**AHEAD Board of Directors Meeting Minutes**

**July 6 & 7, 2013**

**Baltimore, MD**

**Present:** Bea Awoniyi (BA), Jamie Axelrod (JA), Terra Beethe (TB), Gaeir Dietrich (GD), Stephan Hamlin-Smith (SHS), Scott Lissner (SL), Michael Johnson (MJ), Katheryne Staeger-Wilson (KSW), Ron Stewart (RS), Melanie Tucker Thompson (MTT), Mary Lee Vance (MLV)

The Board formally came to order at 8:38 am EDT on July 6, 2013. A summary of motions and discussion follows:

**Old Business and Updates:**

* Spring Minutes were approved
* Hathi Trust Case
  + AHEAD was the lead author on a brief with organizations signing in regards to the Author’s Guild.
* Post-Secondary Training Institute Panel Session on the AHEAD Documentation Guidelines
* Joseph Madaus organized and interactive panel presentation that discussed its implications for practice. The panel included: Loring Brinckerhoff, Mark Greenberg, Valerie Hamilton-Brodie, Jeanne Kincaid, Richard Allegra, and Cathy Trueba
* Partnership for Assessment of Readiness for College and Careers
  + Several state with consortium establishing documentation process and accommodations
    - RS is working on recruiting individuals to work on this topic.
      * Information to membership to be distributed possibly as a webinar (TBD) and/or ALERT article in October
* Technical Standards writing workshop
  + Discussion of state level standards and development discussed

**Ebook Audio Reader Audio Conference Proposal**

* + After review of topic, it was deemed to be more appropriate to send proposal to Richard Allegra for Professional Development review.

CAS Standards

* + DRS standards & guidelines revisions have concluded, and new documents are on the CAS website.
* RS motioned to establish a task force to develop recommendations for program standards/guidance. MLV seconds. Motion approved.
  + - Task force would include
      * Representation from:
        + All Standing Committees
        + 2 individuals w/ Program Standards background; 1 to be chair of task force
        + CAS Reps will serve as ex-officio members
      * One year time Commitment for deliverable that includes content validation process

**Conference 2014 budgets**

* REVENUE:
  + Registration fees (exhibitor and attendees) will remain same
  + Pepnet2 (pn2) will join us next year
  + Budget does not reflect possible California impact (Conference location attendees)

**Conference 2014 budgets Continued**

* EXPENSES:
  + Discussion on Pre conference Presenters/ Benefits
    - Complimentary Registrations/Tier Program/Invited presenters/Submitted Proposals
    - Would like to propose a double preconference support line
    - Pepnet2 (pn2) will assist with cost for Plenary
    - Will need to add Security Personal expense
* RS move to approve budget as amended. GD seconds the motion. Motion carried.

**Affiliate Report**

* TB reported on the following items:
  + **Summer Conference Events**
    - Affiliate Breakfast Agenda– July 11, 2013 8-10 am (32 affiliates attending event)
    - Affiliate Booth: Distributing Sacramento Themed Items; Raffling off AHEADEHOG
* Informal Survey Results shared regarding comparison Membership rosters within affiliates and with AHEAD
* Creating a historical document on the establishment of each affiliate with AHEAD
* Duties/Responsibilities Document for Liaison & Lead Representative
* New Lead Representative; Call for Nominations will be held in August/September to find new lead representative position which is currently filled by Margaret Camp

**Budgets FY 2013 and FY 2014**

* + FY 2013 Revenue
    - Set incredibly aggressive membership goals
    - Only 0.06% off Membership goals
    - Professional Development
  + FY 2014 Revenue
* Budget goals were met as a whole
* Credit Card Processing Fees were over budget by 1.46%
  + FY 2014 Revised Revenue
    - Additional fall workshop which is co-sponsored by SUCCEEDS and NC AHEAD
* Member professional development and scholarship support for National AHEAD discussion
* Regional affiliate discussion regarding current status, costs, benefits, and possible adjustments
  + - Hours of time, (website, online newsletters, programming)
    - Benefits
    - Establish some guidelines for AHEAD hosted affiliate websites
    - Research membership overlap (AHEAD vs. Affiliate)
* RS motioned to move to Executive Session. GD seconds.
* JA motioned to move out of Executive Sessions. MJ seconds.

**Dues Structure for Private and Community Colleges**

* Proposal submitted regarding request for Small Offices membership dues.
  + This will be considered in the March proposal

**Treasurer’s Report**

* MJ provided update on financial standings of accounts.

**Special Interest Group (SIG) Update**

* MLV provided update on SIGs.
  + Chris Turner expressed interest to be involved with the Blind/Low Vision SIG. MLV will meet with Chris at conference.

**Society for Disability Studies**

* KSW provided update on SDS.
* KSW attended the 2013 Conference in Orlando.
* KSW has been appointed to the SDS board as the AHEAD liaison.
* KSW is working with the Membership Committee;
  + SDS is having a membership drive this fall and KSW would like AHEAD BOD to send any ideas on topic to her.

