

**Notes**  
**Executive Council Meeting**  
**Conference Call**  
**March 1, 2007**

Meeting started at 6:00 p.m.

Present - Fred, Glenn, Denise, Barnes, Jeff, & Lynn

1. Faculty Dues

- Executive Council members need to submit faculty dues as soon as possible to set a good example.

2. IAACCT Coordinator position

- Fred to discuss and clarify details of position with IAACCT Coordinator, Scott Byerly.
  - a. Need to define the duties of the position re expectations for items such as faculty dues, data base location and maintenance, procedures following trainings, treasury, etc.
  - b. Need to develop guidelines for use of data base.
  - c. All IAACCT operational areas need to be reviewed as has been done with financial area.
  - d. Scott plans to resign immediately following Carolina Connection Mar. 22-23. He will bring the books up to date beforehand.
  - e. New coordinator position to be discussed at Carolina Connection meeting.

3. Financial reports

- Fred will email monthly income and expenditure report to Exec. Council, after monthly reconciliation (finance committee Denise, Fred, Scott for now, then plan for future procedure and positions?)

4. Grants

- Glenn and Fred will work out a procedure to handle grants run through IAACCT. Considerations:
  - a. Almost impossible to get federal tax exemption on grants as non-profit organization.
  - b. Accept applications for grants that fall within IAACCT mandate evaluated on a case by case basis.
  - c. Establish a range for administration fee, commonly 5-15% (one way to generate income to increase IAACCT viability and generate resources/seed money to support IAACCT sponsored activities).
  - d. Submit grant proposals to Exec. Council through Vice-Chair.
  - e. Glenn's applications to five other counties for grant funding.

5. Hilton Head ACT IV 2007

- To be discussed at Carolina Connection meeting:

- a. Shelley Roy's instructor payment. No contract ahead of time, low enrollment, no prorating.
- b. IAACT running it vs New View.
- c. Exec. Council promoting H.H. ACT 4 independently.
- d. How much is it working to hold ACT 4 in terms of IAACT mission? Changed format needed?
- e. IAACT willing to spend \$2,000-4,000 per year on H.H.?

#### 6. Carolina Connection 2007

- a. What is our mission and vision re C.C.?
- b. Exec. Council should make decisions about C.C.
- c. Need clear procedures vs assumptions re roles/responsibilities/partnerships of New View, Unlimited Success, and IAACT around C.C.
- d. IAACT has a lot of investment in C.C., but will it cover our costs?
- e. What expenses, if any, will be covered for the presenters this year?
- f. IAACT paying for instructors rooms? What are the precedents? Fred will speak with Perry (and Jane?) bring to Exec Coun discussion about expenses for speakers, meeting rooms, meals, etc. and by whom.
- g. Other choices can be made once we know what we want to cover.

#### 7. Meetings

- a. Should IAACT funds used to bring Executive Council officers together for meetings? It is difficult to meet during busy conference times such as H.H.& C.C.
- b. Next meeting – March 15 at 6:00 p.m.
- c. Meeting adjourned at 7:05 p.m.