

**IACBE Board of Directors Meeting**

**October 21, 2019**

**Web-Conference Meeting**

**Minutes**

1. **Meeting Time and Location**

The fall 2019 meeting of the IACBE Board of Directors was held on October 21, 2019, via GoToMeeting from 10:00 am – 12:00 pm (CST).

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 Vice-Chair, David Turi, at 10:05 am (CST).

B: Recording of Attendance:

Roll was taken and attendance was recorded as follows:

*Officers of the Board:*

Chair: Fred Chilson 🞏Present 🗹 Absent

Vice Chair: David Turi 🗹 Present 🞎 Absent

Secretary: Jorge Cardenas 🗹 Present 🞏 Absent

Treasurer: Amanda Garcia 🗹 Present 🞎 Absent

Past Chair: Ann Tuttle 🗹 Present 🞏 Absent

*Regional Directors:*

Region 1: Janice Fedor 🗹 Present 🞏 Absent

Region 2: Heather Pfleger 🗹 Present 🞏 Absent

Region 3: Chip Mason 🗹 Present 🞏 Absent

Region 4: Alyncia Bowen 🞏 Present 🗹 Absent

Region 5: Todd Herseth 🗹 Present 🞏 Absent

Region 6: Patsy Parker 🗹 Present 🞏 Absent

Region 7: Belle Marie 🗹 Present 🞏 Absent

Region 8: Susan Silverstone 🗹 Present 🞎 Absent

Region 9: Fady Fadel 🗹 Present 🞏 Absent

Region 10: Robert Gharios 🞏Present 🗹 Absent

Region 11: Belinda Blessitt-Vincent 🗹 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:*

Kim Caedo, VP of Operations 🗹 Present 🞏 Absent

Ted Collins, VP of Accreditation 🗹 Present 🞏 Absent

1. **Review and Revisions of Agenda**

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

1. **Report of the Secretary – Minutes of Previous Board Meetings**
2. Board Meeting Minutes – April 9, 2019

Email vote will be conducted at a later date.

1. Board Meeting Minutes – April 10, 2019

Email vote will be conducted at a later date.

1. **Board Discussion and Action**
2. Regional Assembly Meetings

President Okrepkie reported that regional meetings as they are currently held are a big strain on IACBE staff. She asked the BOD if they have any suggestions on how we (IACBE) can assist our regions with the meetings while limiting the amount of staff time that is used.

The BOD had the following comments/suggestions –

* It may be helpful to have a standard process with specifics on what IACBE headquarters can help regions with. Kim Caedo reported that Ted Collins and she are working on templates for next year.
* Hold a one-hour meeting with all regional Presidents to touch base before regional meetings. Kim Caedo noted that we will have a meeting during our annual conference and a virtual meeting prior to the annual conference.
* Phyllis Okrepkie suggested that IACBE plan to attend the regional meetings every other year. This could be modified if a region had a special event that required a staff member to be present.
* Explore a greater use of virtual presentations at the regional meetings. Encouraged staff to explore greater use of technology/virtual options for meetings and/or staff participation in meetings.
1. **Report of the Treasurer**

The Treasurer and VP of Operations presented the Treasurer’s Report, which included the following documents:

1. Financial Reports for September 2019
2. Budget Summary with Detail
3. Budget Summary-Staff Compensation
4. Balance Sheet
5. Profit-and-Loss Statement with Previous Year Comparison
6. Accounts Receivable Aging Detail

The VP of Operations presented an overview of the financial shape of the organization noting that we should have a good net profit this year. She reported that we are collecting the accounts receivables more slowly – due to the convenience fee. Once members find out that they have to pay the convenience fee, they abandon the credit card payment and we have to wait for a check. This is mainly affecting accreditation fees and annual dues collections and requires additional follow-up from staff. There don’t seem to be any issues when members are required to pay the convenience fee when registering for the regional meetings or the annual conference.

The President notified the BOD that the format of the financial statements will change beginning in 2020 so that receipts and costs of site visits are not shown as revenue and expenses on the IACBE financial statements since they are “flow-through” items that do not impact IACBE income statement.

1. Budgetary Matters
2. Proposed Budget for 2020
3. Proposed Budget-Staff Compensation for 2020

The VP or Operations presented the proposed budget for 2020 and asked if there were any questions. She indicated that we have done a good job of managing expenses and do not need to increase dues or fees this year. We will need to invest in technology in the next few years and are working closely with our technology firm to plan these expenses. She also reported that we have not paid the videographer or the auditors for their 2019 services.

The VP of Operations noted that one of the face-to-face commissioner meetings was cut for 2019. Due to the high volume of reviews in 2020, the BOC will meet face-to-face three times in 2020 and the meetings may require three days rather than two.

In order to better serve our members, we will explore the opportunity to hire an additional support/accreditation person in 2020.

The President indicated that Jordan Levy has taken over the student case-study competition. It will still be held as a part of the IACBE annual conference, but Jordan will handle the financial obligations related to the competition, with the IACBE acting as a sponsor.

