



**Board of Directors Meeting**

Thursday, February 15, 2024

11:00m EST, 10:00am 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
		Wendy Denman	Co-Host Committee Chair
		Richard Owens	Co-Host Committee Chair

**1. Call to Order/Welcome**

*Danny Armitage*

- A. Meeting was called to order at 11:00 am EST/10:00 am CST
- B. Danny welcomed everyone.

**2. State Director Ad Hoc Recommended Position Description**

*Danny Armitage*

- A. State Directors' position descriptions were reviewed.
  - i. This is a great opportunity for intro to leadership before potentially serving on the board
  - ii. Motion to take this to a vote at the April meeting by Dr. Esmey Valdez, seconded by Robin Parker.
    - All in favor, motion carried.
    - Action needed:
      - Following the April vote by the membership, if approved, move to add to by-laws.
      - Recommend that the new board accept nominations and determine the State Directors' selection process.

**3. CX24 Host Update**

*Richard Owens & Wendy Denman*

- A. Host
  - i. Options for opening night were reviewed and discussed
    - Hollywood Studios - Epic Celebration vs Epcot Dessert Reception and Fireworks and Park tickets.
  - ii. Motion to vote for options, budget providing, by Danny Armitage. 9/2 in favor of Hollywood Studios.

- iii. Options for closing events were reviewed and discussed - Dueling pianos for entertainment and lawn games.
  - iv. Options for pre-conference were reviewed and discussed - Chocolate Kingdom, Flamingo Crossings, Valencia College Walt Disney School of Culinary Arts, and Hospitality Tour. (We will need to assess a transportation and lunch fee.)
  - v. Options for pre-conf workshops were reviewed and discussed - Engaging spaces, Sustainability in Aux Services, and Innovative ideas/practices. (We will need to assess a fee.)
  - vi. Wellness Morning options were discussed: Scholarship fundraising, self-paced 5K with map, instructor-led yoga, and social meetups.
  - vii. Sign up Genius: sign up for pre-con, pay when signing up on the site, update on an ongoing basis, can add sponsorship logos, no ads.
- B. Programs (Robin Parker)
- i. Eight program submissions received to date.
  - ii. We will extend the deadline to submit to March 1.
  - iii. An email will go out on Monday, February 19.
  - iv. Emails will also go to past presenters.
  - v. There are concerns for BP spotlights: there are 16 slots, and we have 0 submissions. Follow-up needed for BP.
- C. Business Partners (Michael Murphy)
- i. New portal for BPs.
    - Working with Business Partners to help them understand the new portal.
  - ii. Working to obtain new Business Partners; there are 30 Business Partners so far.
  - iii. We Need to review and confirm the desire for how we want to include sponsorships.
  - iv. Discussion of sponsorship levels ensued: Diamond sponsors usually get keynotes and large events; they also get to address attendees. Gold, then silver support smaller and then smaller events.

#### 4. Nationals update

*Danny Armitage*

- A. Discussion about efforts spearheaded by National ensured.

#### 5. By-Laws Update

- A. We do not have all roles and responsibilities defined (such as voting rights) in the by-laws. Glen from Auburn will help with the review and updates to the by-laws.
- B. We need to form a nominating committee. Danny will send names to Donna for open positions: VP and Professional Development Coordinator roles.
- C. We will need to send emails seeking nominations for these open positions and bylaws before the April meeting.
  - i. Bylaws require 45 days before the meeting.
- D. Donna needs to update the plaques.

#### 6. Nominations Committee

- A. Action: The group should send names for VP and professional development coordinator nominations. Email to Donna and Danny. Consider a state not currently represented on the board.

## 7. Board Reports

- All*
- A. **President-Elect** *Brian Browning*
- i. The Disney Institute is confirmed for the conference.
  - ii. Dollywood contract secured for 2025.
- B. **Vice President** *Michael Murphy*
- i. Business Partner updates provided.
- C. **Immediate Past President** *Donna Morris-Powell*
- i. By-laws update provided.
- D. **Treasurer** *Jack Burgess*
- i. Need to assemble a committee to conduct the audit; a third person is needed.
  - ii. Jack will discuss this further with Danny.
- 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. CX24 updates provided.
- G. **Professional Development Coordinator** *Robin Parker*
- i. Programs update provided.
- H. **Communications Coordinator** *Andrew Smith*
- i. No updates.
- I. **Membership Coordinator** *Alla Jeanae Frank*
- i. Awards opened on 1/31, and we have three awards nominees.
  - ii. Vendor information will be shared with Donna.
- J. **South Rep to NACAS Board** *Esmeralda Valdez*
- i. Shared notes via email with the Board for review.
  - ii. National is asking for South Rep to sit on the nominations committee.
    - They will open nominations in May.
- K. **NACAS Home Office** *Lynette Smith*
- i. Shared report with Board for review.
  - ii. The Senior Executive Summit in March will be held in Arizona.
    - Registration is open till 2/23.
- L. **Host Committee Co-Chairs** *TBD*
- i. No report

## 8. Announcements

- A. Dr. Esmey has an upcoming presentation!

## 9. Adjourn

- A. Meeting adjourned at 11:55 am CST/12:55 pm EST