

## BOARD OF DIRECTORS' MEETING MINUTES

### N4A Mid-Year Board of Directors' Meeting Saturday, January 26, 2008 San Antonio, TX

In attendance: **Phil Hughes** (President), *Kansas State University*; **Mark Meleneny** (President-Elect), *Florida State University*; **Kerry Howland** (Past President), *University of Tennessee, Knoxville*; **Colleen Campbell** (Region I Director), *Loyola College*; **Christine Jackson** (Region II Director), *University of Louisville*; **Ragean Hill** (Region IV Director), *Kansas State University*; **Dr. Brian Evans** (Region V Director), *Utah State University*; **Cayce Crenshaw** (Professional Development Division Director), *Elon University*; **Renia Edwards** (Student-Athlete Development Division Director), *University of South Carolina*; **Phil Moses** (Director-At-Large), *North Carolina State University*; **Jack Rivas** (Director-At-Large), *University of California at Santa Barbara*; **Dr. Ferna Phillips** (Parliamentarian), *Boston College*; **Sandy Meyer** (Historian and Convention Planner), *Penn State University*; **Shawna Bowyer** (Program Planner), *Penn State University*; **Steve McDonnell** (Chair, Past Presidents' Advisory Council), *Texas A&M University*; **Jane Moore** (Executive Director), *North Carolina State University*.

President **Hughes** called the meeting to order at 10:10 am.

1. **Jackson** provided ad hoc working committee's protocol for removal from office or inability to serve. The Board approved the following procedure:

#### N4A Officer Succession Plan

Depending upon the situation, two plans have been instituted if an elected office is unable to serve or must be removed for cause.

##### Inability to serve (illness, catastrophic event, etc)

If a member of the Executive Committee is unable to complete his/her term of office, the immediate Past President will serve.

If the President is unable to complete his/her term of office, the President-Elect will immediately assume the position and complete the remainder of that term as well as serving his/her term.

If the President-Elect is unable to complete his/her term of office, the President will appoint someone to serve the remaining of the term. At the next Annual Convention, elections will be held for President and President-Elect.

##### Removal (NCAA violation, unethical behavior, etc)

The Executive Committee will convene in person or via conference call to determine if there is sufficient cause to take action after hearing or being made aware of an issue. If any of the three members thinks there is cause, the matter will be brought forward to the voting Board members and the Parliamentarian.

If the situation involves an Executive Committee member, the two others will decide if there is cause to take action and forward information to the voting Board members and the Parliamentarian.

The person involved will be suspended of duties until the situation is resolved and the outcome is determined.

Succession appointments will be made by the President in consultation with the Executive Committee.

If the President is the person in question, the Executive Committee will determine the successor.

2. Region Directors should check with the National Office before scheduling vendors for regional meetings.
3. **Edwards** submitted the Ethnic Concerns Committee's proposal to incorporate GAMEON at the National Convention. **Rivas**: GAMEON needs to raise its own money for the project. **Crenshaw**: Need to find out if the local kids are out of school when the Convention is in town. **Hughes** stated that GAMEON should seek sponsorship and supply a financial plan.
4. Discussion on PDI tracks: **McDonnell** and **Moses** endorse Board of Directors control over PDI. **Crenshaw** moved that the Learning Specialists' PDI track be accepted for the 2009 Miami Beach convention. **Rivas** seconded. Motion carried. (Note: Only 11 voting Board members were in attendance.)
5. Discussion on *N4A Journal*: Board decided to survey the membership-at-large about continuing the *Journal*. **Rivas** suggested changing Constitution wording to "as available" rather than "twice a year." **McDonnell** in favor of discontinuing the *Journal*. **Meyer** stated that Research Committee should be charged with providing current research articles on the N4A Web site. **Crenshaw** will have the Research Committee do a survey on this topic.
6. **Hughes** revisited adding the secretary position. Board decided to add secretarial duties to the Historian's current responsibilities. Conference call conveners will take minutes and send them to the National Office.
7. **Hughes** recommended that the Organizational Chart be open for ongoing additions such as GAMEON.
8. PDI gets only one vote for Division Director.
9. National Office to investigate moving the newsletter to an electronic format.
10. **Meyer** gave history of convention planning (also in P&P Manual). Discussion: Must consider total cost. Used to have a goal of breaking even but now must make money. Membership Committee shouldn't "dictate" an activity. Identify host schools before presenting convention site proposals. Convention Planner needs to submit estimated budgets to the National Convention Planning Committee before the mid-year meeting. **Meyer** moved to table 2011 site selection to June. **Moses** seconded. Motion carried (7 yes, 4 no).

11. **Hughes** suggested that N4A set protocol for tragedies, etc. Regions already respond to such occurrences. The Executive Committee, National Office, and the Region Director should be informed of any tragedies.

12. Protocol for N4A Listserv: **Campbell** requested that job postings be “allowed” on the Listserv. **Moore**: Listserv is prime means of communication with members. **Rivas**: Educate people to hit “delete” if they don’t want the message.

