

**Friday, February 6, 2009 (8:15 p.m.)**

Executive Director's Evaluation – Completed, shared with the Executive Director and a letter from President Zody will follow.

**Saturday, February 7, 2009 (8:50 a.m.)**

**Phi E K Council Meeting (President Zody, President-Elect Cool, Director Sedbrook and Executive Director Vessely)**

Agenda Review

Board v. National Council Discussion – **Board of Directors** - A review of the constitution indicates that the five members that constitute the Board of Directors are; President, President Elect, Past President, Executive Director and one District Director to be elected by the remaining board members.

**National Council** – The National Council is the Board of Directors plus the remaining Directors.

Review of the Constitution and By-Laws - Approximately four hours were spent discussion the following by-law articles. The discussion included changes necessary to align the by-laws with current practice as well as other changes. A draft of the revised document is to be posted on the website.

- Article II, Membership, “categories”(CM, UM, LM, EM)
- Article ii, section 3
- Executive Director as ex-officio (tabled for now)
- Article 5, section 2, 2a – Election of the President elect
- Article 5, section 4, delete Committee on Education
- Article 5, section 5, 4 (delete) add two sections Op Code and Other duties
- Article 5, section 6, delete committee on Publications/add ED Evaluation
- Article 6, section 2
- Article 6, section 5
- Article 6, section 7
- Article 7, section 1 and 2
- Article 8 (conflict of interest disclosure)

Job Descriptions – a complete discussion of the four support positions

Executive Director

- Chief Operating Officer serving in a leadership role to promote the Fraternity
- Maintain supervisory role for support personnel
- Coordinate publications and all other information vehicles
- Manage the fiscal operation of the Fraternity
- Annually, provide the BOD a month-by-month summary of all activities

Clerical Position

- Serve as primary clerical support staff person
- Provides the communication link between the National Office and chapter contacts, other members, subscribers and vendors.
- Annually, provide the BOD a month-by-month summary of all activities

#### Webmaster

- As a person with appropriate technical skills, serves as the primary internet technician for Fraternity
- Regarding the website, provides a 48-hour turnaround on correcting issues, adding functions to the site and adding postings to the web.
- As such, conduct a minimum of two monthly visits to and review of the site to determine if any unreported issues are present
- Interface with the site host on issues related to the site
- Annually, provide the BOD a month-by-month summary of all activities

#### Journal Editor

- Serve as the chief reviewer
- Generates a record which provides acceptance-rate information
- Annually, provide the BOD a month-by-month summary of all activities

#### President Elect Nomination

The following language is to be added to the bylaws to cover instances when only one candidate has agreed to stand for the office of President-Elect. "In the event that every attempt has been made to secure two qualified candidates for the office of President-Elect, and in the event that only one qualified candidate agrees to stand for the office of President, the Board of Directors may appoint that person to the office of President-Elect."

Operating Code – Cathy Houston-Wilson (Director) has been working on an Operating Code that, among other things, covers the work of the President, President Elect, Past President, District Directors.

Executive Director Evaluation Process – as a result of the much-delayed 2007 Executive Director evaluation which was completed at this meeting, an outline for future evaluations was created,

- Evaluation must be conducted annually
- Process must be linked to OP Code updates
- The chair of the evaluation process is to be the immediate Past-President
- The evaluation is to be conducted in a time frame that allows for a report at the Board of Directors (Indianapolis) and the National Council ( AAHPERD) meetings.

Conference Call Schedule – it was determined that a schedule should be created for periodic conference calls. The following items relate to those calls.

- Black and Gold Bulletin deadlines, January 15, April 1 and September 15
- Conference calls should be scheduled approximately 30 days prior to the B&G deadline
- When scheduled, scheduled times will be Eastern time

Video Conferencing – There will be a presentation by Deb Berkey at Tampa

Meetings – **National Council** - typically in the odd years and typically at AAHPERD. **Board of Directors** – typically in the even years and typically in Indianapolis and as needed.

American Kinesiology Association Affiliation – The inquiry by the AKA (Shirl Hoffman) is on hold for the time being by their request and they will contact us in the future if they have renewed interest.

AAHPERD Affiliation – The AAHPERD Board of Governors will take this up in Tampa

District Alignment – first, there will be a search for District Directors for Districts I, II, V,VI and then it will be determined if an alignment change is needed.

WEB ADDITION – Information is being gathered on past officers, past editors and various moments in history to be posted to the web.

Budget Items – the 2009-2010 budget will be prepared by the last day of June and is to contain, among other things, the following items:

- Webmaster add \$1,000 to the expense items
- Increase in Executive Director's stipend per President Zody's April letter
- Increases in all categories
  - Journal to increase from \$52.50 to \$60
  - Initiation fee from \$15 to \$20
  - Undergraduate dues from \$15 to \$20
  - Graduate student dues to remain the same at \$25
  - Professional dues from \$30 to \$40

At AAHPERD the 2008-09 budget will be updated and a draft of the 2009-2010 budget will be presented.

#### Endowment Trust Fund

- Efforts will be undertaken to grow the Fund (direct mail), Chapter appeal (thermometer on the website)
- Continue the Founder's Day or an Award Program

Let Hicks Appreciation – Leta will be presented with a Life Membership and a plaque or other suitable show of appreciation.

Meeting adjournment – The meeting was adjourned at approximately 5:00 p.m., February 7, 2009.