

CSHET Board Meeting Minutes
Wednesday, April 27, 2011
Avista Resort, Myrtle Beach, SC

Members Present: Sherry Eison, Kecia Hall, Datra Delk, Mitzi Grey, Deborah Harley, Debra Williams Excused: Ann Lampron Cynthia Rice

Topic	Discussion	Action Taken
Welcome to board members	Sherry Eison welcomed board members	
Secretary Report Presented by Debra Williams	Board Meeting Minutes from November 17, 2010 were sent out to board members for review. No changes were recommended.	Minutes approved. Action plan updated
President's Report Presented by Sherry Eison	Sherry reported the completed President's report for 2010-2011 except for updating the financial information from Ann Lampron.	<ul style="list-style-type: none"> ▪ Sherry to send the President's Report to board members for review with updated financial information
President-Elect's Report Presented by Kecia Hall	Kecia provided an update on the spring conference with review of assignments. Reported that the Spring Conference for 2012 will be held at the Avista Resort again April 25-27, 2012.	
Past President Report Presented by Sherry Eison	Sherry reported that the nominating committee has the following members to be submitted for the following positions for the Business Meeting 4/28: Yvette Spees for Director at Large, Serene Clontz for NC Director, Linda Kinney for Treasurer, Debra Williams for President Elect. Kecia to f/u with Pam Dellinger for the secretary's position. Presented the need to solicit for planning committee involvement for 2011. Will be presented at the CSHET Business Meeting.	
Treasury Report Presented by: Sherry Eison	Sherry reported the following from Ann that \$3,000.00 was transfer from CD due to drop in membership, decrease in conference attendance (40 registered for Spring Conference) and the need to cover conference fees. Felt that the cost of using credit card to pay for membership fees and conference was too costly. Suggested to discontinue this type of payment. Suggested looking at outside company to assist with registration and advertising for conference to increase attendees and improve finances.	<ul style="list-style-type: none"> ▪ Vote to stop using credit card ▪ Deborah to look at other options like registration through website versus a company
NC Director's Report Presented by Datra Delk-Patrick	Datra reported book complete and CD made for Historian Activity. Reported small number submitted for the CSHET awards to the awards committee but felt had good nominations for the Sandi Hargett, Jumpmaster and Scholarship awards.	
SC Director's Report Presented by Deborah Harley	Deborah reported that the information obtain on the web site has change. Previously information reported was by the number of hits to the site. Now she is reporting views which means people are looking at the CSHET web site. Suggested add links to increase traffic to CSHET web site. Suggestions included: NNSDO, educational web sites, AHEC's websites Discuss the new membership site vs spot light site on the website. Voted to remove the new membership from the website.	<ul style="list-style-type: none"> ▪ Vote to remove the new member site from CSHET web site ▪ Deborah to add links to the web site to increase traffic ▪ Deborah to add latest CSHET member highlighted to the Spotlight on web site
Director at Large	Mitzi reported plans to put cards on the conference tables. One	<ul style="list-style-type: none"> ▪ Sherry to send copy of

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Presented by: Mitzi Grey	<p>to get suggestions for the Fall Networking Meeting Theme at Brookstone Lodge in Asheville, NC on 9/23/2011. Also a card for planning committee name submissions. A copy of the updated Strategic plan and the revised Cross Statements Policy will be placed at the tables and be presented at the CSHET Business Meeting.</p> <p>Reported that Amy Vega is the Conference Coordinator for April 2011-April 2013 following Spring Conference. Amy needs a copy of the contract with Avista and Brookstone. Reported Cross Statement was sent out to all members. Next Cross Statement is due September. Needs the following items by August 15, 2011:</p> <ul style="list-style-type: none"> • CSHET awards information from Director at Large • Reminder on membership dues • Spotlight on a CSHET member • New CSHET officer information • President's message • Fall Networking Conference Information • Any surveys of CSHET members • CSHET officers positions opening up for 2012 (President Elect, Secretary, SC Director) 	contract with Avista and Brookstone to Amy Vega
Action Plan Update	New assignments were reviewed by each Board member.	<ul style="list-style-type: none"> ▪ Debra will update the Action Plan to send out to members
Next board meeting	Date, time and place TBA.	

Submitted by: Debra Williams, CSHET Secretary

Date: 4/27/2011

Approved by: Sherry Eison, CSHET President

Date: 5/25/2011

Attachments: CSHET Pre-Conference April 27, 2011 Board Meeting Agenda