

AUCCCD Business Meeting I
Lake Tahoe, Nevada
October 11, 2004

President Jaquie Resnick convened the meeting at 8:41 a.m. after ascertaining there was a quorum.

- I. **Welcome and Comments from President**
Jaquie welcomed everyone to the conference and recognized the California directors and the AUCCCD Governing Board. She also made reference to the flag hung in honor of National Coming Out Day.

- II. **Welcome and Announcements from the Host Committee - Emil Rodolfa and Judy Mack**
The conference co-hosts welcomed everyone to the conference, expressed thanks to various people and made announcements.

- III. **Governing Board Elections - Greg Snodgrass**
The following candidates are running for election to the Board:
President
 - Terry Mason, Iowa State University
 - Maggie Olona, Texas A&M UniversityNote: Another candidate for president, Ian Birky, Lehigh University, withdrew.

Board Members
 - Kathleen Boggs, University of Missouri
 - Jamie Davidson, University of Nevada, Las Vegas
 - John Fellerath, University of Alaska, Fairbanks
 - Christopher Flynn, Loyola University, New Orleans
 - Judy McConnell, University of North Texas
 - Bruce Meyer, State University of New York, Oswego
 - Deborah Ramirez, Adelphi University
 - Robert Rando, Wright State University
 - Emil Rodolfa, University of California, Davis

After introductions from the candidates, ballots were distributed by Greg and non-candidate board members. Once members voted on the candidates of their choice, ballots were collected and counted by the individuals who distributed them.

IV. Governing Board Work Areas

A. Diversity Leadership Mentoring Program (Harriett Copher Haynes)

Committee Members: Juanita Martin, Ian Birky, Donelda Cook

Harriett introduced the Diversity Leadership Mentees as follows:

- Selia Servin-Lopez, St. Edwards University - Denise Haynes, Mentor
- Micky Sharma, Wright State University - Sylvia Balderrama, Mentor

B. Public Relations and Advocacy (Mary Bolin-Reece)

- Three media awards will be given at the banquet. Twenty-three nominations were submitted.
- The AUCCCD Resource list will be revised and there will be more information available to the public.
- A fact sheet with frequently asked questions will be placed on the first page of the website.

C. Diversity (Denise Hayes)

- Denise encouraged directors to complete the diversity survey and turn it in at the conference registration desk. Two themes have emerged from completed survey:
 1. There is a sincere desire to do multicultural competency assessment, but there is a lack of clarity on how to do this. The work group will develop a draft.
 2. There is frustration and challenges to diversify staff.
- The work group will be looking at how to exchange and network with our international directors.

- The work group will assess whether the conference program includes enough LGBT and international student presentations.

V. Elements of Excellence (Rosa Ament, Jonathan Perry and Kathy Hollingsworth)

Jon and Rosa have been working with the Board on re-organization of the task force. The E of E includes the Administrative Institute, Think Tank and Trials by Fire. The Board provides financial support for the Administrative Institute and for the E of E Executive Board to attend their mid-year meeting. At the mid-year meeting new and emerging issues are discussed and plans are made for programs to be offered at the AUCCCD conference and the Administrative Institute. Jon encouraged directors to join the task force. Jon and Rosa thanked everyone for the opportunity to work on the task force. Jaquie gave Rosa and Jon a certificate of appreciation for their work as co-chairs of the E of E. She also introduced Kathy Hollingsworth as one of the new co-chairs (along with Tom Seals, who was not in attendance).

VI. HUCC (What does this stand for?) - Les McMinn

HUCC is becoming more political in regards to mental health issues. Les would like for directors in the US and UK to collaborate and share experiences.

VII. Board Liaison Reports

A. ACCTA - Sherry Benton

Sherry indicated that ACCTA appreciates its association with AUCCCD. The new president is Barry Schreider (Is his name spelled correctly?). ACCTA is considering changing how they do elections. Elections have always been held at the conference; however they want to allow those who cannot attend the conference to also vote. At the conference they voted to eliminate snacks and to raise the dues from \$200 to \$300. The 2005 conference will be held in Big Sky, Montana in late September.

