

Tau Sigma Delta (TΣΔ)

Meeting Minutes: Board Meeting, 2015
March 07, 2016, 12:05 p.m. (EST)

In attendance:

Kelly Carlson-Reddig, TΣΔ Treasurer
Thomas Fowler, TΣΔ President
Michelle Rinehart, TΣΔ Secretary

Stephen Schreiber, TΣΔ Northeast Regional Representative
Hofu Wu, TΣΔ Vice-President
Maria Jeffery, Administrative Support

Absent:

Roger Schluntz, TΣΔ Past President
John White, TΣΔ Former President and Advisor

1. **Approval of Minutes** (Michelle)
 - a. January: Approved unanimously (Michelle; second: Hofu)
 - b. February: Approved unanimously (Michelle; second: Tom)
2. **Treasurer's Report** (Kelly)
 - a. Current Balance: \$93,334.31
 - i. Cash Available: \$48,382; Investments: \$44,952 (Change since investment: \$-3,048)
 - b. Approved unanimously (Kelly; second: Michelle)
 - c. Working on budget reconciliation and budget proposal for next year
3. **Administrator's Report** (Maria)
 - a. 197 certificates requested since the last meeting (220 for this spring semester)
 - i. Usually, we get requests for about 700-725 certificates in the spring
 - b. Only six R.s.v.p.s for the breakfast
 - i. Will send a reminder
4. **Master Craftsman** (Tom)
 - a. Has agreed to do two additional boxes; will get back to us on the price
5. **Annual Meeting at ACSA Annual Meeting**
 - a. Events
 - i. Board Meeting scheduled for 1 pm on Thursday (Mar. 17)
 - ii. Gold Medal (Toshiko Mori) lecture on Thursday evening (Mar. 17)
 - iii. Board is invited to a dinner following the lecture
 - iv. Breakfast and Annual Meeting is on Friday at 8:00 am (Mar. 18)
 1. Michelle to circulate Annual Meeting minutes in advance
 - b. Don London will be in Seattle and will help to develop website and social media content
 - i. We will cover his one-day registration
6. **Budget Ad Hoc Committee Report** (Hofu)
 - a. See minutes in Meeting Package (Appendix 7)
 - b. Main items:
 - i. Establish an audit committee
 - ii. PayPal fees
 - iii. Procedures
 1. Establish a bill-paying schedule and create a payment ledger to ease workflow
 - iv. Establish a Reserve Fund through a set-aside of funds
 1. Will discuss this in our meeting in Seattle
7. **Website corrections** (Tom)
 - a. Michelle will look into it and get back to the group
8. **Future Officers** (Tom)
 - a. Will begin looking into potential candidates at the Annual Meeting
9. **By-Laws Reconfiguration** (Tom & Maria)
 - a. Work needs to continue
10. **For Future Meeting** (Tom)
11. **New Business** (All)
 - a. Should programs with substantial equivalency or other professional accreditation be eligible for chapters?
12. **Future Meetings**
 - a. Thursday, March 17, at 1:00 pm Western time
 - b. Future Meetings
 - i. Monday, April 4, & Monday, May 2

Meeting Adjourned at 12:53 pm