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| **Meeting Title** | **:** | VEMA IHE Caucus Board Meeting |
| **Date** | **:** | 25 September 2013 |
| **Time** | **:** | 08:00 – 09:00 AM |
| **Place** | **:** | Conference Call |
| **Chair** | **:** | Zachary Pope, hosted by Adam Crowe |
| **On the Call** | **:** | |  |  | | --- | --- | | **Internal:** | Adam Crowe, Pete Sommer, Brittany Schaal, Will Flagger | | **External:** |  | |
| **Minutes Submitted By** | **:** | Brittany Schaal, Secretary |
| **Minutes Submitted On** | **:** | 25 September 2013 |
| **Next Meeting** | **:** | |  |  | | --- | --- | | **Date:** | 23 October 2013 | | **Time:** | 8:00 – 9:00 AM | | **Place:** | Conference Call | | **Chair:** | Zachary Pope | |

**Agenda**

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| **#** | **Items** | **Discussion** |
|  | **Welcome** |  |
|  | **Minutes** | Motion to Approve Amended Minutes: Pete Sommer  Second: Will Flagger  Minutes Approved at 8:20 AM |
|  | **Committee Reports** |  |
| 3.1 | Audit | First meeting a couple weeks ago. Everything is fine. There is an issue where they were making money on investment accounts. Proposal to use the money will be sent to the Board. |
| 3.2 | Awards/Recognition | Have not met. |
| 3.3 | Certification | No report. |
| 3.4 | Constitution/By Laws | No additional meeting. |
| 3.5 | Legislative | Will remain quiet until the General Assembly kicks up again. |
| 3.6 | Nominations | Will be more active in January. |
| 3.7 | Symposium | No report. |
| 3.8 | Technology | No report. |
| 3.9 | Membership/Marketing | Have not met. |
| 3.10 | Scholarship | No report. |
|  | **Old Business** |  |
| 4.1 | By Laws Revisions | Added that the terms of office should be staggered. Ensure electronic voting is available should it be necessary. Addressed the voting concerns previously identified. Also reviewed changes regarding quorum and proxy voting.  With the changes being accepted motion to approve By-Laws: Pete Sommer  Second: Will Flagger  By-Laws Approved at 8:39 AM |
| 5. | **New Business** |  |
| 5.1 | Strategic Plan | Pete is sitting on the committee for the Association Strategic Plan. The intent is to have a survey out at the Coordinator’s Briefings to get a sense of what the membership wants. The intent is to have a draft version of the plan for the next five years at the VEMA Board December Meeting so it can be adopted at the March Symposium.  While, the IHE Caucus Strategic Plan should align with the Association Strategic Plan the Caucus should continue to move forward with previously identified goals for the group. |
| 5.2 | 2014 Elections | Which officer should be put up for election? Perhaps put some up for one year term and others for two year terms. If all current officers are up for election this year, the potential for continuity could be disrupted.  Recommendation for further discussion to put the Board Representative and the Chair together for a one year term and the Vice Chair and the Secretary together for a two year term. |
| 5.3 | Website | Provide additional information on the website to include the minutes. By-Laws should be public and the minutes should only be available in the member area. Post the webinar information. Make the recorded version of the webinar only available on member side.  Recommendation to table the discussion until the next meeting. |
| 6 | **Close of meeting** | Meeting adjourned at 8:56 AM |

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| **#** | **Item** | **Discussion** |
| 1. | **By Laws** | Pete will send the final version of the By Laws by the end of the week. |