B. ACCA - Jaquie Resnick

ACCA has existed since 1991. They have a membership of approximately 1500, many from four-year colleges. They publish the *Journal of College Counseling*. The current president is Mark Freeman. ACCA is working collaboratively with AUCCCD to support the Gallagher survey this year.

VIII. Election Results - Greg Snodgrass

President-Elect

Maggie Olona

Board Members

Emil Rodolfa

Bob Rando

Kathy Boggs

Chris Flynn, having the next highest number of votes, will complete Maggie Olona's term of office on the Board since she is now president-elect.

Action Item

The **diversity work group** will develop a draft regarding multicultural competency assessment. The group will also assess whether the conference program includes enough LGBT and international student presentations.

AUCCCD Business Meeting II
Lake Tahoe, Nevada
October 13, 2004

President Jaquie Resnick convened the meeting at 8:41 a.m.

- I. Host Committee - Judy Mack and Emil Rodolfa
 - Emil made announcements, acknowledged presenters and thanked California group.
 - Jeff Prince reminded directors about completing evaluation forms for CEs and getting certificates.
 - Jaquie acknowledged California directors and gave certificates of appreciation to Emil, Judy and the committee.

- II. Treasurer's Report - Chuck Davidshofer
 - Over the last several years there has been a deficit of income verses expenses. This year we will probably be in the red about \$5,000. We would like to have \$50,000-75,000 in reserve.
 - Members were asked to notify Chuck if they change their email address or have problems with the directors' listserv.

- III. Board Reports
 - A. Recognition of Board Members with Completed Terms of Office - Jaquie Resnick

Jaquie acknowledged the work of Mary Bolin-Reece and Greg Snodgrass who are leaving the Governing Board and gave them certificates. She also acknowledged and gave a certificate to Bob Rando who is completing his first term on the Board, but was re-elected to a second term.
 - B. Board Announcements and Actions - Jaquie

Jaquie informed members of the following :

 - The Board voted to raise dues to \$130 to compensate for webmaster assistance, Journal of College Student Psychotherapy, Elements of Excellence, liaison and Board activities and conference seed money to be used toward audiovisual expenses.

- The Board calculated the cost of conference snacks to be approximately \$30 per person per day. Thus it was decided that future conference hosts will be told to eliminate snacks if having them would incur a large cost.
- AUCCCD is one of the sponsors of the National Multicultural Conference and Summit to be held in Hollywood, CA January 26-28, 2005 and a cooperating sponsor of the NASPA professional development conference on "Effective Interventions for Student Mental Health On-Campus: Collaboration & Community" to be held in Newport, RI January 6-8, 2005.
- The New York Times will be publishing an article on college student mental health in the near future.

IV. Brief Board Liaison Reports (Longer versions will be in the next Newsletter)

A. IACS - Dan Jones

There are now a total of 161 accredited counseling centers, seven of which received their accreditation this year. IACS has two boards - directors and accreditation. The bylaws were changed to add four new members to the accreditation board because of the increased work. Directors desiring information on the accrediting process should visit the IACS website at www.iacsinc.org or contact Nancy Ronketti at 703-823-9840.

B. Society of Counseling Psychology (Division 17) - Jaquie

The Society has a new president and a new logo. The council representative is Rosie Bingham. There is a large focus on the implementation of the Multicultural Guidelines. The opinion of AUCCCD was solicited in looking at the definition of counseling psychology. Members were encouraged to join the Society.

Individuals can be affiliate members without being a member of APA.

C. Jed Foundation - Jaquie

Members were encouraged to check the newsletter for information.

