



**AESA Executive Council Meeting**  
**Thursday, November 3, 2016**  
**Grand Hyatt**  
**Seattle, WA**  
**8:00AM-1:00PM**

**Minutes**

**Greetings and Welcome**

*EC Present:* Denise Taliafiero-Baszile, Hilton Kelly, Yolanda Medina, Daniella Cook, Michael Jennings, Dawn Hicks Tafari, Thea Berry, Kurt Stemhagen, Sherick Hughes, Richard Kahn, Cheryl Matias, Pamela Konkol, Susan Laird, Sandra Spickard Prettyman.

*EC Absent:* None

*Staff and Guests:* Jennifer Stoops

**Quick guide to motions:**

1. MOTION: Approve the minutes from the mid-year meeting. PASSED.
2. MOTION: Send best wishes to Nel Noddings for a speedy recovery, and affirm that she will not receive the honorarium. PASSED.
3. MOTION: Put a contract in place for Kneller and Butts lecturers that specifies expectations of lecturers and conditions of payment. PASSED.
4. MOTION: Hire Thea Berry to revise and disseminate policy documents (policy procedures, policy manual, roles and responsibilities, bylaws). Work will begin at the conclusion of the 2016 meeting, and final documents will be delivered two weeks prior to the mid-year EC meeting. Payment of \$3000 will be made in two increments; half up-front and half upon completion of the project. PASSED
5. MOTION: Approve the position of program assistant for one year, to begin at the conclusion of the 2016 meeting and end the Sunday of the 2017 conference. The program assistant will receive a \$2000 stipend, to be paid at the 2017 conference. PASSED

**Approval of the minutes April 11, 2016**

MOTION: Approve the minutes. PASSED.

**Reports**

*Program Chair*

Full report is available for review.

*Secretary*

**MEMBERSHIP:**

Regular (both single and joint): 298  
 Student (both single and joint): 146  
 Emeritus (both single and joint): 009

**PRE-REGISTRATION:**

Regular: 167  
 Student: 117  
 Emeritus: 003  
 One day guest pass: 005

**INSTITUTIONAL MEMBERSHIP:**

**Purchased through E-Register ONLY**  
 Level I: 002  
 Level II: 001

**PRE-PURCHASE PROGRAM: 077**

**OTHER:**

I have begun investigating alternatives to OCS for conference and program management. I will set up a demo/sales session with All Academic and bring back more information.

*Site Coordinator/Treasurer*

The financial report for 2016 was submitted and discussed. The organization is in good financial shape.

Full reports are available for review.

*Historian*

Report tabled until the Sunday meeting

*Communications Director*

Report tabled until the Sunday meeting

*Book Exhibit Coordinator*

Report tabled until the Sunday meeting

*CASA*

Report tabled until the Sunday meeting

*CFSE*

Report tabled until the Sunday meeting

*Educational Studies*

Report tabled until the Sunday meeting

*Graduate Student Coordinator*

Report tabled until the Sunday meeting

*Butts and Kneller Lectures*

EC discussed the consequences of the Kneller situation and how we might be better prepared for future challenges.

1. MOTION: Send best wishes to Nel Noddings for a speedy recovery, and affirm that she will not receive the honorarium. PASSED.
2. MOTION: Put a contract in place for Kneller and Butts lecturers that specifies expectations of lecturers and conditions of payment. PASSED.

**Other Business**

*Membership*

A short discussion regarding the benefits and expectations of membership occurred. Of note:

1. It is important that presenters are aware that membership is required for all presenters

*Conference site selection*

A short discussion regarding important criteria for conference site selection occurred. Of note:

1. All but one of our existing future contracts are at union hotels. The hotel that is not unionized does not have any issues.
2. "Union-only" vs "no labor issues"
3. Can the organization sustain using sites with higher costs?

*Accessibility policies*

A short discussion regarding the need for a clear set of accessibility policies occurred.

**New Business**

*Executive Director*

Extensive discussion occurred regarding the executive director proposal. Of note:

1. The employment of an executive director will necessitate revisions of the by-laws and policies/procedures manual.

- a. Discussion regarding the feasibility of revising these documents prior to employing an ED
  - i. MOTION: Hire Thea Berry to revise and disseminate policy documents (policy procedures, policy manual, roles and responsibilities, bylaws). Work will begin at the conclusion of the 2016 meeting, and final documents will be delivered two weeks prior to the mid-year EC meeting. Payment of \$3000 will be made in two increments; half up-front and half upon completion of the project. PASSED
2. Do we have the financial resources to support and executive director, and how will we ensure that we have structures in place to maintain these resources?
3. What are the roles and responsibilities of an executive director, and how would those responsibilities impact the roles and responsibilities of the current officers and council members?
  - a. MOTION: Approve the position of program assistant for one year, to begin at the conclusion of the 2016 meeting and end the Sunday of the 2017 conference. The program assistant will receive a \$2000 stipend, to be paid at the 2017 conference. PASSED

**Meeting adjourned, 12:21pm**

**Respectfully submitted,**  
*Pamela Konkol, Secretary*