



**Executive Committee Meeting
Southern Regional Honors Council
Orlando – Swan and Dolphin Resort
Europe 10 (and via Zoom)
Thursday, October 28, 2021
11:03-12:05 (EDT)**

Call to Order

SRHC President Kathy Cooke called the meeting to order at 11:03am (EDT). Present were the following Executive Committee members and invited guests: Kathy Cooke (President, University of South Alabama); Aaron Hanlin (Vice President, Seminole State University); Jon Blandford (Secretary, Bellarmine University); David Coleman (Treasurer, Eastern Kentucky University); Molly Rovinski (Student At-Large, Bellarmine University); Mason Hand (Student At-Large, The Citadel); Tom Jones (Parliamentarian, Gardner Webb University); and Maria Vandergriff-Avery (Charlotte Conference Co-Chair, Catawba College). Joining remotely via Zoom were Karen Jackson (Faculty /Staff At-Large, North Carolina Central University), Heather Waldroup (Faculty /Staff At-Large, North Carolina State University); Hayley King (Student Vice President, Morehead State); and Patrick Jacobs (Student At-Large, North Carolina Central University)

Appointment of Parliamentarian

Kathy appointed Tom as parliamentarian. No objections.

Approval of Agenda

Kathy called for the approval of the meeting agenda disseminated. *David so moved. Aaron seconded. Motion unanimously approved.*

Approval of Minutes

Kathy called for approval of the minutes from the previous meeting. *David so moved. Mason seconded. Motion unanimously approved.*

Treasurer's Report

\$3,000 distributed to fund *Sanctuary* journal in accordance with vote taken at September executive committee meeting.

78 institutions have paid institutional dues to date, a number that should go up following tomorrow's general business meeting. David anticipates we will hit the 105-110 we had last year.

In response to question raised at September meeting about compliance with tax law and our 990 tax filing, David contacted an accounting firm in Richmond. They can look into this issue for us for a minimum fee of \$1500 per year. Should we go with this or do we need to price around?

Kathy asked about health of budget. David pointed out we have made up considerable ground because we made money from last year's event and have not spent a dime on Partners in the Parks and other typical expenses. Reminder of our previous discussion of how we need more savings to cover a disastrous event (e.g., cancellation of a conference).

Kathy asked about conference insurance. David pointed out we used this last time Jon asked about what insurance covers? Covers liability, not conference cancellation.

Back on subject of tax filing, traditionally we have filed a postcard 990-N, but given complexity of organization and having two separate accounts (one for general budget, and separate account for conference expenses), we need to run through a CPA to make sure everything is above board.

Kathy asked if we might get more help out of this CPA by paying more than the \$1500 min. What else might we need? Maybe questions re: 501 (c)(3) status?

Kathy called for motion to accept treasurer's report. *Jon so moved. Aaron seconded. Motion unanimously approved.*

Kathy called for motion to approve \$1500 to Richmond CPA for help filling out tax forms. *Aaron so moved. Mason seconded. Motion unanimously approved.*

Partners in the Parks

David asked where PITP stands. Aaron said they do plan in person for summer 2022. Not sure about the upcoming winter.

Usually (i.e., when we're not in the throes of a pandemic) at this meeting we authorize PITP scholarships and amount. We have awarded as few as 10 and as many as 15. Last time we awarded these, we raised the per-student amount to \$700, but awarded only 10, with no more than 1 per institution. Those who got offered the money then had to pay us back after cancellation. \$7000 total awarded last time, when our budget was closer to \$50,000.

Molly asked about what the scholarship covers. David explained the \$700 covers registration cost. Directors /programs usually cover hotel the night before and flight for students. Kathy pointed out NCHC provides funding support as well.

David recommended doing 10 at \$700 each again, with no more than 1 per institution, and if there is a lot more demand we can revisit.

Molly suggested there may be pent-up demand from students because of the pandemic. Mason confirmed this is the case at the Citadel, where there has been a 60% increase in study abroad applications over what they saw 2 years ago.

David reminded us that 100 institutions paying dues is \$7500, and we wouldn't want to go much more than that.

Kathy suggested we could go to a dozen, given that in our current budget PITP and the conference are our only major expenses. We are a shoestring treasury, not NCHC. We are not trying to make money, but ensure stability. \$8400 would fund 12.

Molly moved we fund 12 students at \$700 each. *Heather seconded. Motion unanimously approved.*

Conference Updates

Greg Tomso has checking account and website set up. Aaron and Greg are meeting on Saturday to set up registration links. Aaron has designed logo and flyer for general business meeting tomorrow.