V. Conferences

A. Proposals

The following proposals were presented for future conferences:

- 2006 - Rocky Mountain Region (Colorado)
- 2006 or 2007 - Indianapolis
- 2007 or 2008 - Forth Worth

It was moved and seconded that the conference will be held in the Rocky Mountain Region (Colorado) in 2006, Indianapolis in 2007 and Forth Worth in 2008. The vote was unanimous.

B. 2005 - Harriett Copher Haynes

The 2005 conference will be held in Minneapolis October 21-25. Check the website for details on how to win one of two door prizes.

VI. Electronic Balloting

A straw vote of members indicated that they were interested in the Board researching the pros and cons of electronic balloting.

VII. Recognition of Retired/Retiring and Deceased Directors

A. Retired 2004

- Nancy Buckles, Indiana University
- Dan Catrol (may be misspelled), Marquette University
- Don Craig, University of Wisconsin-Milwaukee
- Paul James Gleason, Ohio University, Athens
- Bob Harman, University of Central Florida
- Eric Kafka (may be misspelled), St Mary's University (College?)

- Ken Marsh, University of Arizona
- Thomas Parker, Georgia Tech
- Tom Seals, University of Illinois
- Dick Weigel, University of Utah

B. Retiring in 2005

- Jim Clack, Duke University
- Clyde Crego, California State University-Long Beach
- Gary Klukken, The University of Tennessee-Knoxville
- Evangeline Norton, University of Cincinnati
- Lois Parker, University of Nevada-Reno

C. Deaths

- Lucy Blackburn
- O.W. Lacey

VIII. New Business from the Floor

The GLBT directors asked for support regarding gay marriages/domestic partnerships. They also thanked AUCCCD for making them feel welcome.

IX. Adjournment

The meeting was adjourned at 10:15 a.m.

Action Item

The **Board** will research the pros and cons of electronic balloting.

AUCCCD Governing Board Meeting
October 9, 2004
Lake Tahoe, Nevada

Present: Jaquie Resnick, President; Greg Snodgrass, Past President; Chuck Davidshofer, Treasurer; Anika Fields, Secretary; Mary Bolin-Reece; Mary Doty; Maggie Olona; Harriett Copher Haynes; Dan Jones; Malcolm Kahn; Bob Rando; Denise Hayes; Greg Eells

President Jaquie Resnick convened the meeting at 8:39 a.m.

I. 2004 Mid-year Minutes Approval

There was one correction on page 10 - there was not a vacancy on the Lifetime Achievement Award Committee. Greg moved and Maggie seconded that the minutes be approved with the correction. The vote was unanimous.

II. Straw Votes

There were three issues brought before the Board during the interim between the mid-year meeting and this meeting in which straw votes were taken. The issue and results are as follows:

- A. Jed Foundation liaison - The majority of Board members agreed that formal discussion/action cannot occur until this conference, Jaquie would appoint Greg E. to act in an unofficial capacity as liaison.
- B. Conference Registration Fee - The majority of Board members supported the conference registration fee being as high as \$325, if needed.
- C. Attendance at the conference by OCCDHE members who are no AUCCCD members - The majority of Board members agreed that OCCDHE members could pay full registration fee and attend the conference "planning committee/OCCDHE guests. However as guests and non-members, they cannot be presenters or panelists on the program cannot attend the new directors/new conference meeting and cannot vote.

III. Treasurer's Report - Chuck (Handouts)

A. 2003-04 Financial Summary

	Income	Expense	Checking Acct. Bal.	Trans. Sav.	CD#1	CD#2	TOTALS
Bal. Forwarded 7/1/03			32,588.56		33,101.64	25,369.26	91,059.46
					245.11	152.19	
1st Qtr.	52,105.67	6,180.85	78,116.08		33,346.75	25,521.45	136,984.28
					249.63	151.43	
2nd Qtr.	7,698.85	16,271.08	69,142.79		33,596.38	25,672.88	128,412.05
					168.44	152.01	
3rd Qtr.	2,383.21	11,964.25	59,241.30		33,764.82	25,824.89	118,831.01
					167.06	96.99	
4th Qtr.	15,072.63	16,870.00	57,179.88		33,931.88	25,921.88	117,033.64