13. **Meyer** clarified qualifications for Lan Hewlett and Distinguished Service Award nominees.

### **President’s Report**

**Hughes** reported the following:

- a. Are “riding on the crest of a wave with many more waves to follow.”
- b. Expressed his appreciation for the Board’s efforts.
- c. Presented challenges: one-person National Office, better communication, fragile state of the budget, the Partnership, revenue generation.
- d. Will write a letter to the membership-at-large concerning the Board’s review of **Meleney** remaining President-Elect.

**Howland** moved to adjourn the meeting. **Edwards** seconded. Motion carried. Meeting was adjourned at 12:15 pm.

## BOARD OF DIRECTORS' MEETING MINUTES

### N4A Mid-Year Board of Directors' Meeting Friday, January 25, 2008 San Antonio, TX

In attendance: **Phil Hughes** (President), *Kansas State University*; **Mark Meleney** (President-Elect), *Florida State University*; **Kerry Howland** (Past President), *University of Tennessee, Knoxville*; **Colleen Campbell** (Region I Director), *Loyola College*; **Christine Jackson** (Region II Director), *University of Louisville*; **Kimya Massey** (Region III Director), *Indiana University*; **Ragean Hill** (Region IV Director), *Kansas State University*; **Dr. Brian Evans** (Region V Director), *Utah State University*; **Cayce Crenshaw** (Professional Development Division Director), *Elon University*; **Renia Edwards** (Student-Athlete Development Division Director), *University of South Carolina*; **Lauren Mackey** (Membership Services Division Director), *University of Tennessee, Knoxville*; **Phil Moses** (Director-At-Large), *North Carolina State University*; **Jack Rivas** (Director-At-Large), *University of California at Santa Barbara*; **Dr. Ferna Phillips** (Parliamentarian), *Boston College*; **Sandy Meyer** (Historian and Convention Planner), *Penn State University*; **Shawna Bowyer** (Program Planner), *Penn State University*; **Steve McDonnell** (Chair, Past Presidents' Advisory Council), *Texas A&M University*; **Jane Moore** (Executive Director), *North Carolina State University*; **Dr. Joe Luckey** (Chair, Strategic Planning), *Memphis University*.

President **Hughes** called the meeting to order at 8:10 am.

#### Old Business (cont.)

1. Considerable discussion of protocol on status of officers and a statement from **Meleney** were reviewed. The Board will monitor the Florida State situation over time. Given current facts, the Board did not request **Meleney's** resignation nor vote to remove him from office. **Hughes** charged an ad hoc working group (**Phillips, Rivas, Luckey, McDonnell, and Jackson**) to provide protocol for removal from office.
2. Region Directors discussed policy and procedure issues and the need for an updated membership list from the National Office.
3. **Phillips** led discussion on the Organization Chart.
  - a. Should the treasurer and secretary positions be reinstated?
  - b. Should the *Journal Editor's* position be eliminated?
  - c. Should the Convention and Program planners have staggered appointments?

Discussion ensued. Reinstating the secretary position was tabled until tomorrow.

#### New Business

1. **Moore** gave membership report: 887 members (24 affiliate and 772 professional).
  - a. Membership Committee needs to get more involved with gaining and retaining members and revisit N4A's dues structure.
  - b. **Hughes** asked if we are retaining new members.

- c. **Evans** presented 3C4A's proposal that would allow for a joint membership that would cost \$50 for N4A dues and \$150 for 3C4A.
- d. **Luckey**: 95% of N4A members from D-1 schools.
- e. **Phillips**: might have to revisit institutional memberships.
- f. **Mackey** will notify Membership Committee to accommodate the Board's requests.

2. Emeritus Status (tabled from Phoenix Board meeting)

- a. **Phillips** defined "Emeritus" as "retired or no longer working at an institution of higher learning.
- b. Past Presidents and both Lan Hewlett and Distinguished Service Award winners who fit "Emeritus" status would be given a lifetime N4A membership, and National Convention fees would be waived.
- c. **Edwards** moved to institute the N4A Emeritus status. **Meleney** seconded. Motion carried.

3. **Campbell** distributed Region I's proposal to realign regional membership by state rather than be conference affiliation. Acceptance or rejection of the proposal would require a Constitutional change of Article 3.6. The Board voted unanimously to propose the change as follows: Members are delegated to a Region by state and can vote and hold office in their designated Regions only. Effective: September 1, 2008.

4. **Massey** sought Board advice on moving the Region III meeting to fall and away from the Big Ten Conference Compliance and Rules meeting in April.

5. **Edwards**: PDI is requesting a third track for Learning Specialists. Track endorsed for the Board for the 2009 Miami Beach convention.

6. The Board voted on future convention sites. **Evans** moved to have the 2010 National Convention in Salt Lake City, UT. **Massey** seconded. Motion passed. **Meyer** was asked to provide the Board with an estimated cost of having the 2011 convention in Cleveland.

