



SSO:USA BOARD MEETING MINUTES of 09.09.17

Present: Pollie Price (PP), Sheama Krishnagiri (SK), Doris Pierce (DP), Kristi Haertl (KH), Kate Barrett (KB), Esther Huecker (EH) and Judy Olson (JO)

| Issue | Discussion | Action |
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| <p>1. Secretary (JO)</p> | <p>JO moved to accept the minutes of the last Board Meeting submitted by PP; seconded; and unanimously approved.</p> <p>For the Conference:</p> <ol style="list-style-type: none"> 1. Certificates of Recognition to be prepared 2. ABM Minutes to be printed 3. Members of the RZLOS Committee do not get certificates; they are anonymous; PP & SK wrote thank you notes to them 4. ABM minutes need to be printed in the program | <p>JO to send minutes to send minutes to KB for posting.</p> <p>JO requested names of committee members ; KH2 requested ABM Minutes from JO; JO to send</p> |
| <p>2. Chair Report (PP)</p> | <p>Annual Reports will go into the Conference Program – deadline Sept. 25th/Oct. 2nd</p> <p>Send Annual Reports to PP; Reports already received from: Secretary; Chair-Elect, Legal</p> <p>Reports will be bound into Conference Program in 2009</p> <p>PP reported on the conversation with Jeff Reznick – see attached DP discussed need for a chair of the AOTF Collaborative Effort; SSO: USA Board Chair should be the official rep; PP & DP putting together a committee to do this study; to be a mixed group – not just SSO members; detailed minutes of the project are expected; PP will begin documentation of ad hoc group; Research Committee will do the coordination with Jeff Reznick from AOTF</p> | |

Minutes of meeting 9/17/09 Continued

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| 2.e. | Several suggestions were made to make report more representative of | Pollie will consider revising |

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| Chair's annual report | this past year and a broader view of everything the organization has accomplished. | |
| 2.f. Cover letter for strategic planning | <p>Kristi suggested adding the ways in which non-attendees can provide feedback re SP.</p> <p>Kate will set up website to provide feedback.</p> <p>Doris suggested adding the dates of the sp to the letter, e.g. 2010 to 2015; add statement that the intents document is a separate attachment</p> | Pollie will add suggestions and links to webpage where feedback can be given |
| 3.a. Strategic planning update | <p>General comments were made at first.</p> <p>Kristi - appears that student membership is heavily weighted. Word change was suggested</p> <p>Esther – Maybe there are too many goals for us to accomplish this upcoming year.</p> <p>Doris -went over goal by goal and what it would mean work wise.</p> <p>Goal I: All decided to recruit for a working group that would address membership issues. Chair will form ad hoc membership committee</p> <p>This led to discussion of recruitment on standing committees.</p> <p>Goal II: Conference committee should be able to take this one forward.</p> <p>Goal III: Need to make it a stronger committee and market the activities better so we recruit more people. Right now, Kate felt like they were providing a supporting role. The collaboration between research and communication committees could be stronger and the communication committee could be a stronger player given the activities in the strategic plan.</p> <p>Goal IV: The activities are spread out over time so can be accomplished.</p> | <p>Doris will make word change re membership strategies</p> <p>Several announcements will be made to recruit for Ad hoc membership committee created by chair.</p> <p>Kim will have space at registration table for Kristi to place sign up sheets for each standing committee and working committee.</p> <p>All send Kristi a list of names of members who will continue on their respective committees</p> |

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| | <p>Some of it has already started.</p> <p>Goal V: Fiscal plan is already being worked on but we need to organize/plan more. We do have to develop a good leadership plan and look into hiring support as we grow bigger.</p> <p>Tracking strategic plan needs to be at a conscious level.</p> | <p>Per the board's decision, the strategic plan will be sent out for receiving feedback. The board will have to approve the document.</p> <p>Per the board, the mission and values statement will be sent out for feedback and later the membership has to vote on it.</p> |
| <p>3.b. Research committee</p> | <p>Research committee report was submitted. All is going well. See report for activity details.</p> | |
| <p>6. Conference committee update</p> | <p>43 people have so far signed up for the pre-conference institute 72 have registered for conference 133 nights have been booked so far, we need 11 more to not owe the hotel money.</p> <p>Suggestion from conference committee to switch the balance time from Thursday to Friday after conference. No changes will be made : unfair to speakers and it takes away from the purpose of the balance time.</p> <p>Mentor program ? Research committee has been able to set up an onsite peer feedback and not a long term mentor program.</p> <p>Announcements/ housekeeping. Administrators have been invited to make some welcoming remarks in the morning. One conference committee member is being designated to make the housekeeping remarks.</p> | <p>Kim will find out if hotel will give us credit if people register for the hotel late at regular prices, etc.</p> <p>Kim will send Kate note on what to remove from the program that is on the website as it is incorrect.</p> |

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| 7. Treasurer's report | Esther submitted financial reports. Some costs are going up unexpectedly such as need for renting more poster boards but the sponsor donors has increased as of now. | |
| Meeting ended early | Pollie had to leave, couldn't get everyone back on. | |