The following revisions were made in the report:

Page 1 -

- Minority Programs changed to National Multicultural Conference and Summit - \$1,000. New line added - Diversity Materials - \$250.
- Under President, the Phone/Postage/Copy line item will be deleted

Page 3 -

- Minority Conference Scholarship changed to Diversity Mentoring Program. Minority Video Tape changed to Diversity Videotape.
- Replace o with e in Harriett's name; replace s with c in Mary B-R's last name.

B. 2004-05 Financial Report Summary

	Income	Expense	Checking Acct. Bal.	Trans. Sav.	CD#1	CD#2	TOTALS
Bal. Forwarded 7/1/04			57,179.88		33,931.88	25,921.88	117,033.64
					167.89	97.35	
1st Qtr.	22,835.40	7,455.32	72,294.72		34,099.77	26,019.23	132,413.72
2nd Qtr.	0.00	0.00	72,294.72		34,099.77	26,019.23	132,413.72
3rd Qtr.	0.00	0.00	72,294.72		34,099.77	26,019.23	132,413.72
4th Qtr.	0.00	0.00	72,294.72		34,099.77	26,019.23	132,413.72

The following revisions were made to report:

Page 1 -

Same as above.

C. Conference Budget Planning

Chuck distributed a budget planning guide for conferences that includes income and expenses for all the conferences since Williamsburg. Under income, Minority Directors was changed to Multicultural Directors. The guidelines will be added to the conference template.

Mary D. moved and Maggie seconded to approve treasurer's report with gratitude. The vote was unanimous.

Chuck and Anika were acknowledged with applause for their work as treasurer and secretary, respectively.

IV. President's Report - Jaquie

- There has been more contact from NASPA, The Jed Foundation and ACCA this period. The board needs to think about how we can interact with various groups like these.
- The work with *College Student Personnel* has been completed. We will need to evaluate this.
- As part of a highly visible symposium at APA in Hawaii, Jaquie presented on counseling centers and how AUCCCD infused multiculturalism in the organization.
- Attended ACCTA conference in Jacksonville, FL as the board's representative. Was able to speak with Norman Anderson, CEO of APA, about AUCCCD.
- There is an unfunded mandate to get counseling centers in the Garrett Smith Act (formerly known as the Campus Care Act). AUCCCD needs to take advantage of this opportunity. We also need to become more visible. What do we want people to know about us? What do we want to place on our webpage? How is each counseling center introducing evidenced base practice?

V. Election Report - Greg S.

Thirteen people originally were running for the board, however two dropped out; three individuals are running for president-elect.

- VI. Lifetime Achievement Awards - Greg S.
Seven people were nominated for the Lifetime Achievement Award; John Bishop, Judy Mack and Jerry Stone were selected. Greg has electronic folders of everyone nominated. He will send these to the primary who nominated them in case they want to resubmit nominations next year. Greg will also send the folders to the nominees.
- VII. Work Groups
- A. Membership - Malcolm (Handout)
Members: Mary B-R and Dan
The committee reviewed the bylaws and created a statement for the conference template and a list of criteria for individuals to be eligible to attend and participate in the conference. These criteria were reviewed and several suggestions made for revision to the committee. Malcolm will revise the criteria and send it to the board. The criteria were accepted in concept by the board.
- B. Technology - Bob
There were 18,101 hits to the webpage from April 04 to September 04, 2004. Bob will look at re-designing the webpage for the public and for members. Bob was applauded for how fast he gets things up on website.
- C. Director Development - Harriett
1. Diversity Leadership Mentoring Program
Members: Harriett (chair), Donelda Cook, Ian Birky and Juanita Martin
Two individuals applied and the committee felt they both were good candidates. They were Selia Servin-Lopez (Assistant Director, St. Edwards University) and Micky Sharma (Associate Director, Wright State University). The mentees will get \$2,000 toward their conference expenses. Mentors are Sylvia Balderrama, Basar College (Micky) and Denise Hayes, DePauw University (Selia). This year the mentees will not present at the conference because of the full program schedule. Maggie will add to the conference template

that space be designated in the program for diversity leadership mentee presentations.

