

TYCA-Midwest EC/AC

Board Meeting

Renaissance Savery Hotel

Des Moines, Iowa

Friday, April 9, 2010

I. Roll call establishing a quorum.

Members Present:

Executive Committee:

Paul Resnick, *Chair*;
Carol Luvert, *Treasurer*;
Ruth Fairchild, *Secretary*;
Deborah Bertsch, *Information/Web Manager*;
Karla Brown, *TYCA/NCTE Representative*;
Tom McCulley, *Site Coordinator*;
Nancy McMahan, *Adjunct Faculty Representative*

Advisory Committee:

Keely Austin, *Illinois*;
Andrea Lang, *Nebraska*;
Rich Peraud, *Missouri*
Karen Busch, *Minnesota*
Mark Newman, *Iowa*

Also Present:

Alan Hutchison, *2010 Local Arrangements Chair*;
Karla Brown and Carol Luvert, *2010 Co-Program Chairs*;
Ingrid Emch. *2011 Program Chair*

The meeting was called to order at 4:07 p.m.

II. Approval of board minutes from October 2009

M/S/P: accept minutes

III. Introduction of EC/AC members and Guests

IV. Reports

A. Chair's Report:

Personnel:

- Need to review "Terms of Service" document
- Need a Membership Chair to fill out Jennifer Dunkel's two years (resigning due to impending arrival of second child)
- Need Indiana representative—will also need Iowa rep as Mark is retiring in 2011
- Need three people to run for EC positions, especially Treasurer
- Brenda's term as Four-Year College Representative is up this year—may be time for us put that one on hold for a year to re-evaluate the position

Award Nominations:

- Outstanding New Faculty Award—nominations in
- Outstanding Adjunct Proposal Award—will be chosen once proposals are in
- Unsung Hero Award—make suggestions to Paul
- Lifetime Achievement Award—make suggestions to Paul

Other Items:

- Continuity—EC/AC job descriptions—everyone should review the bylaws and write updated job descriptions for their positions
- Continuity—Conference Manual
- Create space on website for people to share travel or room expenses?
- Handicapped Accessibility policy needed—Karla will check what the costs were in Madison and what other regionals and NCTE have for such policies
- Should we raise the conference fees because of rising hotel technology costs?
Maybe okay to put it off for two years since the Des Moines and Columbus conferences won't have hotel conference technology fees (also considering the current economic situation)
- Should we provide a \$500 stipend for someone (the TYCA/NCTE representative) from TYCA-Midwest to attend CCCC? This would be a contract because that representative must attend TYCA Talks, Saturday's all day meeting, and any other TYCA events.
- M/S/P That TYCA-Midwest allocate a stipend up to \$500 for the TYCA/NCTE representative (or the EC Board Chair or her/his designee) to attend CCCC or the NCTE conference for the purposes of attending the board meetings and other TYCA-related duties.
- Reminder TYCA-Midwest pays up to \$100 per person to attend the board meetings

B. Treasurer—Carol Luvert

- Still learning how things are set up, still finding some holes
- Reviewed report that goes to NCTE
- Reminded the board that we should not have more than \$25,000 in income (or we do an additional tax form and may lose our tax exempt status)
- Little income for membership except for the conference attendees
- Maybe broke even or made \$1000 at the Madison conference
- Currently have \$25,077 in savings/checking (\$2000 less than last year at this time)

How much of a cushion do we want? Discussion about setting a minimum amount that we would want to maintain (to be reviewed every two years) and prioritizing austerity measures for when we reach it.

M/S/P TYCA-Midwest establish a practice of maintaining a reserve amount of \$18,000 (that amount to be reviewed at least every two years at the spring meeting). All discretionary expenses, as determined by the board, must not bring the balance below the \$18,000 reserve amount.

M/S/P Approve the treasurer's report

C. Membership—Position Open (Jennifer Dunkel, not present, has resigned)

No report

D. Information Coordinator/Web Manager—Deborah Bertsch

Changes made to the website as shown in written report. Updates to board member list, conference pages, and award winners. Other proposed changes: adding a message board, job announcements, and links to related organizations. Deb can keep it updated, but if we want more design work done, we will have to hire a professional.

E. *Midwest Messenger*—Jen Richrath (not present)

Most of the post-conference issue is done, waiting for it to be printed.