**Other Updates: NJCLD, TIPSIDs, & MIUSA**

* SL led updates on involvement with other organizations.
* **NJCLD** – Liaisons include Peggy Hayslip, Janet Medina, and Christy Lendman
  + Carol Funckes spoke to NJCLD in January on Documentation Guidance
* **TIPSIDs** – Director meeting held at AHEAD Conference.
  + 72 directors and upper level staff conducting meeting on Monday, July 8 and Tuesday, July 9.
  + 26 TIPSID members will stay to attend AHEAD conference
* **MIUSA** – MIUSA visitors from the Ukraine
  + September 9th - Sue Kroeger and Carol Funckes will travel to Ukraine
  + September 16th - Ukrainian visitors from Volodymyr Dahl east Ukrainian National University will spend 10 Days at the University of Arizona (host site) and community based organizations prior traveling to Washington DC with all students with 20 countries.

**Election Results, Board & Standing Committee appointments, and Updates**

* Election Results
  + Sam Goodin and Kristie Orr will join the Board of Directors effective July 13, 2013
* BOD Appointments
  + Alberto Guzman has resigned from the last year of his term
  + SL will appoint someone to a one year term.
* Standing Committees Appointment Updates
  + Ron Stewart BOD term concludes at end of conference 2013
  + Carol Funckes has completed her appointment as Chair of Standing Committee of Professional Development
  + Mike Shuttic has resigned as Chair of Standing Committee on Membership Development
* GD motions to make the President Elect an ex officio member of the Standing Committees and voice on BOD. KSW seconds. Motion carried.
* Current/Incoming Chair of Standing Committees

|  |  |  |
| --- | --- | --- |
| **Committee** | **Current Chair** | **Incoming Chair** |
| **Standing Committee on Diversity** | Amanda Kraus, Jenny Dugger | Amanda Kraus, Jenny Dugger |
| **Standing Committee on Member Development** | Mike Shuttic | TBA |
| **Standing Committee on Public Policy** | Emily Singer Lucio | TBA |
| **Standing Committee on Professional Development** | Carol Funckes | TBA |
| **Standing Committee on Technology** | Ron Stewart | TBA |

**Future Tentative Meeting Dates**

* Fall Meeting – October 20-22 or October 27-29, 2013
* Winter Online Meeting – January 10, 2014
* Spring Online Meeting – April 4, 2014

**JPED**

* David Parker, editor, submitted comprehensive overview of JPED
  + JPED is healthy and happy!
    - Received 69 manuscripts from July 2012 to July 2013; which is a 50% increase from 2010
* Publication Cycle
  + The new quarterly publication cycle continues to work well. Publication dates occur on approximately: March 1 (spring issue), June 1 (summer issue), September 1 (fall special issue), December 1 (winter issue)
* Editorial Board Members
  + Due to rise in volume of manuscripts submitted, reviewers are not always able to accepts assignments
  + Parker is working on increasing research review board. The following appointments were made”
* Added to Research Review Board: Beth Harrison (University of Dayton), Roger Wessel (Ball State), Mike Shuttic (St. Gregory’s University), Annie Jannarone (University of Arkansas-Fayetteville), Hye-Jin Park (University of Hawaii), and Jennifer Lindstrom (University of Georgia)
* Added to Practice Brief Board: Donna Johnson (University of Minnesota)
* Other Activities/Future Directions
* The addition of 5 – 10 high quality new members to the research review board as a priority for the coming year.
* Related to the above point, I am working with all former JPED editors who remain on the board to explore a new activity.

**Executive Director’s Report**

* Membership**:**
* AHEAD is amid a great membership year. The efforts, both at retention and recruitment, are proving fruitful.
* Membership at Fiscal year end (June 30th) was 2431 members overall. This is only ½ way through the membership year. Institutional Platinum is the fastest growing category. Membership overall is up 13% over the past 5 years.
* Market more to increase the growth of the pre-professional membership category.
  + - * MTT, MJ, TB offered to help with this research
* BA motions to establish a working group headed by MTT regarding Pre Professional Membership. MJ seconds. Motions carried.
* Category Budget impact to be included in working report
* Graduate Student Involvement
* Conference 2013
* AHEAD anticipates around $21,000 in excess revenue despite new labor union restrictions that were not in place when contracted.
* It is estimate that the net effect between increased expense, cost-savings, and cost increases, will result in the net profitability of the Conference being as budgeted in the FY 2014 budget.
* Overall Finance
  + AHEAD has shown steady growth since 2009 in excess of that included in its strategic plan each year.
    - 17.27% - Average % increase per year
    - 51.80% - Total % increase in 4 years
* The Society for Disability Studies
  + The relationship between SDS and AHEAD continues to be healthy although SDS is working to manage a difficult fiscal year likely with a fiscal year deficit.
* SOCIAL Media
  + All avenues of social media (Facebook, Linkedin, and Twitter) are going outstanding!

**Strategic Plan goals & Objectives check in**

* Tracking of Strategic Plan Goals
  + - * JA provided a template to SHS, which SHS will fill in goals into template.
      * BOD will examine this document at the Fall 2013 meeting
      * Need to establish a plan for public policy and engagement
        + Consider including Affiliates on public policy topics
      * Review plan for professional standards and code of ethics

**Fundamental Alteration Guidance**

* + BOD reviewed the drafted document and will submit feedback to SL, KSW, & BA for final edits
  + Document tentatively scheduled for distribution Fall 2013.
    - GD motioned to adjourn. MLV seconds. Motion carried unanimously.

Meeting Adjourned 3:21 PM EDT, July 7, 2013.

Respectfully submitted,

Terra Beethe

Secretary, AHEAD Board of Directors