

KANSAS CITY SOCIETY OF ASSOCIATION EXECUTIVES

Board of Directors
Tuesday, September 23, 2014
3:00 p.m.

American Institute of Architects Kansas City Chapter

The KCSAE Board meeting was called to order by President Keith Skillman, CAE. Present were Treasurer Linda Secrist, CAE, CPA; Secretary Melinda Farris, CAE; President-Elect Trevor Mitchell, CAE; Past President Tiffany Shepherd, CAE; Directors Callie Castro, CAE, Traci Nolte, CAE, Crystal Roberts; and Executive Director Cynthia Edmunds.

Absent were Ex-Officio Denise DeJulio and Allied Director Rachel Ronan.

Consent Agenda

After discussion, Tiffany Shepherd moved with a second from Trevor Mitchell to accept the consent agenda which included the August 19, 2014 minutes, the August 2014 year-end financial statements and the year-end committee reports. Motion passed.

New Business

Policy Review

Trevor Mitchell moved with a second from Callie Castro to accept the revised 2.4 Group Rate Dues policy and to renew the following policies:

- 1.1 Association Library
- 1.3 List Rental and Misuse
- 1.4 Authority to Contract
- 1.9 Trade out Policy for Membership
- 1.10 Bereavement
- 4.6 Authority for Expenditure
- 4.8 Member Prospect Coupons
- 4.11 Membership Transfers

Motion passed. Melinda Farris and Traci Nolte will look at 1.3 List Rental and Misuse policy and make recommendations for updating at the next board meeting.

Allied Director Position Opening

Rachel Ronan will be moving outside of the Kansas City area so the Allied Director position is open. Cynthia Edmunds will send out a list of potential candidates to the board for consideration.

Lee Stuart Leadership Interviews

Callie Castro explained that Lee Stuart, American Academy of Family Physicians, approached KCSAE to see if he could solicit the membership to participate in leadership interviews for his dissertation research. The board agreed an article could be posted in the newsletter about the interviews. Once Stuart joins KCSAE, a post on the KCSAE discussion could solicit participants. Melinda Farris mentioned UMKC is doing similar research. Farris will send the information to Cynthia Edmunds.

Strategy Planning Updates

Innovations Task Force Report

Keith Skillman reported the Program Assessment Committee met via conference call. Currently, the committee has four members. The committee will assess Association Management 101 with the help of committee chair, Gay Poteet, CAE.

Website Development

Trevor Mitchell reported the committee met in person with Scott Schaper, Revisin, to start working on the new KCSAE website. A mock-up of the homepage has been designed and will be revealed at the KCSAE annual meeting.

Strategy Planning 2014-2015

Trevor Mitchell reviewed the edited plan with the board. Melinda Farris moved with a second from Tiffany Shepherd to approve the plan. Motion passed. The next step will be to update the original work matrix.

Board Roundtable

- Crystal Roberts discussed the logo reveal details with the board.
- Through consensus, the board agreed Cynthia Edmunds should send KCSAE financials to Western Equipment Dealers Association for a review and tax preparation.

Next Meeting

The next board meeting will be on November 13, 2014, 1:30 p.m. at the American Academy of Family Physicians.

Reported by Cynthia Edmunds, Executive Director