



Board of Directors Meeting

Thursday, August 17, 2023

12:00pm EST, 11:00am CST

Present	Absent	Name	Position
X		Daniel Armitage	President
X		Brian Browning	President-Elect
X		Michael Murphy	Vice President
X		Donna Morris-Powell	Immediate Past President
X		Jack Burgess	Treasurer
X		Carol Agomo	Secretary
X		Stephanie Edgett	Conference Coordinator
X		Robin Parker	Professional Development Coordinator
X		Andrew Smith	Communications Coordinator
X		Esmeralda Valdez	South Rep to NACAS National
X		Alla Jeanae Frank	Membership Coordinator
	X	Lynette Smith	NACAS Home Office
		TBD	Co-Host Committee Chair
		TBD	Co-Host Committee Chair

1. Call to Order/Welcome

Danny Armitage

- A. Meeting was called to order at 12:05 pm EST/11:05 am CST
- B. Danny welcomed everyone.

2. Goal for Each Board Position

Danny Armitage

- A. Each Board member should select 2-3 goals for the year and send them to Danny and Carol before the mid-year meeting.

3. CX24 Host Committee Commitments

Danny Armitage

A. Current commitments:

Jonathan Varnell	UCF
Kevin Sowers	UCF
Matt Mueller	Florida
Nancy Santiago	USF
Mitch Kilcrease	FSU
Shannon Staten	FSU
Allison Johnson	Texas
Robert Valdez	Texas
Wendy Denman	UNT
Richard Owens	UNT'
Mohamed Ali	Tenn
Megan Henderson	Tenn

- B. A meeting has been scheduled for next week with this committee to select chairs.

4. NACAS South Mid-Year at Swan and Dolphin Mid

Danny Armitage

- A. Send travel times to Carol and Stephanie for planning meals and meetings.
 - i. Provide your dietary restrictions as well.
 - ii. Attendees can Uber from the airport to the hotel and then use resort transportation for all other travel.
- B. We need to discuss the schedule for the September meeting:
 - i. Arrival Day (9/12)– Dinner
 - ii. First Full Day (9/13)– Tour of event space, view opening/closing locations, and discussion of potential keynote speakers.
 - iii. Second Full Day (9/14) – Board meeting /Retreat/Bylaws review
 - Prepare by reviewing the current bylaws.
 - Bylaws – review so that we can answer Donna’s call to be change leaders.
 - Review changes to the conference schedule, how we operate, and how do we get more people involved.
 - iv. Fly-out Day (9/14) – Breakfast and travel home.
- C. We will discuss plans for National Conference in November

5. Board Reports

All

A. President-Elect

Brian Browning

- Met with Danny and Stephanie to review the Dollywood contract.
- Still waiting on information about exclusive access to the park for an opening or closing event.
- They remain excited about us hosting the conference in 2025.

B. Vice President

Michael Murphy

- i. Collect information to contact vendors for the South CX24.

C. Immediate Past President

Donna Morris-Powell

- i. Will not be able to attend the mid-year meeting but looks forward to acting on future updates to the bylaws.
- ii. Will initiate the SOP to guide future board members.
- iii. Will work with Michael and Andrew to transition social media responsibilities.

D. Treasurer

Jack Burgess

- i. Jack has gained access to previous financial statements.
- ii. Will work with Carol to gain bank access and should be able to provide future financial statements.

E. Secretary

Carol Agomo

- i. Will share the July meeting minutes for the group review and future approval.
- ii. Working with NACAS National to update the website, fixing broken links, and adding meeting minutes.

iii. Working with Jack to gain appropriate access to the NACAS South account.

F. Conference Coordinator

Stephanie Edgett

i. Mid-year meeting:

- Would like to have all travel times to schedule meals and other activities.
- Will update the reimbursement form.

ii. Will work with Joanna on the timeline to open registration for South CX24 after Toronto.

- Need call for programs (Robin) and nominations (Alla Jeanae) timelines.

iii. We will be using Cvent this year.

iv. Needs to get her credit card expiration date extended.

G. Professional Development Coordinator

Robin Parker

i. No report.

H. Communications Coordinator

Andrew Smith

i. Will work to gain access to the website to facilitate updates.

ii. Would like to create and distribute a newsletter and will report on this in September.

I. Membership Coordinator

Alla Jeanae Frank

i. Sent dashboard last week.

ii. Four new renewals and now a t 141

iii. Would like to meet with Robin and Andrew on her goals to discuss in the September meeting.

iv. Would like to review isolated groups.

J. South Rep to NACAS Board

Esmeralda Valdez

i. The August Board meeting is upcoming.

ii. CEO Transition:

- Since Matt's transition, Bill has stepped up as interim CEO.
- They are working on having a finalist by C3X to invite them and give an opportunity for membership engagement.
- She has been encouraging engagement from the regions and leadership for input.

iii. Working on documentation of procedures.

iv. Preliminary discussion on regional alignment appears to be on hold.

v. 10 participants have been selected for DIAL. They will announce at the Toronto CX.

vi. Should we review the survey results from the last CX that Lynette shared in conjunction with the information session at the final session in Dallas?

K. NACAS Home Office

Lynette Smith

i. The 2024 Virtual Leadership Team meeting is scheduled for January 18, 2024, from 1:00-5:00 pm EST.



ii. The NACAS regional board presidents have been sent an invite, and they ask that we save the date.

iii. A formal invitation will be sent in a few weeks to all invited attendees.

L. **Host Committee Co-Chairs** *TBD*

i. No report

6. Other Business/Next Steps

A. Next meeting will be our mid-year meeting in Orlando.

7. Adjourn

A. Meeting adjourned at 12:58 pm EST/ 11:58 am CST