.
- O. Be open to new ideas
- P. To be efficient with all the work.
- Q. Be very nice to conference staff.
- R. Remember that they are the only school that bid.
- S. Don't disregard them due to space.
- T. Make sure the NCCs realize that there will be space issues.

II. IDEALS FOR THE CONFERENCE

During this part of the conference, we split into pairs and talked about the likes and dislikes we each had about conferences. We then presented them to the rest of the SEC and organized the concerns into groupings to be focused on with the SAACURH 2005 Conference Staff and future conference staffs. They mainly focused on registration, diversity of programs, space, and transportation.

III. ISSUE SESSION

As our final session of the first evening, we discussed issues that we felt needed to be addressed throughout our year on the SEC. They ranged from how to write quality OTMs to starting RHAs and making sure officers are clear with their expectations.

Saturday, July 9th, 2005

IV. RECRUITMENT

Our first topic of the morning on Saturday was recruitment of schools and for the 2006-2007 SEC. We discussed putting together an affiliations brochure to be sent out by the first week of September to help recruit new schools. We also were asked to start looking for people to transition to for the next SEC.

V. PROGRAMMING

Next we discussed Programming at SAACURH. We first identified groups of delegates that would possibly need specific programs geared toward them. We compared these groups with the program categories that Erin Yaden provided for the conference and then came up with a very long list of programs that we felt like needed to be presented at SAACURH. More specifically we also discussed the need for an NCC/NRHH Navigation track to be presented after roll call on the first night. This track will concentrate on prepping new NCCs and NRHH Reps for the boardroom the next morning, as well as addressing certain major topics for each group, such as writing a national-winning bid and provide an overview of NRHH. Advisors will also have a session with Bill and Evelyn. There will also be a State Board Summit planned for state board members to participate in.

VI. POY/SALT

We discussed encouraging schools to bid for these awards, especially talking to award-winning OTM writers.

VII. NCC OF THE YEAR

The legislation issues with the NCC of the Year bids being voted upon by the SEC was discussed.

VIII. ROLL CALL

New guidelines for roll call were discussed, among them making sure that it is clear that they are separated by states and not state organizations. Also, it was laid out to make sure that everybody is encouraged to participate so that they will be energized about the conference and understand the theme. Any state going over the time limit will be penalized and the coordinators must bring two copies of the music and make sure there is equal participation by all. Each state will also be responsible for cleanup and removal of props and equipment used immediately.

IX. SAACURH 2005 SCHEDULE

The conference staff presented their tentative schedule to the SEC at this time. Revisions were made and deadlines were set. Please see the regional conference page of the [SAACURH website](#) for these deadlines.

X. SAACURH ORGANIZATION COMMITTEES

We looked at options to form committees in SAACURH to help the organization and resources of the region. They are as follows:

- A. **Spirit:** This committee would be in charge of creating a cheer book, designing a flag, designing a new logo, gathering noisemakers for conferences, and exploring the option of providing SAACURH apparel to buy.
- B. **Programming:** This committee would be in charge of creating manuals on how to program, and providing program models.
- C. **Administration:** This committee would look at cleaning up the policy book and constitution, approving a cheer book by SAACURH (Oct. 24), and strengthen all handbooks.

XI. SAACURH 2005 CONFERENCE REPORTS

At this time, the SAACURH 2005 Conference Staff at Northern Kentucky University made their reports to the SEC.

- A. **Emily (Hospitality):** Food for rooms has been confirmed. Will be meeting with Bethany Monday about settling the details. Bob at Raddison Hotel is providing the entire 16th floor. The hotel staff will put it up and break it down for us. Themes in rooms? Pictures and slide show will possibly be scrolling in the rooms. Trash cleanup will be done by hotel staff. During the socials, they still have to find out. Games will be available.
- B. **Emily (Sponsorship):** Letters have went out. Bethany K., the advisor, helped. They are planning a Sponsorship Fair on Sat near the University Center. They have emailed Paula about the NACURH 02 sponsorship packet. She gave them the email of someone else to find it. No response.
- C. **Mallory (Spirit):** Set some criteria on banner and display. Decided not to do displays, only banners, due to space limitations. They will hang in UC cafeteria. 2 ft. x 4 ft. will be the max size. Grommets will be required. No decision on themes yet.
- D. **Renee (Facilities):** Reserved all the programming rooms. Emailed the school about interference with Saturday classes. None to seem to interfere. SEC Summit room arrangements completed. Keys pickup for hotels: 1 person from committee will pick up and pass out during check in. Problems with some rooms. ADA Compliance has not checked on, but the rooms seem to be okay. Will make sure the hotels are compliant. It will be a first come, first serve basis for all program rooms. 9 rooms are fully smart classrooms. Extra equipment will be available if needed. ADA van will be checked on for transportation.
- E. **Renee (Food):** Pretty much all on campus food is taken care of, but they will run through numbers once again in October.
- F. **Jimae (Entertainment/Spirit):** Schedule has been changed now, so they will have to rearrange some of the entertainment. Some kind of point system is being

