

SAACURH Summer Summit Minutes

July, 21st – 23rd

Friday July 21, 2006

4 pm meet at the airport and then ride over to Conference site.
View of conference locations (Marriott, Hampton, and Jameson Inn)

Travel to UVA-Wise 8ish

Meeting Called @ 9:35pm

Those in attendance: Shaun O'Malley, E.J. Walicki, Sean Pierce, Shannon, Andrew Worth, Ron Hamner, and John Bussert.

Shaun starts with opening speech. Wants all executive members to "Think outside the box". He went over the need to ask questions not only about the topics being discussed but also questions about the conference to the conference staff.

- Respect others opinions. Not everyone is going to agree
- Devise a plan for the coming year and what we as an SEC want to accomplish for SAACURH. We only meet a few times a year, so not much time to get things done.

EJ asked if anyone was taking minutes and proceeded to ask if he needed to if not.

PowerPoint – Igniting the Spark in SAACURH

- Create and Recruit
- Build on what our former SEC members have done and accomplished
- Work together as a team

Expectations

- Timely Responses to communication (EJ)
- Support System (Ron)
- Issues with someone make sure you tell them and respect them (Shannon)
- Unification (EJ)
- Don't call out someone in public, take them aside (EJ)
- Professionalism (EJ & John)
- Being realistic (don't push into overload) effective management (Drew)
- Role model to students in the region (EJ)
- Every position is important (EJ)
- Offer constructive criticism but also be able to take it. (EJ)
- Sean Pierce
 - None of us are compensated for this job.
 - CC me if you send anything else out. Wants to be in the loop and an extra pair of eyes.
 - Positive changes not changes to just make changes (Efficient and productive)
 - Open to each others ideas and opinions. Take time to think things over don't come up with an immediate reaction.
 - Will give opinions even sometimes when we will not expect one.

- Remember each of you are human. You will get behind you will drop the ball, you will be ahead of the game, you will do awesome things, and there will be ups and downs. Not the end of the world. Own up to your mistakes!!!!
- O'Malley
 - Don't work on personal agenda
 - Don't come in with your mind set on one thing (have an open mind)

Expression of Love to everyone in the room from John "I Love you Guys"

Head Table

Should the SEC sit together or with the delegation? For time reasons and maintenance issues it would be better to sit together and be close to the front to be able to get to the stage and get seated again.

NACURH Forum

SEC should be logging into forum and posting on it. SEC needs to get off of the old system with host school so Shaun O. can add members to region login.

DSA Award (10:15)

Currently no one on executive board can receive DSA award set by policy. Talk with the NBD about the eligibility of members. Maybe propose an award to the NBD for regional board recognition amongst other regions. Are DSA and SOY the same type of award?

Change name to OCM DSA and strike out eligibility

Change name of NCC Award to OCM NCC of the Year Award

Both the changes will just bring SAACURH into policy with what NACURH has set in their policy book.

SAACURH T-Shirt (10:55)

One polo blue, Andrew is going to look into the shirts and place an order. Threw around the possibility of getting more than one shirt, but then discussed that the SEC will only buy one.

SEC Calendar

The calendar has dates for when different events will be going on through out our region. State conferences are not currently listed, but will be added. Currently dates for when RECONS are due, NACURH link articles are due, when the SEC will be meeting online, conferences, NCC online chats, and other events. Calendar goes from July 2006 – May 2007.

SEC Attending other Regional Conferences

Feel we should try and attend other regional conferences, make bonds, and network. Might just let John go to PACURH since details are worked out mostly and let him test pilot the idea and if the SEC feels like information that gets brought back is worth wild make a line item for sending SEC members to other conferences. Everyone likes the idea, but everyone also agrees that there is no money really in the budget to send members to other conferences esp. conferences that are far away and would require a lot of travel.

State Associations and an Executive member attending a state conference

Those members that live in the state should go to that state conference so it will keep travel expenses down. Then decide who will go to the other state conferences if no one lives in those states.

Motion to Adjourn (11:42)
Shannon - Motion called
EJ - second

Acclamation for motion to be adjourned.

Saturday July 22, 2006

Team Builder 9:21 - 10:21 – Myers-Briggs Type Indicator

Sean Pierce started the day with going over the different types and what each means. SEC along with the conference staff participated to find out what each member's type was and throughout the day we would pay attention to the different types and how they actually played a role.

