

TCS Board of Directors Meeting

October 6, 2016

Minutes

Attending: President-Elect Lewie Lawrence, Past-President Tom Bigford, Treasurer Mo Lynch; Secretary Jolvan Morris, Directors Susan Farady, Steve MacLeod, Michelle Lennox, Erika Washburn, Caitlyn McCrary, and Tiffany Smythe; URI Chapter Representative Evan Ridley; Executive Director Judy Tucker

Not Attending: President Matt Nixon, Director Paul Hindsley,

President's Report:

Voting quorum established.

Secretary's Report:

Motion (Lynch), Second (Bigford): to approve the draft minutes of the 7/11/16 board meeting as written.
MOTION APPROVED

Treasurer's Report:

Motion (Bigford), Second (Wasburn) to approve the September 30, 2016 financial report as written.
MOTION APPROVED.

A mid-year financial position analysis and estimate of revenue and expenditures since September was presented. Tucker's September salary, upcoming payments to CPA, \$429 in dues, and \$8000 received from RAE on October 5 still need to be factored in. An analysis worksheet provided detail to the financial analysis report.

ACTION: Lynch to place financial statements in DropBox on a monthly basis moving forward.

Elections

1. Open Positions (President Elect, Treasurer, and two Directors): There are currently six individuals interested in these positions. Bigford continues to recruit candidates and address questions pertaining to positions' expectations.

2. Call for nominations: Tucker sent email to general membership on September 30.

ACTION: Bigford will share the names of any other nominees with the nominating committee as they are submitted.

Strategic Plan Post Summit

1. Ad hoc review committee: The committee will consist of the President, Past-President, and President-Elect. All board members are invited to review and comment on the Strategic Plan document. The goal is to receive comments in advance of the 2016 Summit so that comments may be reviewed and brought for Action during the Summit Board meeting. The revised plan will be enacted on January 1, 2017.

ACTION: Lawrence volunteers to act as point person for post-Summit revisions to the Strategic Plan.

ACTION: Board Members review and comment on the Strategic Plan document by November 18.

ACTION: Morris to put Strategic Plan document in Dropbox by October 11 and to send reminder email to Board.

Summit Responsibilities of TCS Board

1. General Update: Technical sessions, social events, and TCS events are all on track. Summit costs (e.g. distinguished service award, student poster award and prize) and costs related to Tucker's responsibilities were discussed.

Motion (Lynch), Second (Washburn) for Executive Committee to receive a budget from Executive Director and Treasurer to approve all conference costs.

ACTION: Bigford to inquire about complementary registration for Executive Director.

2. Career Events: Tucker is the point of contact for employers interested in participating in the job fair. There have been no interested parties to date.

3. Board Meeting and Annual Meeting: Currently, there will be 1 room available on Sunday from 12pm-5pm. A LCD projector, laptop, and round tables will be available for use. The Distinguished Service plaque will be awarded during the annual meeting. Poster awards are typically awarded during Plenary sessions.

Board Meeting: 8:30AM-10:00AM

Annual Meeting: 10:00AM-11:30AM

ACTION: Lawrence and Tucker to develop agenda for Annual Meeting

4. CMJ Special Issue Lead Editor:

ACTION: Washburn and Lynch agree to co-edit Special Issue. Bigford agrees to help coordinate.

5. Student Awards Lead Judge: This individual will collect the names of all participating students, create judging schedule, arrange judging criteria, and collect scores. Most of the work will be done during the Summit. There was discussion as to whether or not students have been giving oral presentations.

ACTION: Farady and Bigford volunteer to serve as lead judges.

6. Membership Booth in Exhibit Hall:

ACTION: McCrary to find out when breaks will occur during the Summit.

ACTION: Lawrence to assign shifts to board members once times are determined.

7. Blue Room: The Blue Room has a sponsor and plans are being finalized. There will be a lounge area featuring a "selfie wall." The room will facilitate quick conversations in small sessions (e.g. Social Media 101). Video editing and distribution will take place with the help of a video template.

Committee Updates

1. Development: Fundraising campaigns are ongoing and preparations for next year are underway. Bigford has provided updates available for review in DropBox.

2. Program Initiatives: MacLeod has provided a script (available in DropBox) for a calling campaign to encourage TCS members to attend the Summit. Casey Jacobs (Communications Sub-committee) has proposed that Sub-committee and Board Directors make calls as a way to update and touch base with membership. There was discussion of a way to narrow down the list of who is already registered, so that the call list can be narrowed down.

Motion (MacLeod), Second (Lawrence) to approve a phone campaign with Communications Sub-committee with the assistance of the Board.

Postings on the TCS blog and updates to the TCS History section on the website are ongoing.

ACTION: Board Members are asked to commit to submitting content for the blog.

3. Partnerships Subcommittee : Bigford has provided an update available in DropBox.

Chapter Liaison Reports

1. University of Rhode Island: Evan Ridley taking over for Emily Patroliia. There are 23 members at URI and the chapter is exploring ways to attract student membership across disciplines. Ridley reports that URI's Coastal Career Day will be on November 18. 50 attendees, 12 keynote speakers, and 6+ sponsors are expected.

Next Board Meeting

ACTION: Tucker to send Doodle Poll options for Nov 1-11 at 3-4:30pm

December Board Transition

The transition will occur at the summit.

ACTION: poll new board members to see who plans to attend Summit

Adjournment:

The meeting was adjourned at 4:30 PM ET.