F. TYCA/NCTE Representative—Karla Brown

NCTE visiting officer for the fall conference will be the TYCA Secretary from Utah (we pay registration, meals, and half the room). Revision of Research and Scholarship document circulated. A major concern at the national level is dual/concurrent enrollment. Next year's CCCC is in Atlanta, Georgia, April 6-11—consider submitting a proposal. Upcoming “TYCA to You” columns are about the outstanding programs and a 2020 vision statement—send ideas for them to Karla.

G. Four-Year College Representative—Brenda Eatman Aghahowa (not present)

No report

H. Site Coordinator—Tom McCulley

Developing leads on sites and contacts

2011—Columbus, Ohio

2012—Lincoln, Nebraska

2013—Normal, Illinois (maybe)

I. Nominations Committee—Sheldon Wrice, Leslie Roberts, Linda Houston (not present)

No report—work to be done for the fall meeting and elections

J. Archivist—Leslie Roberts (not present)

No report

K. Adjunct Faculty Representative—Nancy McMahon

Current economic situation has put more pressure on adjuncts—less chance for full-time positions and more expectations for committee work. What can we do? Insist on the same hiring criteria for adjuncts as full-time faculty. Support your adjuncts; help them fight for benefits. Find one who might be willing to be the new adjunct rep as Nancy is approaching retirement.

L. Advisory Representatives

A new agenda item. Do any of the state representatives have anything they want to say? Karen Busch commented on the continuing budget constraints. Karen to be on sabbatical next year, and Kathy Steffen (Ridgewater, Hutchinson, Minnesota) will be filling in for her as representative from Minnesota. Keely Austin asked about getting email addresses for recent conference attendees by state. Carol Luvert will send the most recent list she has. Sarah Johnson may have a more current list.

V. 2010 Conference Report

a. Local Arrangements Chair, Alan Hutchison

Promotion—will be sending reminder cards before end of semester
Inviting high school teachers who teach dual enrollment—DMACC
paying registration for them and for DMACC adjuncts
Lots of brochures, posters, and magnets—everyone to take some
(graphics for conference selected as part of a contest)
Iowa Teacher of the Year is an English teacher who will be promoting the
TYCA conference
Conference proposal forms now on the web—also working on getting
registration on there, too
Accounting procedure has been established, copy of the budget distributed
Bedford paying for appetizers for Thursday evening reception (and
providing bags)
Maybe Pearson covering the cost of Friday breakfast
What are past practices for the cost of advertising in the conference
program? Publishers are asking—maybe a package deal—table
plus ad
Also a lead on someone paying for the luncheon
Maybe a farmers' market option for Saturday morning breakfast
Registration procedure in place—a few early registrations already in
Also looking into options for Internet or computer terminal registration
(through Wells Fargo)
M/S/P To establish an account with Wells Fargo for a terminal to be used for
registration during August, September, October
Committees set up for tasks like stuffing folders, DM Convention and Visitors
Bureau has offered people to work—Marshalltown CC has also
volunteered to help (maybe as presidors)
Booked a DMACC person with a three-piece band for the reception
Dean from DMACC has tentatively agreed to do a welcome

DMACC will have a technology person to troubleshoot—the screens will be rented from hotel but the rest of the equipment will be from DMACC at no charge (liability waiver in place)
Planning for awards—standard ones are for the new faculty and adjunct proposal, organizers may do their own for their workers and the speakers
Working on luncheon schedule, greetings from local campus president
Will arrange restaurant reservations and sign-ups for dinner groups
Suggestion to request that rooms in our block be those with larger bathrooms since many people will be sharing
A possible after-session is a bike ride and winery visit

- b. Co-Program Chairs, Karla Brown and Carol Luvert
Asking everyone to promote attendance and to propose sessions
Making sure that adjunct proposals have the option of being considered for the Outstanding Adjunct Faculty Proposal Award

VI. 2011 Conference Report—Ingrid Emich, Columbus, Ohio

Dates set for October 13-15, using their college's conference center (fees have been waived) and the Hyatt Regency Columbus (rooms will be \$125 per night) with a block of rooms already reserved (will try for a later cut-off date and a reduced minimum on the Thursday reception food bill).

VII. 2012 Conference Report—Carolee Ritter & Jeanine Jewell, Lincoln, Neb. (not present)

Alan received a report that he read: the dates are Oct. 11-14, Holiday Inn Downtown, \$114 room rate (including parking), Haymarket district, farmers' market on Saturday, possible speaker Ted Kooser

VIII. Old Business

None

IX. New Business

None

X. Adjournment—Meeting adjourned at 9:14 p.m.

Respectfully Submitted,

Ruth Fairchild