10:22am Conference

Email about updates, conference staff will update the SEC when they have update. Also reviewed the schedule with the conference staff and made some changes to when things would start. Moved the SAACURH U to Friday night and also changed the times for breakfast and programs on Saturday. Also had time to ask questions to conference staff about different entertainment options amongst other things. Also reviewed the budget for the conference and proceeded to tweak a couple of items as well as talk about ADA compliance and if we needed to include it in the budget. Andrew Worth proceeded to take the conference staff into another room and continue working with the budget to maximize it so we can lower cost for delegates/advisors. After Andrew was done with the conference staff and budget, it was represented to the board. Shannon made a motion to approve the budget, seconded by EJ, then passed by the board unanimously. Other ideas floated around the room about the possibility of having an advisor's coffee on Sunday morning, however the issues were brought up about advisors wanting to leave in on Sunday morning and the amount of advisors that would actually show up to participate, so the idea was nixed. Another topic went over was the VID (Very Important Delegation Luncheon). Each member of the SEC would find and ask 2 First-Time Delegates to sit down at a special table during lunch. During the lunch the first-time delegates could ask questions of the SEC and talk about their experience at the conference. After this was presented most

members of the SEC asked questions on the logistics of this luncheon and how it would work out with the lunch arrangements already in place and with the hotel providing the lunch. Sean Pierce said that the SEC might not even be able to eat lunch, and if the SEC does it will probably be quick and realistically this idea would not be very plausible. The idea is good, but with the time of waiting for the SEC to get out of the Board meeting and then waiting around for a couple of minutes to debrief and then on the off chance that there are no problems then go to lunch. After lunch, which would probably be quick, since the SEC would need to get back and make sure that the board rooms are ready for the presentations that were to start at 2. So with that being said by Sean Pierce and other members of the SEC, the SEC decided that it would not be very realistic to pull the VID luncheon off. Shaun O'Malley then talked about SEC Trading Cards and how he would like each member of the SEC to have these cards and pass them out to delegates so that each delegate could meet members of the board as well as the conference staff. Shaun O also said that Maryville College would pick up the bill for the creation of these Trading Cards. *Grumbles* from different members of the board and conference staff. Shaun O also presented the idea of having the SAACURH conference staff transition the new conference staff on Sunday following the conference giving the new staff ideas and letting them know what worked and what did not. After a brief discussion the board decided along with the conference staff that this was not a very realistic idea either since the conference staff is going to be very busy that Sunday trying to make sure the conference went as planned and checking out all the schools that were attending along with the general closing of the conference. Decided that the conference staff should probably try to do a chat with the new conference staff at some other time that would be convenient to both parties. State Association Directors Breakfast was also discussed, but with the time change of breakfast and the fact the SEC would probably not have much time to sit down and have breakfast and talk to the directors, since the SEC would need to be setting up the board room that breakfast was just going to be on their own and not with the SEC. Shannon is going to work on letting the State Directors know of a breakfast esp. for them and the Regional Board Members to attend and eat. However, there is a possibility that the SEC might not be able to make the breakfast depending on how busy the morning is for them.

SAACURH Leadership Certification Program

Shannon presented to the whole board her development of the SAA Leadership Certification Program. She showed a powerpoint of the program and discussed it in length. Decided that the program would be called Louie's Leaders. Would be set up somewhat like that of the ART programs. Decided that the programs would be presented on Saturday of the conference and early enough that NCCs could attend these programs to start them on their way to Leadership Certification. The first leadership presenters would be grandfathered in and would go through a briefing with the SEC members before they presented on Saturday. Programs fall into the following categories: Ethics, NACURH 101, Diversity, General Leadership, and Programming. Each participant would have to attend one sub-program from each category. To earn the Leadership Certification you would keep record of the programs you went to and then turn in your paperwork to the REDC. The REDC would verify the information and then certify you.

After this presentation was completed we talked about the certification and that if all the participants had to do was key a record of what programs they went to that that was not enough to certify them. Possible solutions to this idea was to give a test after each program the participant went to and gage what they have

learned and would have to pass with a certain score then they would become certified. Other ideas given out by Sean Pierce were to possibly look at something like the Masters in ART are doing. Having the participants attend the program tracks, then they would need to write an article that will be posted in some sort of publication either SAACURH level or NACURH Level i.e. the LINK. Then after they write an article for publication they would need to also present one of the program tracks which would finalize their certification. A good deal of discussion went on about this from all the members on the board asking question to Shannon as well as Shaun O. After a long debate the SEC decided that we would not rush into the Leadership Certification Program and come up with a formal program that would hopefully be in place for SAACURH 2007. Upon being certified each member would receive some type of pin. This got another debate started on whether or not we need another pin for the certification. Shannon did have a pin design for the members of the board to go over and give suggestions on. Shaun O came up with the idea of possibly giving out patches and you would receive a patch upon completion of the certification. This issue was not finalized since the program is on its way to final development stages. Great job Shannon on all your efforts and getting the program to where it is now. Keep up the great work.

