

**IACBE Board of Directors Meeting**

**April 18, 2018**

**Annual Conference and Assembly Meeting – New Orleans, Louisiana, USA**

**Minutes**

**Meeting Time and Location**

The second of the spring 2018 meetings of the IACBE Board of Directors was held on April 18, 2018, during the Annual Conference and Assembly Meeting in New Orleans, Louisiana, USA.

1. **Agenda Presented**

The Board Book and agenda were provided to everyone via Dropbox.

1. **Call to Order and Attendance**

A: Call to Order:

The meeting was called to order by the Board Chair, Fred Chilson, at 1:00 p.m. in the St. Charles A & B room of the Astor Crowne Plaza Hotel.

B: Recording of Attendance:

Roll was taken, and attendance was recorded as follows:

*Officers of the Board:*

Chair: Fred Chilson 🗹 Present 🞎 Absent

Vice Chair: Pamela Imperato 🗹 Present 🞎 Absent

Secretary: Jorge Cardenas 🗹 Present 🞏 Absent

Treasurer: David Turi 🗹 Present 🞎 Absent

Past Chair: Ann Tuttle 🗹 Present 🞏 Absent

*Regional Directors:*

Region 1: Edward French 🗹 Present 🞏 Absent

Region 2: Heather Pfleger 🗹 Present 🞏 Absent

Region 3: Chip Mason 🗹 Present 🞎 Absent

Region 4: Alyncia Bowen 🗹 Present 🞏 Absent

Region 5: Rebecca Murdock 🗹 Present 🞏 Absent

Region 6: Patsy Parker 🗹 Present 🞏 Absent

Region 7: Hallie Neupert 🗹 Present 🞏 Absent

Region 8: Susan Silverstone 🗹 Present 🞎 Absent

Region 9: Fady Fadel 🗹 Present 🞏 Absent

Region 10: V. J. Byra Reddy 🞎 Present 🗹 Absent

Region 11: Carlos Villatoro 🗹 Present 🞎 Absent

*At-Large Directors:*

Patricia Cowherd 🗹 Present 🞎 Absent

Carol Williams 🞏 Present 🗹 Absent

*Public Members:*

Dominique Bert 🗹 Present 🞎 Absent

Phil Bussey 🞏 Present 🗹 Absent

Les Crall 🗹 Present 🞎 Absent

*Ex-Officio Members:*

Phyllis Okrepkie, President 🗹 Present 🞎 Absent

*Others:*

Ted Collins, VP of Accreditation 🗹 Present 🞏 Absent

1. **Review and Revisions of Agenda**

No additions or deletions were offered. Ann Tuttle made a motion to approve the agenda and David Turi seconded the motion. Motion passed.

1. **Location, Date, and Time for Fall Meeting of the Board**

The President proposed that we hold a virtual meeting using the GoToMeeting platform on Wednesday, October 31, 2018, from 10:00am until 1:00pm Central time (11:00am ET, 8:00am PST, 5:00pm in Europe) as the primary date with Wednesday, November 7, 2018 as the alternate date (same time). Susan Silverstone made a motion to approve the virtual platform, the dates, and the time, and Pamela Imperato seconded the motion. Motion passed.

1. **Board of Director Committees**

The Chair led a review of the committees of the Board of Directors, noting that as a result of changes in the Board, membership of these committees would need to be reviewed and revised as needed. The following is a list of the revised committees:

1. Audit Committee – David Turi (chair), Les Crall, Ed French, and Phyllis Okrepkie (ex-officio)
2. Awards Committee – Patricia Cowherd (chair), Patsy Parker, Chip Mason, and Phyllis Okrepkie (ex-officio)
3. Bylaws Committee – Hallie Neupert (chair), Phil Bussey, Brenda Canning, and Phyllis Okrepkie (ex-officio).
4. Executive Committee – Fred Chilson (chair), Pamela Imperato, Jorge Cardenas, David Turi, Ann Tuttle, and Phyllis Okrepkie (ex-officio)
5. Membership Development Committee – Susan Silverstone (chair), V.J. Byra Reddy, Carlos Villatoro, Dominique Bert, Jorge Cardenas, Fady Fadel, and Phyllis Okrepkie (ex-officio). A member will be added from each region in the future, and Susan Silverstone volunteered to coordinate this effort.
6. Strategic Planning Committee – Dominique Bert (chair), Ann Tuttle, Fred Chilson, Clara Munson, David Turi, Rebecca Murdock, Ed French, Pamela Imperato, Heather Pfleger, and Phyllis Okrepkie (ex-officio).
7. Nominating Committee for Board of Directors – Fred Chilson (chair), Pamela Imperato (vice-chair), Clara Munson, and Phyllis Okrepkie (ex-officio)
8. Nominating Committee for Board of Commissioners – Fred Chilson (chair), Patrick Hafford (vice-chair), Patricia Cowherd, Chip Mason, Carol Williams, and Phyllis Okrepkie (ex-officio)

Ann Tuttle made a motion to approve the revised committees and David Turi seconded the motion. Motion passed.

1. **Review of Strategic Plan and Approval of Goals for 2018 and 2019**

The Chair stated that the Board needed to have a discussion about the most important goals to achieve. The President noted that the Board needed to prioritize and focus on a couple of things as there were simply not enough financial and human resources to do everything. The following goals were discussed:

1. Membership

The President noted that referrals are in the strategic plan including community colleges. Susan Silverstone and Pamela Imperato will spearhead this and David Turi will be the contact. Ann Tuttle suggested that we provide an annual conference invitation to community colleges. Pamela Imperato suggested creating webinars or videos welcoming community colleges.

1. Marketing and Branding

David Turi asked the President if Board members could get marketing material for community colleges and the President replied that headquarters was working on that.

1. Revenue Opportunities

The Chair asked if a subcommittee was needed for this area. The President suggested that IACBE wait until next year when/if our revenue has increased. David Turi noted that we should keep an eye on competency-based assessment. The President agreed but said that is more aligned with membership.

1. Member Services/Communications

The Chair reported that he felt this area had improved. Heather Pfleger stated that she monitors IACBE communications quarterly. Fady Fadel noted that Phyllis has been very accessible.

1. Operational Effectiveness

David Turi noted that continuous support of the Board to IACBE staff is important. The President stated that the staff feel supported. Les Crall said he felt the Board should be able to amend the IACBE bylaws without needing approval of the whole membership.

Ann Tuttle made a motion to approve the goals for 2018 and 2019 and David Turi seconded the motion. Motion passed.

1. **Other Business of the Board**

The Chair asked if there was any new business for the board to discuss.

Chip Mason asked if there were any updates on CHEA and the President reported that IACBE was in good standing. Les Crall asked about notifying regional/national accreditors of IACBE members who are not compliant?

The Chair stated that he would like to thank Ann Tuttle for her friendship and her service to the IACBE. Fred stated that he was excited for the new few years.

1. **Call for Motion to Adjourn**

Ann Tuttle made a motion to adjourn the meeting and Les Crall seconded the motion. Motion passed. The meeting was formally adjourned.

**Respectfully Submitted by Dr. Jorge Cardenas, Board Secretary**