

**Agenda for Conference Call
IAACT Executive Council
March 15, 2007 6 p.m. EST**

Call to order – Chair

Approval of Agenda

Approval of Notes from March 1st Conference Phone Call

Old Business – see Notes from March 1st meeting.

1. Officers roles - Chair
2. Faculty dues
3. Coordinator position
4. Financial reports
5. Grants
6. HH ACT IV 2007
7. Carol. Conn. 2007
8. Ex. Council Meetings

New Business

We need officers to be assigned tasks, what will be done, and when it will be done. For example:

A. Who is assigned task, B. what is task to be completed, and C. deadline to finish.

| <u>Issue</u> | <u>Officer</u> | <u>Task</u> | <u>Deadline</u> |
|--------------|----------------|-------------|-----------------|
| 1. | A. | B. | C. |
| 2. | A. | B. | C. |
| 3. | A. | B. | C. |

Announcements

Next meeting is at 6 p.m. on Wednesday, March 21st in Winston-Salem

Adjournment

Notes
Conference Call
March 15, 2007

Meeting started at 6:05 p.m. EDT

Present: Barnes Boffey, Fred Good, Jeff Grumley, Denise Pappas, Glenn Smith, Lynn Taylor

Agenda approved

Barnes - all items produced by the current Exec. Council since the beginning of their term of office be collated and bound in a report for the director's meeting: agendas, minutes, financial work, roles, policies, newsletters, other items needing approval, etc. Jeff will provide a summary from items handled to date.

Policy decisions made will be in effect until the next faculty meeting (Fayetteville? Hilton Head?).

Minutes from Mar. 1 approved.

Old Business

Roles:

Submit any suggested changes on roles to Jeff a.s.a.p.
Scott submitted his Coordinator position description.
Council will review and finalize item.
Finalize all roles by Carolina Connection.

IAACT Office:

Fred – explained the many benefits of keeping the IAACT office at New View which provides in-kind contributions of space, equipment, phone answerer, graphics design, etc. Suggestion to keep office in its present location until such time as IAACT can afford to hire a full-time person. Fred will look at IAACT handbook and define policies and procedures, etc.

Denise – if the position stays with New View office, then can separate gradually for independence of IAACT. Need to clarify which duties are specific to each organization.

Financial:

Financial reports: sent out today for review and ready for C.C.
Need to review what is useful now and what remains to be done.
Jan. and Feb. reports are good in the new format.
Quickbooks does not include detail, only summaries.
Coordinator keeps detailed breakdown of account line items.

Carolina Connection and Other IAACT Events

Carolina Connection projected income \$7,955.

Projected expenditures total \$7,428.
Will review final figures at C.C.

Denise – Need to develop procedures around holding future IAACT sponsored events such as C.C. (eg. contractual agreement ahead of time). Need clarity of roles of organizations involved, expectation for participants, faculty, etc. Will have procedures ready for approval at Fayetteville meeting.

Jeff - All requests for special events expenditures will go in writing to Chair or Vice Chair, then to Treasurer, then to Exec. Council for discussion and final approval (or not) given in written contract. Procedure once approved, will be added to handbook.

Next year, people holding C.C. will be asked to submit a simple proposal to IAACT with events and budget.

Jeff - spoke with Perry about C.C. He is not asking for IAACT to cover travel or honorarium as it's covered under a school grant in the area where he is doing consulting. No other expectations for expenditures other than those covered by Jane or Perry at C.C. Lodging is being paid for instructors.

Denise – Could set a standard amount of “petty cash” for instructors’ general expenses during C.C.

Fred will relay to Perry and Jane that IAACT trusts them that things will be done equitably. Fred – IAACT wants to get procedures down for the future.

Barnes drafted the following procedure:

If an individual or group chooses to create an event which they want to co-sponsor with IAACT, they must submit a proposal to the Chair or Vice Chair of the Executive Council which includes a description of the event, the relationships and roles played by both IAACT and the co-sponsor, and a budget which spells out projected income and expenses. The IAACT Executive Council will determine whether the event is within the mission and resources of IAACT and develop a specific plan with the co-sponsor, spelling out agreements about finances, event policies, and other issues that need to be clarified.

Motion to accept by Denise, seconded by Fred (may need some small edits?).

Denise – What is status re IAACT funding Exec. Coun. getting together for compression and future planning, not during a teaching week? Need at least two-days of focused planning for this. Denise and Fred to make a plan for this in time for C.C.?

Grants – Glenn will call Fred on Mon. Mar. 19 to work out figures re the grant.

Hilton Head – Shelley Roy’s payment taken care of.

Denise – IAACT Wachovia Bank account is in Charlotte. Bank statements come to New View. IAACT (?) second account for Life Connections for Glenn's grants. Useful to bring the account to Chapel Hill branch and have one account instead of two? Is leaving Life Connections account in Charlotte cleaning it up enough?

As Treasurer, Denise should be signatory and may want more specific procedures re expenditures. Glenn should be off as signatory. Grant funds can be sent directly to IAACT office, then a cheque made out to Glenn from IAACT.

Next meeting at 6:00 p.m. EDT at C.C.

7:00 pm. meeting adjourned.