

**MINUTES**  
 NACAS South Board of Directors Meeting  
 Tuesday, November 12, 2018, 10:00 AM EST  
 Conference Call

Dial In: **712-775-7035**; Passcode: **306-586#** HOST: **613-172#**

Present	Absent	Name	Position
	x	Brett Jackson	President
x		Glenn Loughridge	President Elect
x		Felecia Townsend	Vice President
		Sharon Boyd	Past President
	x	Cary Wilkerson	Treasurer
x		Cindy McClanahan	Secretary
x		Carrie Chutes	Conference Coordinator
x		Chris Fulkerson	Membership Coordinator
x		Rick Torres	Professional Development Coordinator
	x	Derrick Davis	Communications Coordinator
x		Connie Davis	South Rep to NACAS National
	x	Sherrell Cork	Conference Host Chair
x		Corey Salem	NACAS Office
x		Lillian De Lisle	Associate Executive Director, NACAS Office

1. Call to Order/Welcome/Introductions Brett (Absent - Glenn)
  - a. Welcome
  - b. Timeline Review
    - i. Reminder for each board member to be working on timeline to hand off to future board members
2. Secretary's Report Cindy
  - a. Meeting minutes from 9/9/13
    - i. Connie moved to accept minutes, Felicia second, minutes approved
3. Treasurer's Report Cary
  - a. Absent, will join us next board meeting, working on updating financials
4. Conference Coordinator's Report Carrie
  - a. Room block review and potential increase?

- i. Booked 92 nights at hotel so far
    - ii. Last year, increased room block in January, would like to replicate schedule
    - iii. Will check with Victoria about last year's numbers
    - iv. 8 business partners registered for conference 17 registrants so far
  - b. Corey – will NACAS South be moving to eventmobi like other regions? NACAS South used eventmobi at our last conference. Central is looking for other options that provide more value for the price, concern expressed regarding the program check-in process for CASP credit.
- 5. Vice President's Report Felecia
  - a. 8 business partners, but 5 companies registered for conference so far, improvement over last year since registration is open earlier this year
  - b. Request for help: Aramark is up for hospitality room, due to recent campus bid, Glenn will reach out to Aramark instead of Felicia
  - c. Savannah will be the location for 2021, Carrie and Felecia reviewing contract
  - d. Scheduling trip to Nashville to scout for 2022, anticipated in January or February
- 6. President-Elect's Report Glenn
  - a. Contracts for two speakers complete, working on third speaker contract
  - b. Working with Rick on ed sessions
- 7. 2019 Conference Host Committee Chair Sherrell
  - a. Absent, Carrie providing report
    - i. Dec 9-10, meeting with Brian at San Destin to review menus, meet with showtime event for planning, visiting Tommy Bahamas for Host Committee, Gwen may attend as well
    - ii. Sherrell (and possibly Gwen) requesting permission to spend the night
      - 1. All in attendance in favor of covering overnight expense
- 8. South Rep to the NACAS Board Connie
  - a. Leadership Team Meeting – who will attend?
    - i. LTM starts at 1:30 on 1/30, all day 1/31, Friday 2/1 optional regional/committee meetings
    - ii. Staying at Harrah's (\$144/night)
    - iii. Deadline is in December – how do we choose who goes? Will NACAS South cover the expenses?
    - iv. Who is interested in going?
      - 1. Cindy, Felecia, Carrie, Chris, and Glenn (in addition to Brett and Connie who are covered by national)

2. Glenn will consult with Brett and Cary via email

9. Professional Development Coordinator

Rick

- a. Working with Derrick on call for programs blast email, was supposed to happen yesterday, but system was down, hopefully going out today and will also be added to the website
- b. Working with Derrick to update website from 2018 to 2019
- c. Already receiving calls from members interested in presenting programs
- d. The conference presentation that receives the most positive feedback is passed to the Central Office for inclusion in C3X or possible webinar

10. Communications Coordinator

Derrick

- a. Absent, no report

11. Membership Coordinator

Chris

- a. <https://www.surveymonkey.com/results/SM-PSTF2W8HL/>
  - i. This is the west region's survey, do we want any edits to their questions?
    - 1. Will be able to cross-reference data gathered in survey with marketplace/membership directory
  - ii. What is the purpose of the survey? To meet our annual goal to grow membership; are we meeting the needs of our current members? How can we attract new members
- b. Membership committee update
  - i. 193 members as of October 2018 (we were at 190 in January 2018)
- c. Members who have lapsed, what can be done?
  - i. In 2018, 5 members did not renew, 3 due to budget, 1 listed "no benefit"
  - ii. In 2017, we lost 16 members
  - iii. Board members will reach out to those who lapsed, Chris will provide contact and background info
- d. Awards/Scholarships
  - i. 1<sup>st</sup> timer grants? Are we offering? If so, how many?
    - 1. Is a great way to engage/recruit new members
    - 2. Is this budgeted?
    - 3. Need Chris to make a recommendation after consulting with Cary regarding budget
  - ii. Are we offering CASP scholarships? How many?
    - 1. Standing award that should be budgeted, check with Cary regarding budget

- iii. Corey provided formal goal and KPI language, if we need to review/edit the KPI we can
  - 1. 11. Grow member schools in the South Region by 4% in 2018 and 4% in 2019.
    - a. **Key Performance Indicators:** Recruit and award 10 scholarships to professionals from non-member schools and member schools to attend the NACAS South Regional Conference in 2018. Increase number of scholarships in 2019 (based on budget availability).
- iv. Award form on website is updated and working, will announce form availability to membership later this month

12. Immediate Past President

Sharon

- a. Absent, no report

13. Other business:

All

- a. Corey and Lilian De Lisle – update on IRS status
  - i. Kelsey joined in August/Sept for first update, Lillian now providing second
  - ii. IRS has officially revoked the 501c3 status as of 10/25/18 – good news since it didn't reach back into the past
  - iii. NACAS is now a 501c6 as of 10/25/18
  - iv. Filing new paperwork with IRS
  - v. Regions were not included in the letter from the IRS, however we will be moving all regions to 501c6 status as well since they were listed in the original letter
  - vi. NACAS Central Office has attorneys drafting all paperwork on behalf of regions, will be provided to Glenn and Brett for review and signatures
  - vii. For 2018, do one final group file including all regions
  - viii. Moving forward, each region will need to file taxes individually

14. Adjourn

- a. 10:45 a.m. – meeting adjourned