2:05 SAACURH Pin

Currently the region has a regional pin that hasn't been sold in over 3 years. SEC approved of a Pin for recognition of the Conference Staff. Ron Hamner got with a pin company and came up with a new pin for the region that will be sold at conferences for 4 dollars.

PowerPoint on SAACURH Pin

- Great way to recognize our region
- If we buy the pins (200 pins) for \$430 and sell them at 4 dollars we would make a profit of \$370. Or we can buy 300 pins for \$480. Sell them at 4 dollars and make a profit of \$720.
- The money raised can go to buy more pins or even be used toward other items in the budget. I.E. SAACURH Apparel, scholarship, supplies, or even to send members to other conferences.

2:19 Vision and Mission Statement

EJ presents information on the vision and mission of SAACURH. During the presentation we talked about where we would place the vision and mission statement in the policy book. EJ asked for ideas that should be included in both statements. Some ideas were giving to EJ and taken down. EJ is going to send something out to the region asking their opinions as well as work with people from around the region at SAACURH in assisting him in the development of the Vision and Mission Statements. He will also create legislation to pass at No-Frills for the newly developed Vision and Mission

- Vision of now and what we want to see in the future (Shannon)
- Vision committee would meet every 5 years to update the vision statement of SAACURH.
- Mission, create and train leaders
 - Communication Conduit
 - Something along the lines of including State Associations

- Incorporate NACURH Vision

Shaun O'Malley says we can create as many committees as we want. This is how he wants to see happen this year with the different committees he has come up with.

"You all have not seen this yet. It is page 25 and 26 of your packets. If we like everything that I have come up with and pass it, then you will receive these pages letting you know what to do next." Shaun O.

Shaun doesn't want to see us at Winter Summit trying to implement new ideas. He wants a lot of this done at SAACURH that way the SEC does not dump new ideas on the new board.

4:50 SAACURH Committees

Shaun starts by talking about the executive board and adding the committees and changing the RPC position to RPMC (adding marketing to the name)

Ron believes that we are selling something if we add marketing to the RPC name. "What are we selling? Goods or services? Cause I believe we are selling goods not services. " (John)

Sean Pierce proposes naming it RPIC (regional publications and identity coordinator) since we are trying to promote the idea of SAACURH.

EJ feels that we talk about some of these things as a group. It is better to talk about it as a group then as a person. Shaun says that it is his committee and group to come up with ideas, but then be sent to the SEC.

Maybe not Identity but Image, instead since we are trying to promote the IMAGE of SAACURH. EJ doesn't like marketing, he says it is like a sleazy company.

John says how about Regional Publications and Promotions Coordinator (RPPC)???

Two questions from Andrew. Bullet 4 Is it suppose to be continuous development of SAACURH apparel? Yes...

O'Malley wants our region to be seen.

Sean Pierce asked if the pins and apparel were the same things? O'Malley said yes, that the pins would be out on a table for sale along with other items that are developed for sale. Pierce proceeds to ask how and where is all the stuff suppose to be stored if it is bought? He said he is not shooting it down, but didn't want John IE SAACURH to have to ship out.

Develop and sell apparel to the region.

Good way to get the name of SAACURH out by selling merchandise.

After further discussion with the board, we decided that the name of the RPC will be changed to Regional Promotions Coordinator, changing from Regional Publications Coordinator. Would be adding several responsibilities to this position as well. The position would develop and sell SAACURH Apparel and the Regional Pin. Also come up with a new logo and promote the new SAACURH Image.

Under the RPC a new committee would be formed called the SAACURH Spirit Committee. This committee would help market SAACURH and report to the RPC. A cheer book would also be developed under this committee for the region to use at conferences. This committee would work directly in making sure the region is ready for NACURH with a banner, roll call, shirt, display, etc...

Shaun sings "R.O.C.K. You ROCK You ROCK" talking about the cheer book and using this cheer at conferences. Use this committee to also come up with spirit items to use at the conferences.

EJ also wants to look at all the duties of everyone and make sure everyone is as even as possible and making sure that we are not overloading anyone. Shaun O agrees.

Sean Pierce withdraws the RPIC he doesn't like either his or EJs. Andrew said he wouldn't die if they change the name or not. He thinks maybe just leave it alone.

EJ mumbles something and then says never mind, and O'Malley say "no what" this made people laugh and Sean Pierce saying see, reminding us about the type test we took earlier. EJ says how about leaving it as RPC but changing the Publications to Promotions.