Need to figure out dates for hotel block and registration deadline and also fee.

David will get local arrangements info from Mike Sloane and get it to Aaron, and will forward contract to Aaron.

Haley asked about timeline and posting that timeline to Facebook. Mason sent the Birmingham flyer photo to folks joining online.

What do we want to set as fees? Aaron observed that we want people to pay dues, so discounted registration is helpful. Suggested a flat rate for all non-members (regardless of if it's early reg or not).

Proposal window will open November 5.

Mason asked about avg attendance Highest was 797 – Asheville; lowest was 450 (Memphis; did not fill room block).

Molly asked about proposal review process (whether rolling or all at once). In response, explained that we typically accept all submissions under the assumption that they have been vetted first by director or other staff member at student's institution.

Maria said she tells her students proposals to be vetted but has had students have gone around this before

Need to add box with "my director has reviewed this" or something of that nature?

Jon will share last year's application with Aaron after getting it from Erik Liddell.

Karen pointed out anything related to \$ needs to go out soon (registration and hotel, even if only ballpark) so that institutions can plan accordingly.

Kathy reminded us about our previous discussions re: equity and funding for institutions that may need additional support?

What are biggest needs for struggling institutions? Karen said wherever it is easiest.

Kathu suggested we underestimate this time – 200 attendees? The problem with Memphis is that we overestimated. With Virginia schools potentially out because of formation of new Atlantic regional, that may depress registration.

2023 Charlotte conference – Denise and Maria have conducted a walk-through and talked with hotel – everything is in order, progressing as it should.

Location for 2024? Aaron asked if that is something about which we usually poll the larger membership.

David pointed out Linda Frost and her team have discussed Chattanooga. Mason asked if it has ever been at Charleston, which is home both to the Citadel and College of Charleston.

Tom observed when we held conference in Memphis, schools in the western part of the region did not show (even though that was the purpose of having it here). Had Little Rock a long time ago and it went well, as did when we held conference in Baton Rouge. Still, best attended conferences are in the eastern part of the region.

Tom asked about attendance at Greenville, it being a relatively cheap place to host a conference.

Mason asked about how the planning process works? Local schools do much of planning because of the importance of local expertise. Had to go to Birmingham to honor our contract from the cancelled 2020 conference.

Diversity and Inclusion

Kathy pointed out that diversity efforts are at the center of our planned conference. There's the intellectual content of the conference, but also its structural underpinnings—i.e., who can afford to attend, who do we highlight, who do we bring in?

Is it possible for us to recognize economic circumstances and promote equity in terms of attendance?

Heather, Karen, and Kathy have been working on this. Could it be expanded to a subcommittee of the Southern Regional?

Molly asked if the majority of schools front costs or students pay. David replied that it varies.

Jon said he pays out of a grant. David explained how his endowment funds student participation in NCHC. Aaron explained how endowment at his school funds students at SRHC.

Tom brings his president to this meeting periodically and then he gets more money. David has brought his president before.

Molly asked about checking with institutions re: need and whether they fund /don't fund students.

Discussion of transportation partnership + filling rooms with students from multiple institutions.

Haley mentioned the budget for student travel at her institution has been shrinking, which is likely the case at many (most?) institutions.

Student Rep Report

Molly started a meet your rep Monday on SRHC social media. Not a lot of interaction. 200 followers, but only 2 people paying attention. Mason suggested we plug that at tomorrow's general business meeting.

Mason and Molly will plug tomorrow at meeting. Haley advised promoting through individual schools

Mason asked about distro list. Mason will type up social media brief

Kathy pointed out we need student reps to figure out how to infuse student experience throughout the conference. Could a student serve as conference liaison?

Mason asked for logo for Instagram, and Molly for confirmation of dates for updating social media

Other business?

Back to conference, Kathy asked if we should send out a decision date?

Aaron doing virtual conference for Florida state honors, association so is pretty strapped in early February.

Turnaround date of February 18?

Haley asked about the likelihood hotel would fill up. David more worried we will not make our block

Would it make sense to survey membership in terms of conference fees and how much those limit them? To offer one free student registration to every institution? Offer more for places that are outside of driving range? Some other way to support institutions?

Other option is to raise dues. Currently \$100 per institution per year. That would need to be voted on at meeting, with a 90-day advance notice. Need another exec committee meeting 90 days prior to conference. By new year? Late November /early December on Zoom?

Discussion of agenda for tomorrow's meeting.

Kathy called for motion to adjourn. *David so moved. Aaron seconded.* Unanimously approved.

Meeting adjourned at 12:00pm (EDT)