2. New Directors/First Time Attendees (Maggie)

There are a total of _____ new directors/first time attendees. This year the program was revised to include three presentations. Mentors were matched according to public or private school and school size. Mentors will be given list of expectations.

3. Elements of Excellence - Jaquie

Jon Perry and Rosa Ament appointments as co-chairs end at this conference. Jaquie has appointed Tom Seals and Kathy Hollingsworth as the new co-chairs. The Institute is to be held pre-conference this year. There are 73 new attendees who registered for the Institute.

D. Diversity - Denise

Members: Denise (chair), Greg E. and Anika

The committee is focusing on multicultural competencies, multicultural audits and international outreach connections. Jaquie will give Denise the list of international attendees. A Multicultural Survey was sent to directors via the list serve prior to the conference. Twenty-three directors have responded. There will be a box at the registration table to collect surveys. Preliminary results suggest that directors want help with how to do multicultural assessments and how to hire a diverse staff and retain them. Denise will present the full results of the survey to the Board at the mid-year meeting. Jaquie suggested that maybe we could model the Southeastern Psychological Association's (SEPA) expert presentation list, sending directors to universities to train staff in the area of multicultural competencies.

E. Research and Science - Bob

Members: Bob and Chuck (co-chairs), Greg E.

Discussed the Maryland Databank and the Gallagher Survey at length. Can these be combined? If so, how? There is a lot of data in the Databank that we don't get to use. Members need

to have access to the data. Also there needs to be one survey and we need to have our own questions. The Demographic Profile could be incorporated. This issue will be discussed further at the Board meeting tomorrow (October 10 2004).

F. Public Relations/Advocacy - Mary B-R.

Members: Mary B-R. (chair), Malcolm, Denise

There were excellent nominations for the media awards. The committee recommended that \$200 be given to the college journalist who wins the media award. The Resource Speakers' List is good information, but not a lot of people participate. Jaquie indicated that she had difficulty completing the survey because the categories are easy to fit into. Mary indicated that the survey would be re-evaluated after the new Board is formed.

G. Conference - Maggie

The Texas directors will bid for the 2007 conference. Dan indicated that North Carolina was interested in 2008, but they haven't met yet. The planning for a conference is becoming too much for directors to do. The organization needs to think about hiring a conference planner. We need someone who can negotiate hotel costs, handle registration, etc. A straw vote was taken to ascertain if the majority of the Board felt this way. The vote was unanimous. Another straw vote was taken to ascertain if conference hosts should be given leeway to get their own planner or if AUCCCD should hire one. This vote was six in favor of the conference hosts being able to get their own planner and six in favor of AUCCCD hiring one, with one abstention. Maggie or Jaquie will discuss this at the business meeting

VIII. The Jed Foundation - Greg E. (handout)

Greg will continue as AUCCCD's liaison to the Jed Foundation. We will invite Dr. Satow (from the Jed Foundation) to our mid-year meeting in Tampa. Denise recommended that we financially support Greg as AUCCCD's liaison.

IX. AUCCCD Mission Statement

Mary D., Jaquie and Bob will work on the mission statement and bring back to the Board for approval.