NEW Logo for SAACURH

Come up with a way to get members of SAACURH to create a new logo for SAACURH, keeping it with the same idea as Louie the Lion, just a new and improved version. Use list serve and the website to ask members to submit their ideas. Pick amongst the top 5 then take it to SAACURH for a vote by the members. SEC will pick the top 5 choices they believe are the best to send on to the Region.

RPC (Regional Promotions Coordinator)

- Create a spirit committee that would also help with promotions for saacurh apparel
- Change name to reflect duties better

SAACURH Vision & Mission Committee

- Do we want a committee
- Update every 5 years
- This would be first year
- Under RAC position
- Do we want legislation so that it does not die later on

REDC President and Programming Coordinator

- Everyone likes this idea

- Would only meet with REDC and not both REDC and Director
- Any questions???

NRHH Focus Committee

- What exactly is this group going to be doing? Will it die after the first year? How will it help the region write better more quality OTMs. (John)
- The committee could help with creating programs for SAACURH. (Shaun)

“It is flat our raining.”

- Develop the existing committee and use them instead of creating a new one.
- Help develop the policy book with this new committee.
- Help the region by giving them advice on writing OTMs
- Low summer submission of OTMs
 - John says that is any summer
 - Fall and Spring has a large number of submission, again that is because most people are in school writing OTMs
- Need to strive to create more quality OTMs not Quantity
- Maybe set a date for OTMs earlier to the Region so that way we can read them and then send them back to have them edited to send on to National.
- Then we get into the argument of if someone is correcting the errors does that change who wrote the OTM and whose work it actually is if someone other then the writer changes the OTM.
- Andrew said that this seems a lot of what the OTM committee should be doing or working on.
- EJ says not to only focus solely OTMs

John ask if we are going to do an overview on all the committees and them come back and talk about them in more detail.

Shaun ask who was the director 10 years ago? *room is quiet* Shannon pipes in and says “Your Mom”... Laughter in the room at what Shannon says.

No one knows when SAACURH was created/started... “19 something” (Andrew)

Alumni Committee

Want to vote on having someone bring the Alumni Association to SAACURH. Possibly pay money \$50 and receive a pin. Create an Alumni Listserve. Shaun O has had alumni contacting him about the region and how it is going. We need to use our resources.

ADBA

- Constitutional and Policy Book Review Committee
 - Check the documents, clean them up
 - Meet at SAACURH after Andrew gets general information
 - Policy Book needs a new format (table of continents and whatnot)
- Financial Reform and Review Committee
 - Report to the ADBA
 - Look at the budget and make cuts to save the region money

- Do we need this committee to review the budget? Seriously do not like the idea of this committee. Don't understand why we need to have this committee to decide how or where we spend money. Can the Auditor and Andrew take care of this? (John)
- Shannon says that Andrew can decide if he wants to have the committee or not.
- Andrew says that if the committee is going to be chaired by the auditor and they meet and it is time for him to get up and talk about something the committee has done with the budget he does not want his name behind it since he is not fully involved in the committee.
- Up to draw if he need a committee to review the budget
- Auditor could oversee the committee
- No committee
- Auditor would still report to Andrew

We do not have to have an application for the committee chairs cause it is not stated in the policy book. Shaun O had a list of names that he was going to bring to Nacurh to have passed by the SEC to have committee chairs, but some felt that it should be up to the region to ask or fill out an application if they want to be a committee chair.

EJ wants to wait til Sept. until he gets someone that way he is being fair to everyone in the region so that everyone is back in school. Shaun O. "Granted, I am not going to lie but we need a presidents/programming coordinator and historian alumni chair." "Earlier we talked about who was going to do the programming coordinator and thought that Tony was going to handle it." (John) Shannon thinks that we should just let Tony handle the SAACURH programming and then after SAACURH we would review and either have Tony do the job or ask someone else.

Cheer
We need book
Packet

RAC
Need to appoint historian and alumni committee

Programming coordinator position
Do we want Toni to do this job? She is doing it currently for SAACURH, so do we want to make him like Interim Programming Chair?

Shannon decided that we would have an application for the programming chair, but continue to just let Toni finish with SAACURH.

Shannon motion to adjourn to dinner
Second by John.
All in favor

SAACURH LOGO

- Competition without incentive
- 2 - 3 weeks before saacurh Oct. 2nd
- John is going to work on this

- Sweet talk someone to create the logo, or have a company develop one. Also can ask the region if anyone wants to create a new logo.