worked on to give out to delegations so everyone has chance to win. DJ for dance on Saturday will be Patrick Scott from Morehead. Cost for the DJ: \$150. They still have to check on liability for the movie and pool party planned for at the hotel. Working with campus for some free entertainment. The cost was \$600 for putting on the movie, but NKU Housing has comp'd it. Working on a possible live band to come in. In regards to coordinating roll call: stage and sound equipment will be provided. Jimae will be the co-emcee for roll call.

- G. Bethany B. (Registration):** Working with tech chair for the layout of website. Working with her for registration materials. Decided on binders and tabs for the conference booklet. Logo department on campus is working on a conference logo. WKU will be doing door decorations. The binder contents are still being worked on between Bethany B. and Bethany K. Northern Kentucky Conventions and Visitor Bureau are printing the name tags. They will look into ribbons or stickers to define the delegate groups.
- H. Tyne and Ryan (Banquet and Philanthropy):** We may not have to rotate groups for banquet. They are still working on the menu to get close to the price range. There will be no keynote speaker! VIP numbers look to be around 15 for the SEC/VIP. The head table will be conference staff, not SEC. Banquet will be casual-dressy. Working on decorations for the banquet with the hotel. Hotel will setup tables, decorations, and cleanup. Working on plan for awards ceremony. **Philanthropy** - Northern Kentucky Women's Crisis Center will be the beneficiary. "Spare Change For Change" will be the event. Schools will bring in money for it. The manager of the center is willing to come to the banquet. Collection will be at registration/check-in. Volunteers will put it together in one lump sum to give to them. Plaques for the awards will be retrieved by the SEC, but billed into conference budget. They will split the categories into large school and small school. Tyne will run the banquet.
- I. Volunteers** - Headquarters will be changed. There are no security needs in the hotel. They are planning to ask other student organizations for help. R.A.s will be asked to help as well. Volunteers will be riding the buses. Working on also keeping volunteers.
- J. Transportation** - Parking has been secured. Finalized driving directions. Will physically drive routes to make sure they work. They plan to obtain good maps. Area codes will be placed in front of phone numbers. They plan to obtain arrival times for schools and coordinate airport pickups. They are working on getting specific with places about routes.
- K. Bethany K. (Programming with Erin)** - She is working with Erin on programming information.

- L. Shannon (Co-Chair)** - Shawn Pierce will host the advisors social. Shaun O'Malley has said he will help anywhere he's needed. Presidents/NCC/NRHH Socials will be combined. Help from other schools is needed to host that social. They will serve more like a room monitor. Tom Kernan will host GLBT social. Considering messenger bags or drawstring bags as an alternative to t shirts.

XII. SAACURH 2005 CONFERENCE BUDGET

Hope and Bethany K. presented a revised conference budget. Other revisions were made and approved.

XIII. REGISTRATION PATH

The conference staff and the SEC have setup the registration path for the SAACURH 2005 Conference in hopes to ease problems and relieve bottlenecks. This includes a pre-check table to make sure schools aren't missing anything.

XIV. CONFERENCE CRITIQUE

The conference staff asked for critique from the SEC and some was provided, mostly as checkpoints. But overall the general consensus was that they had done a very good job to this point.

XV. LEGISLATION ISSUES

Legislation regarding SEC Succession of Officers, ADA Compliance, and refinement of the Awards Process were assigned to various SEC members to write.

XVI. SAACURH 2006

The SEC was charged with the task to try to find schools to bid at this conference for SAACURH 2006.

XVII. GOALS AND EXPECTATIONS

Each SEC member was given a chance to present their personal and SAACURH-related goals to the other members and several were found to align with one another.

XVIII. TO DO BEFORE SAACURH

Each SEC member was given particular tasks to achieve before the SAACURH conference in November.

This completed the 2005 SEC Summer Summit!