The President reported that the IACBE CHEA recognition expires 12-31-2021. We will be submitting a report in January. There is 10K non-refundable application fee this year, we will have to pay for an observer to attend one of the BOC meetings and I will have to attend a CHEA meeting to answer questions sometime late in 2020.

Due to the impact on accounts payable as a result of the convenience fee, Amanda Garcia made a motion to remove the credit card fee for site visits and membership dues. Janice Fedor seconded the motion. The motion passed.

The President reported that the 2020 budget includes a pay increase for Kim and Ted due to changes in their job duties and a 2% increase for both LaNita and Joanne. Cecilia, the accreditation specialist, was hired at $70,000 and is not eligible for an increase for 2020.

David Turi made a motion to approve the Proposed Budget for 2020 and the Proposed Budget Staff Compensation for 2020 (including the moving of $4,000 to discretionary bonuses for the President to award and $4,000 as a bonus for the President – money to come from unexpended funds allocated for the President’s travel to Kansas City ). Heather Pfleger seconded the motion. Motion passed.

1. **Report of the Nominating Committees**
2. Board of Directors Nominating Committee

Ann Tuttle made a motion to appoint David Turi as the Vice Chair of the Board of Directors. Heather Pfleger seconded the motion. Motion passed.

The BOD discussed the statement “Directors may not serve two consecutive terms” and agreed that there is no distinction made if the director changes position; therefore, Susan Silverstone is not eligible for another term.

The President brought up the need to better define “public member”. Ann Tuttle asked if CHEA had a stance on this – Phyllis indicated that as far as she knew, they did not in terms of the Board of Directors.

David Turi asked about selecting a Vice Chair when he becomes President in 2020 – he will discuss with Fred Chilson and Ann Tuttle as the committee determines the slate of officers for 2020.

1. Board of Commissioners Nominating Committee

The President stated that we would need to add several new commissioners to fill the upcoming vacancies. The Board of Commissioners is working to identify qualified individuals and will submit the slate to the BOD in February 2020.

1. **Report on Marketing and Website**

The President informed the board that she is working with the marketing firm, EAG, on a website “refresh”.

The VP of Accreditation and Compliance has taken over social media and is working to increase IACBE’s presence. IACBE currently uses FaceBook and LinkedIn. Ted will explore other options including Instagram.

The President is working to forge a mutually beneficial relationship with the National Association of Colleges and Employers (NACE). They will send a representative as the keynote speaker at the IACBE conference on Thursday, April 2, 2020 and Dr. Okrepkie will speak at their conference in June 2020.

1. **Report on IACBE Staffing**

The President reported that Ms. Cecilia Livengood began employment at IACBE in September 2019 as an Accreditation Specialist. As Ms. Livengood becomes familiar with accreditation and compliance, Ms. Keller, who currently spends half of her time on compliance, will transition to full-time accounting tasks

Ms. Caedo’s title was changed to VP of Operations to better portray her role in overseeing the operational side of the IACBE.

The President reported that headquarters was continuing to explore hiring a support staff person noting that this new hire would give herself and Ted Collins more time to recruit new members.

1. **Report on IACBE Accreditation and Visit Activities**

The VP of Accreditation and Compliance gave a brief report on IACBE Accreditation activities. He noted that beginning in 2020 we will have a heavy load of institutions coming up for reaffirmation. This will require the use of the majority of our current site visitors and the training of new site team chairs.

1. **Summary Report on IACBE Membership**

The President discussed membership trends in IACBE. The report covered the following areas:

1. 11 New Members – Since January 2019
2. Current Status of IACBE Membership with Prior Year Comparisons
3. Current Status of Regional Assembly Membership with Prior Year Comparisons

The President noted that 1 member was dropped due to closure, a net of 4 members were dropped for non-payment of dues, and 3 members were dropped for other reasons.

The President reported that membership had a net gain of 3 so far in 2019.

1. **Summary Report on Future Annual Conferences and Assembly Meetings**

The President notified the BOD that the IACBE has re-contracted with Jackie Dokken to help with the annual conference. Jackie’s duties will be similar to those that she had as a contract worker in previous years.

The President summarized the dates and locations for future IACBE conferences. She noted that the 2020 annual conference would be held in Dallas, TX March 30-April 3, 2020, and the 2021 annual conference would be held in Orlando, FL . The IACBE was able to secure a $185 per night room rate.

The President reported that the 2022 ACAM will likely be at a Hilton or Marriot in Southern California. Jackie is helping with the research. 1) Hotel = $180 2) Hotel with Resort Fee = $200. What do the BOD prefer? The BOD indicated that good conference facilities is the most important along with price and proximity to an airport.

1. **IACBE Strategic Plan**

The president reported that the main goal for the near future is to focus on providing great service to our members – through word of mouth – as this will provide us with opportunities to attract new members.

1. **Adjournment**

Ann Tuttle made a motion to adjourn the meeting and Heather Pfleger seconded the motion. Motion passed.

The meeting was formally adjourned at 12:00 pm (CST).

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