

ARDLA Board Meeting

Minutes for

September 10, 2009, 2:00 p.m.

via teleconference

Members present: Valerie Wilson, Cathi Swan, Chris Robbins, Karen Liebhaber, Tonya McKinney, Bob Donaldson, Carmen Borne, Belinda Kittrell

Members absent: Max Kolstad, Teresa Roebuck, Kristy Carter

Visitors present: None.

The meeting was called to order at 2:04 p.m.

Agenda Item I: Approval of Minutes

The minutes were approved as corrected.

Agenda Item II: Treasurer's Report

After approximately \$7300 in checks are deposited, the checking account will have \$37,038.43. With Paypal's \$6089.20 in credit card registrations, ARDLA will have a balance of close to \$41,000.

Approximately 52 individual registrations and 20-25 vendor registrations have been received. Chris is processing another 5 registrations. Valerie will give the hotel a preliminary headcount of 100. She has up to three days before the event to provide an accurate headcount.

Agenda Item III: Committee Reports

1. Membership Committee and Events – Tonya McKinney

Tonya turned the menu in to the hotel. Except for a few door prizes, the luau has been finalized. The location, events, and music were discussed. Tonya addressed Valerie's idea to distribute packets to new members. Tonya also said that the initial letter for new members will be passed out to all members. Cathi suggested including the USDLA conference date notification in the packets and program, which will be in the Tandberg bags.

Valerie suggested a membership drive after the conference.

2. Conference Committee – Cathi

The program is almost finalized. Cathi verified with Chris that all vendors were included in the program. She said the conference evaluation from Karen is included in the program. It will be spiral-bound.

Proctors are lined up and will receive folders with instructions and thank-yous. The technology is lined up and the internet connection has been confirmed with the hotel. Max is handling all CIV sessions. Ralph will be on call for technology issues. Dave Phillips will bring what he usually brings for audio/visual. Cathi explained what will be in the conference bags and said they will also include a new conference game. Door prizes on the last day were discussed.

Cathi is working on a table label that identifies vendors' sponsorship level. Bob discussed the hospitality supplies. Tonya asked for members to help stay and decorate. The difference between last year's and this year's layouts was discussed.

3. Publication Committee – Carmen

Carmen sent out a mailer to her K-12 mailing list.

4. Awards Committee – Teresa/Max

Valerie said Max has 1 nomination for the Outstanding DE Program, 1 nomination for the Outstanding DE Faculty Member award, 2 nominations for the Lifetime Achievement Award, and four nominations for the Heuberger Grant, 1 of which is a returning college student and three of which are high school/1st year college. He will get the plaques for the awards.

5. Vendor Committee – Chris

Chris said his people will staff the registration table and work with name badges. He will also have a computer and printer available for on-site registration.

6. Nomination Committee – Belinda

Nominations close on Friday. Valerie will try to schedule an Executive Board meeting for early next week to finalize the slate of officers to be listed on the ballot. New officers will be announced on Thursday at the board meeting.

7. Professional Development Committee – Kristy

Kristy was absent and had no report.

8. Agency Advisory Committee – Max

Max was absent and had no report.

Agenda Item IV: Board Dinner

Valerie listed those who said they were coming. The committee discussed the status of others who had not confirmed.

Agenda Item V: Bylaws

Valerie said there are 3 versions of the bylaws. Velda is certain that the ones on a CD that Bob Donaldson has possession of and voted on at the 2007 conference are the most recent.

Tonya moved to accept Velda's 2007 conference version of the bylaws as the official version. Chris seconded the motion and the motion was approved unanimously. Velda's 2007 conference version of the bylaws will be sent to Ralph to be added to the website.

Agenda Item VI: 2010 Conference

Valerie suggested having a 2010 date and location to announce at the 2009 conference. After much discussion about the most appropriate time for K-12 and higher education attendees to attend the conference, possibly April or May, and the possibility of a 1-day admission to the conference on which a K-12 track may be scheduled, September 21-23, 2010 at the Clarion Hotel in Hot Springs, once confirmed, will be the location of the 2010 ARDLA conference. However, the 2009 conference evaluation will include a place for participants to indicate their preference on the date of, location of, and length of the 2011 conference.

Agenda Item VII: Next Meeting

The next meeting will be held on Thursday, September 17 at 2:00 p.m. via teleconference.

The meeting was adjourned at 3:13 p.m.