X. Elements of Excellence - Rosa Ament, Jonathan Perry and Kathy Hollingsworth (handout)

A. Administrative Institute

The Administrative Institute is a pre-conference this year. Seventy-three individuals have pre-registered. The proposed budgetary support from AUCCCD for this year's Institute for a faculty of seven is as follows:

One night hotel stay @\$200 each	\$1400
One meal @ \$35 each	245
Materials/Toolkits for 65 participants	<u>800</u>
Total	\$2445

B. Core Group

A proposed core group would be the primary focused planning and implementation structure for the E of E. It would be made up of 10-12 members (six with designated roles and four to six at-large members) nominated by the present E of E and appointed by the Board. The position and individuals nominated are as follows:

Two co-chairs - Kathy Hollingsworth and Tom Seals
Conference Program Coordinator - Kathy Hotelling
Coordinator of Administrative Inst. - Rosa Ament
Coordinator of Think Tank - Jonathan Perry
Six at-large members - Sandy Colbs, Martha
Christiansen, Louise Douce, Dennis Heitzman,
Cheryl Nowell and Reina Juarez

The proposed terms of office are: Co-chairs - staggered three-year terms; group members - minimum of two years with no specified maximum. Jaquie expressed concern that the term of office for group members made it difficult to add new people. She asked that they think more about this.

C. Mid-year meeting

It is proposed that the mid-year meeting be a two-day annual meeting. The following estimated budget is based on the 2005 meeting being held in Chicago:

Facilities and food for two days	\$1200
One night dinner for core group - 12 @ \$35	420
Two night accommodations - 12 @ \$73/night	880
Travel (including food and airport limos)	<u>3500</u>
Total	\$6000

At the mid-year meeting they will continue to discuss how to make things more technologically available to participants. Kathy indicated that she and Tom have been meeting and that they will meet to plan the mid-year meeting.

XI. Adjournment

Mary B-R. moved and Maggie seconded that the meeting be adjourned. The meeting was adjourned at 4:44 p.m.

Action Items

1. **Chuck** will make category changes/ revisions to the budget and conference budget planning guide.
2. **Malcolm** will revise criteria to be eligible to attend and participate in conferences and send them to the board.
3. **Bob** will look at re-designing the webpage for the public and for members.
4. **Maggie** will add to the conference template that space be designated in the program for diversity leadership mentee presentations.
5. The **Public Relations/Advocacy work group** will re-evaluate the Resource Speakers' List survey.
6. **Jaquie** will give Denise the list of international attendees.
7. **Denise** will present the full results of the multicultural survey to the Board at the mid-year meeting.

Minutes recorded by Anika Fields

AUCCCD Governing Board Meeting
October 10, 2004
Lake Tahoe, Nevada

Present: Jaquie Resnick, President; Greg Snodgrass, Past President; Chuck Davidshofer, Treasurer; Anika Fields, Secretary; Mary Bolin-Reece; Mary Doty; Maggie Olona; Harriett Copher Haynes; Dan Jones; Malcolm Kahn; Bob Rando; Denise Hayes; Greg Eells

President Jaquie Resnick convened the meeting at 8:15 a.m.

I. Old Business

A. By-law Changes - Chuck and Greg S.

The Board reviewed changes to the by-laws. Chuck will make all changes and send to the Board. Denise moved and Dan seconded that we accept the by-law changes. The vote was unanimous.

B. Mid-year Meeting

The mid-year meeting will be held March 23-24, 2005 in Tampa at the end of the NASPA conference.

II. Conference

Lake Tahoe - Judy Mack and Emil Rodolfo

There were over 59 submissions for presentations. At present there are 310 members registered for the conference. At registration deadline there were only 250 who had registered. It was felt that we need to make a stronger statement regarding the registration deadline. It is estimated that there will be at least 340 in attendance at the opening banquet. The pre-conference fee is too low.

III. New Business

A. Membership

The Board reaffirmed the criteria for emeritus status in the By-laws.

B. Liaisons - Financial Support

Organizations in which we have liaisons were divided into "A" and "B" categories as follows:

1. APA - Division 17 (A) - Jaquie
2. IACS (A) - Dan
3. ACCTA (A)
4. NASPA (A) - Maggie
5. ACPA - CCAPS (B)
6. Jed Foundation (B) - Greg E.
7. NASPA Roundtable (A)
8. ACCA (B) - Bob
9. ACHA (B) - Greg E.