7. Kansas City Convention: The Board selected giveaways, finalized the convention agenda, and selected speakers and workshops.

**Edwards** moved to adjourn the meeting. **Jackson** seconded. Motion carried. Meeting adjourned at 5:30 pm.

## BOARD OF DIRECTORS' MEETING MINUTES

### N4A Mid-Year Board of Directors' Meeting Thursday, January 24, 2008 San Antonio, TX

In attendance: **Phil Hughes** (President), *Kansas State University*; **Mark Meleney** (President-Elect), *Florida State University*; **Kerry Howland** (Past President), *University of Tennessee, Knoxville*; **Colleen Campbell** (Region I Director), *Loyola College*; **Christine Jackson** (Region II Director), *University of Louisville*; **Kimya Massey** (Region III Director), *Indiana University*; **Ragean Hill** (Region IV Director), *Kansas State University*; **Dr. Brian Evans** (Region V Director), *Utah State University*; **Cayce Crenshaw** (Professional Development Division Director), *Elon University*; **Renia Edwards** (Student-Athlete Development Division Director), *University of South Carolina*; **Lauren Mackey** (Membership Services Division Director), *University of Tennessee, Knoxville*; **Phil Moses** (Director-At-Large), *North Carolina State University*; **Jack Rivas** (Director-At-Large), *University of California at Santa Barbara*; **Dr. Ferna Phillips** (Parliamentarian), *Boston College*; **Sandy Meyer** (Historian and Convention Planner), *Penn State University*; **Shawna Bowyer** (Program Planner), *Penn State University*; **Steve McDonnell** (Chair, Past Presidents' Advisory Council), *Texas A&M University*; **Jane Moore** (Executive Director), *North Carolina State University*; **Jen Kulics** (Chair, Partnership Administrative Task Force), *Kent State University*; **Dr. Gerry Gurney** (Chair, Partnership Consultants' Chair), *University of Oklahoma*; **Dr. Joe Luckey** (Chair, Strategic Planning), *Memphis University*; **Carrie Leger** (NCAA).

President **Hughes** called the meeting to order at 3:10 pm.

A motion to approve the minutes from the Phoenix Board meetings was made by **Howland** and seconded by **Rivas**. The minutes were approved.

#### Old Business

1. NCAA/N4A Partnership was reviewed. An addition component suggested by the NCAA is the "Men's Basketball Academic Enhancement Group (MBAEG)." The Board participated in a conference call with **Julie Cromer** (NCAA) concerning the MBAEG. **Evans** volunteered to author a comprehensive report about academic performances of teams to **Leger**. Presentations customized for this group should include model practices and issues-based information.

**Leger** reported that the three fall workshops were successful. She commented that she wasn't sure how long ARCAB would be in existence. Suggested marketing strategies through D1A, FARA, NACADA, and CAP should be explored. **Mackey** thanked **Leger** for her work with the Partnership.

**Moses** gave Partnership Report. **Kulics** heads the Administrative Task Force (which has weekly conference calls); **McDonnell** heads Presenters' Group; and **Gurney** directs the Consultants' Group. Thank you to the Raleigh CVB for its \$500 donation to the consultant training dinner.

Two requests have been made for Partnership services: Sun Belt and Southern Conferences.

**Howland** moved to accept **Leger's** and **Moses'** reports. **Edwards** seconded. Motion carried.

2. **Leger** led discussion of 2-4 year transfer legislation. The NCAA Continuing Eligibility Cabinet is investigating non-traditional coursework.

3. Region Reports (provided via e-mail) were reviewed. LGBTA did not submit a report.

4. Division Reports (provided via e-mail) were reviewed. **Michelle Roberts** (*Texas A&M University*) is new chair of the Life Skills Committee. **Kelly Brock** (*DePaul University*) will succeed **Mackey** as Membership Services Division Chair in June.

**Rivas** moved to accept Region and Division Reports. **Campbell** seconded. Motion carried.

5. Executive Director's Report given by **Moore**. Topics included Web site, accounting system, \$125K revenue increase, membership increase, and database for convention vendors.

Discussion: **Moses** optimistic about schools giving money for National Convention. **Luckey** inquired if the NCAA fund could be used for sponsorship. **Moses** will check.

**Jackson** moved to accept the Executive Director's Report. **Mackey** seconded. Motion carried.

6. **Moore** reviewed the 2008 budget and will investigate liability insurance for the Association. **Hughes** said that we need to create \$25K in revenue.

**Howland** moved to accept the approve the budget. **Evans** seconded. Motion carried.

7. **Hughes** reviewed the Executive Director's evaluation. **Moore** was evaluated by the Executive Committee and **Moses**.

8. **Meleney** discussed his situation at Florida State and entertained Board questions.

9. **Bowyer** distributed convention workshop proposals and suggested speakers for Kansas City and requested that the Board review them for tomorrow's meeting.

**Jackson** moved to adjourn. **Crenshaw** seconded. Meeting was adjourned at 6:15 pm.