

Agenda Items for March 21, Carolina Connection.

New Business responsibilities chart from previous agenda.

Review roles descriptions.

Review “responsibilities” re IAACT and New View offices.

Financial items:

- Update re bank account and signatories.
- C.C. items?
- Other?

Executive Council strategic planning meeting funded by IAACT during non-teaching week?

A.O.B.?

Minutes
IAACT Board of Directors Meeting
Carolina Connection
March 21st 2007

Meeting started at 6:15 p.m.

Present: Barnes Boffey, Fred Good, Jeff Grumley, Glenn Smith, Lynn Taylor, Jane Williams.

Old Business

- Minutes of March 15th approved with the following amendment - *IAACT is paying for instructor's lodging at Carolina Connection.*

IAACT Coordinator Position.

- Decision - IAACT office will stay at New View for now.
- New View makes significant in-kind contribution of space, equipment, and services.
- This decision may be revisited after the 2007 goals are completed (communication, Exec Coun meeting regularly, and procedures in place, i.e. a functioning NFP).
- Functions of IAACT and New View need to be differentiated
- New task list and role description for the IAACT Coordinator will be put into place once all roles are finalized.
- Jeff will write a letter of appreciation to Scott for his work with IAACT
- Want to be an organization that recognizes people via letters of appreciation, recruits members, make contacts, (Perry doing it now, but shouldn't have to do it for all of IAACT.)

New Business:

Role/Job Descriptions

- Two sets of submissions
- Descriptions should maintain a level of generality
- Jeff will review, finalize, then send to Fred for insertion in Handbook

Finances

Right up to date! Exec. Coun. is very pleased at the work done by Denise, Fred, Scott, and accountant.

Handbook

- Entire handbook under review to make it current
- Fred started revisions with input from members/board/exec.coun.
- Goal for completion by Fayetteville session in June
- Call or email Fred re any suggested changes.
- Need by-laws section that defines responsibilities of Exec. Council

- Newsletter submission policy needs to be added to handbook.

IAACT Non-Profit Status

- Non-profit charter incorporated in SC.
- Fred will check on status in NC.
- Should have a federal tax number
- Only exempt of taxes charged against IAACT credit card. Must go to the state and request state tax exemption.

Glenn's Grants

- Have articles of incorporation as non-profit in S.C.
- Need permission to get federal tax-exemption for grants
- Fred and Glenn reworked grant proposal section in Handbook and procedures for administrative fees for services
- IAACT has 2 chequing accounts – IAACT and IAACT-Life Connections under same tax i.d. number
- County cheques deposited into IAACT-Life Connections account
- Glenn no longer signatory
- When someone gets grant, a separate IAACT account will be set up with designated signatory.
- A procedure to this effect needed for handbook
- Administration fee for grants worked on by Glenn and Fred
- Fred will do further research to get background material and will report at next meeting.
- A procedure will be required for handbook.
- Decision: Glenn to make donation to IAACT for 2006-07, then will pay 1% of total grant for 2007-08, and review for 2008-09 on case by case basis. Motion by Barnes, seconded by Fred.

10th Anniversary

- Terry and Fred working on a plan since brain-storm at Las Vegas
- Fred to review lists and get committee together to move ahead with plans. Will report back to Exec. Coun.
- Will continue with special cakes at ACT certification weeks throughout the year
- Binder celebrating 10 years of IAACT for each Board member at Fayetteville meeting June 1
- Fred and others will assemble at IAACT / New View Office.
- Binder to include the following items (party responsible):
 - a. Revised Handbook (Fred)
 - b. Job descriptions (Jeff)
 - c. By-laws / charter (Fred & Glenn)
 - d. Financial summary (Denise & Fred)

- e. Exec. Coun. Report (Jeff) - include officers & activities of Exec. Council, grants, financial up-dates/changes, goals for this year - communication and procedures, goals, etc.
- f. Projects and accomplishments, activities planned for next year, special appreciations, etc. (Jane, Perry, Lynn and others)
- g. Minutes (Lynn)
- h. Grants (Glenn, Fred)
- i. Active faculty list (Barnes)
- j. Active membership list (Scott & Glenn)
- k. Future goals (Exec. Coun.)

Meeting adjourned 7:26 p.m.