We will decide on a projected budget for liaisons at the mid-year meeting.

C. Webmaster

After a brief discussion it was decided that Bob needs an assistant to help him with work on the web. Maggie moved and Harriett seconded that we hire a student to assist Bob with the web at a rate of \$12 per hour up to \$10,000.

Anika left at noon; Mary D. took minutes.

D. Treasurers' support

The Board is supportive of funding secretarial support for the treasurer. Chuck doesn't think this is needed immediately, but would like to have the philosophical support. He will provide the Board with an estimate of the cost for secretarial support for the treasurer at the mid-year meeting.

E. Cash prize for Student Media Award

Maggie moved and Greg (which Greg?) seconded that we give a cash award of \$200 to the winner of the student media award. The vote was unanimous. This will begin immediately.

F. President's Discretionary Fund

Jaquie discussed having a president's discretionary fund that would be use for various gifts and unexpected things that occur. Harriett moved and Greg (which Greg?) seconded that

We established a president's discretionary fund line item for \$500. The vote was unanimous.

G. Elements of Excellence Proposal

1. After some discussion, Maggie moved and Bob seconded that the Elements of Excellence budget be set at \$8,445. The vote was unanimous.
2. Maggie moved and Dan seconded that the Board accept E of E's recommendations for restructuring, with the exception that they work on term limits for the core committee members and bring their plan back to the Board. The vote was unanimous.

IV. Special Lunch Guest - Les McMinn, University of Surrey and Chair of HUCCS

HUCCS is the equivalent of AUCCCD in the United Kingdom. The discussion centered around who provides college counseling in the UK, parameters for service and the movement from totally state-funded to more student funded centers. In addition, current trends in the UK and the US were shared.

Anika returned at 1:45

V. Mission Statement

It was moved by Maggie and seconded by Greg (which Greg?) that the AUCCCD mission statement be accepted as follows:

"The mission of AUCCCD is to assist college/university counseling center directors in providing effective leadership and management of their centers, in accord with the professional principles and standards of Psychology, Counseling, and Higher Education. AUCCCD promotes the awareness of college student mental health through research, education and training provided to members, professional organizations and the public with special attention to issues of diversity and multiculturalism."

VI. Gallagher Survey and Maryland Databank

The Board concluded that AUCCCD is now at a point where it needs to be responsible for its own data gathering. We will pay for the Databank this year; the Gallagher Survey has already been paid for. Maggie moved and Greg S. seconded that AUCCCD establish its own annual member survey of demographic, administrative and clinical data. The vote was unanimous. The Research and Science work group, co-chaired by Bob and Chuck, plus four or five other member directors will draft the survey. Malcolm volunteered to be in the latter group.

VII. Dues

- Malcolm moved and Denise seconded that the Board designate \$5,000 to be used as seed money to defray costs of AV equipment and services at the annual conference. The vote was unanimous.
- Mary B-R. moved and Dan seconded that annual dues be increased by \$60, for a total of \$130, to be effective in the next dues period. The vote was unanimous. The increased revenue will be used as follows:

Elements of Excellence	\$11
Conference support to defray cost of AV equipment and services	10
Webmaster	20
Journal	15
Liaison and other Board support	<u>4</u>
Total	\$60

- Greg moved and Maggie seconded to charge a late fee of \$20 for dues received after August 15 of each year. The vote was unanimous.

VIII. Adjournment

The meeting was adjourned at 3:30 p.m.

Action Items

1. The **Board** will decide on a projected budget for liaisons at the mid-year meeting.
2. The **Research and Science work group**, plus four or five other member directors will draft the AUCCCD survey.
3. At the mid-year meeting, **Chuck** will provide the Board with an estimate of the cost for secretarial support for the treasurer.

Minutes recorded by Anika Fields and Mary Doty