

ACI Board Meeting

Conference Call

05/20/14

Attending

Robin Cahoon, Mark Martinez, Judith Hosafros, Jane Gustafson, Rachel Bradley, Scott Ball, Regina Knauer, Kay Ellerhoff, Phil Bloom, Don King, Judy Stokes Weber, Tom Cadden, Micah Holmes and Randy Zellers. Rachel Piacenza, Kim Nix were excused from the call.

Approval of the Minutes

A couple minor edits (e.g. name spelling and attendance) were made to the draft minutes provided to the Board prior to the call. After that, *Micah Holmes made a motion to approve the minutes, as amended, from the 03/14/14 meeting. Scott Ball seconded the motion. The motion passed unanimously.*

2014 Conference Report

Jane Gustafson

Jane reported that things are falling into place for the quickly-approaching conference in Nebraska City, Nebraska. She is still working on putting together an editor's table for a breakout/collaborative session that would focus on agency publications. The conference website (<http://www.aci-net.org/conference2014/>) is up and applications are being accepted. They are working to get the credit card registration option working, but individuals may register now with a check or purchase order.

Jane talked about a new merchant service through US Bank that would enable ACI to maintain a merchant account year-round, which could then be passed to the next conference coordinator. Keeping a running account in service would make life easier for conference coordinators. *Micah Holmes made a motion that ACI establish a merchant services account that is tied to ACI and can go dormant when not needed and can be easily passed to the next conference coordinator. Regina Knauer seconded the motion. The motion passed unanimously.* Jane Gustafson will with Judy Stokes Weber to set up the account.

Scholarship Report

Robin Cahoon

There were 10 Geoffrey Schneider Travel Scholarships available for the 2014 conference. Scholarships are allocated on a first-come, first-served basis, and limited to one scholarship per member agency/organization. Eleven applications were received, but multiple employees (two) from two separate member agencies (Wyoming and South Carolina) submitted applications. Since scholarships are limited to one per member agency, the final number of eligible applications was 9. The first Wyoming applicant, Judith Hosafros, withdrew her application. That scholarship will be transferred to the second Wyoming applicant, Jaimel Blajszczak. (Travel scholarships are transferable to another employee within the same member agency.) The first applicant from South Carolina, Patty Epley, will receive a scholarship. The 9 travel scholarships will be awarded to Amanda Nalley, FL; Dean Mitchell, UT; Jaimel Blajszczak, WY; Jenifer Hancock, GA; Aaron Meier, NV; Phil Bloom, IN; Rachel Bradley, TX; Michael Gray, KY; and Patty Epley, SC.

Awards Chair Report

Kim Nix

Although she was unable to participate in the conference call, Kim reported via e-mail on 05/16/14 that she had all but two of the 25 categories in her hands. She expects to have the stragglers by the time she

gets back in town the week of May 27. After that she will send the treasurer a list of states – with the number of entries per - for billing and budgeting purposes. Kim will send a list of all the states who won awards to Robin Cahoon. Robin will work the Jane Gustafson to get a letter to the applicable winner state's agency director/commissioner that will encourage them to send at least one representative to the conference to accept the award(s).

Balance Wheel Report

Randy Zellers

Randy noted that The Balance Wheel is progressing, but the idea of going monthly has morphed into more of a bi-monthly option. With the monthly option, there just aren't enough topics to be substantial. As such, the newsletter is running about 40 days per issue. He mentioned that he'll be cleaning up the email list to add new email addresses from changes to the directory, and asked if he should remove emails of agencies that were no longer members. The general consensus was to keep them on the email list, as it's available online free anyway and can be used for recruitment. One topic for the next newsletter that was brought up was an article with Mark Duda's take on the use of web surveys, why they're not statistically valid and what can be done to move the needle a little closer to being reliable. Randy will also email all members of The Balance Wheel newsletter to let them know registration is open as soon as he receives confirmation from Nebraska that the registration site is up and running with credit-card capability.

Treasurers Report

Judy Stokes Weber

Judy presenting a working/current budget based on expenditures and will prepare a draft agenda for 2015 for the Board to take action on at the next meeting. She also reported that she is having some success contacting members that are overdue on their due. Contact Judy if you have questions about the budget or have ideas that might help increase membership.

As a matter of financial business, Judy said that ACI bylaws require that the President be the second signer on the ACI bank account. To process that at the bank, an official action of the Board is needed. To that end, Judy Stokes Weber made a motion that based on Article 10 of the ACI Articles of Incorporation, the ACI Board hereby authorizes the Treasurer to obtain signature cards from the duly elected President, Don King, for the Northway Bank account. This signature card to be in effect until the next election in July 2014, when a new signature card will be obtained for the next duly elected president. Robin Cahoon seconded the motion. The motion passed unanimously. Robin and Judy will develop a letter to the bank requesting the second signer.

As a related aside, Judy reminded the Board that all of the money is in a checking account and is earning no interest and suggested that Board think of some options of what it might want to do with those funds. Micah made a motion that the president establish a committee to develop 3-5 proposals of what do with the funds. Judy Stokes Weber seconded the motion. The motion passed unanimously. Micah, Robin Scott, Regina and Judy volunteered to serve on the committee.

Judy reminded the Board that 1) travel scholarship funds use to be donated by an outside organization, but that those costs are now covered by the general fund, 2) that the Chair and the Vice Chair of the Awards Committee – presently there is only a Chair – are eligible to have their conference registration waived, 3) the President's room at the conference is covered by the ACI general fund, and 4) ACI will pay for travel to AFWA or the North American for the President, or a designee. The Board will discuss this last item (#4) at a future meeting. Don King indicated that his agency would be able to cover the cost of

his attendance at the 2014 conference. In a previous meeting, Kim Nix, said she would like to take advantage of the Award Chair registration waiver.

Future Conferences

Kay Ellerhoff

The next two years are covered for host states. Arizona (Tom Cadden) is hosting in 2015 and Missouri (Regina Knauer) is hosting in 2016. A host for 2017 has not been identified, but New Hampshire (Jon Charpentier) has expressed an interest to host in 2018.

Miscellaneous Business

Officer elections will be held during the upcoming conference for President, Vice President, Secretary and three (3) seats on the Board of Directors. The outgoing Board members are Rachel Bradley, TX; Jamey Emmert, OH; and Mark Martinez, UT. Robin Cahoon will post something this effect on ACI's Facebook page.

Rachel Piacenza has taken a new role at the Recreational Boating and Fishing Foundation and will no longer be involved in the state programs. Her new role will consist of brand marketing/management, work with Disney alliance and the five-year Hispanic initiative. RFBB is looking to fill Rachel's old position.

Robin Cahoon will not be attending the conference in Nebraska City. Phil Bloom volunteered to be the secretary pro tempore at the conference and take notes at the Board (07/07) and Business (07/10) meetings.

Next Meeting

The next meeting will be held as part of the upcoming conference on 07/07/14 at 3:00 p.m. at the Lied Lodge and Conference Center. Specific location details will be available on site.

Meeting Adjourned