SEAHO

- Shaun talking about seaho. 7:30pm and who should represent the region at the conference. Currently the REDC is responsible to send someone which normally means the REDC goes. Proposing to change the policy to send the director to SEAHO. Shaun feels that the director could give better representation at SEAHO.
- Shannon
 - RFI is not in job description of REDC
 - Is time management
 - SEAHO is in Lexington, less travel.
 - All members should and could be able to represent the region
 - Has already started working with SEAHO contact.
 - REDC has always went to seaho if it isn't broke don't fix it.
- Appoint someone who is closer to go to the conference to represent SAACURH
- Shannon is working on sending an email to contact to ask if they want a report that is printed so they can read it or some time to talk about the region and what is going on.
- Pierce (how much is budgeted for SEAHO)
- Sending who ever is closest to conference which happens to be Shannon this year.

Presented conference staff with thank you notes

Ron presenting NRHH Policy STUFF

8:05pm

Lapel pin again

NRHH awards in NCC Policy book will have a line that says refer to NRHH Policy book for information.

Update the NRHH Policy Book

- Removing award information from NCC Policy to NRHH Policy.
- Add Award information to NRHH Policy Book.
- In a combined board room will we strike the information out of the NCC Policy book with one piece of legislation. Yes, and then NRHH will meet and add it to their policy book in their board meeting.
- Add policy to the NRHH policy book about selection of OTM Selection Committee.

Andrew's question is "in the nrhh policy book are the duties in there?" No, but these duties are listed in SAACURH Policy Book. [Long Debate on where the duties should be listed, shaun o. really thinks that the duties should be in the saacurh policy book and just update the policy book to reflect the changes that ron wants to add to the duties. The reason though is if information is moved from SAA policy book, it will no longer be governed by SAA.]

Conference Registration System

- Do we want to hire andrew to create a system.
- Have a proposal to bring to SAACURH to let NCCs to make the decisions.
- (ADD) Have Drew work with Andrew on this!

Excess

- Currently we have 19,166.47 in checking
- 6323.07 in Savings
- As of may 31st it was around 22,000
- ADA compliance, no exact amount right now
- No exact amount in excess, told 5200.42 from No Frills (received from last minute donates and sponsorships)
- Ideas for use of excess
 - 1000 for ADA compliance ???
 - Add 700 to SAA Delegate Grant
 - 2500 to SAACURH to help with cost
 - Using it to pay for pins

Shaun O

We did a lot and talked a lot. No fear about SAACURH Conference. Make sure we are getting things done and in a timely fashion.

Pierce

Amazing Job. Very Pleased with everyone. Everyone was open and receptive to all opinions. Thanks you for not sending him home.

Motion to adjourn by RON

Second by EJ

All in Favor.

What was decided...

1) REDC

- Oversees Programming and Presidents Coordinator
- Going to SEAHO
- Working on Leadership Certification to present at No-Frills and will be instituted at SAACURH 2007

2) RAC

- Committees
 - Historian and Alumni Committee
 - Picked before September to have proposal by SAA
 - Vision/Mission Statement Committee
 - Work at SAACURH to develop
 - Propose Vision/Mission at No-Frills for approval
 - Committee be "standing" and vision/mission reviewed by RAC every 5 years (first year would be this year)

3) ADBA

- Auditor – Chosen ASAP
- Work with Andrew for proposal of the Regional Conference Registration System (to be presented at SAACURH and approved by NCCS)
- Constitutional and Policy Book review Committee
 - Update Policy Book and Constitution

- 4) NRHH
 - Move Awards from SAA policy book to NRHH Policy book
 - Keep AD-NRHH in SAA Policy Book
 - Get Regional Pin ordered and work with Drew to get them ordered
 - Work on developing Focus committee more

- 5) Regional Publications Coordinator → Regional Promotions Coordinator
 - Oversee Spirit Committee
 - New Logo for Region
 - Spirit Items
 - SAA Newsletter published online...
 - Design, etc
 - Get at least 3 a year
 - Cheer Book
 - New Duties
 - Oversee Spirit Committee
 - Create Regional Apparel
 - Promote Image of Region

- 6) PROMOTE NRHH Advisor Position
- 7) PROMOTE SAACURH 2007 HOST
- 8) Conference Excess
 - Put money in budget for conference to reduce cost
 - Spend on Regional Pins
 - Put money in ADA
- 9) No Advisor Coffee at Conference or First Year Delegate Luncheon
- 10) State Directors Breakfast ← Shannon will work on this
- 11) SALT → No presentation at SAACURH – done at NO-Frills to prepare for NACURH
- 12) POY → Presentation in NRHH Boardroom
- 13) Drew get shirt designs and send to SEC for approval
- 14) Shannon work on SEC Nametags