

**Consortium for the Advancement of Adult Higher Education (CAAHE)
Institutional Representatives Annual Business Meeting
June 12, 2008
Richmond, VA**

CAAHE held its annual business meeting for institutional representatives on June 12, 2008, in Richmond, VA, during the biennial CAAHE Conference, which was hosted by Averett University.

ATTENDANCE

Present

Pam Dunn, Aquinas College
Fred Bolton, Averett University
Marvin Hunt, Baker University
Clara Brennan, Cardinal Stritch University
Rob Simpson, Cornerstone University
Joe Coleman, Gwynedd Mercy College
Bradford Sample, Indiana Wesleyan University
Diane Cook Canade, IPD, as Secretary/Treasurer of CAAHE
Sue Salter, IPD, as Executive Director of CAAHE
Deborah Wright, Montreat College
Bill Vensel, Ohio Dominican University
Sandra Terry, Shorter College
Jean Thornbrugh, St. Gregory's University
Barb Baderman, University of Phoenix

Absent

Rosette Dubois, Albertus Magnus College
Richard Harris, Belhaven College
Eileen Kolich, Benedictine University
John Lopez, IPD
Ryan Spittal, Olivet Nazarene University
Keith Iddings, Southern Wesleyan University
Nathan Hartman, Thomas More University
Toni Pauls, Warner Pacific College
Lee Bash, William Penn University

It was established that a quorum of the members existed and that the business of CAAHE could be conducted.

SECRETARY/TREASURER REPORT

Secretary's Report

Minutes from the January 24–25, 2008, Institutional Representatives Meeting were presented and approved by unanimous vote.

Treasurer's Report

A statement of the CAAHE account for FY 08 was distributed, which showed a balance on August 31, 2007, of \$10,912.91. The balance in the account as of June 9, 2008, was \$16,269.70.

The anticipated cash carryover from FY 08 to FY 09 was discussed. The proposed FY 09 budget included a cash reserve carryover of \$3,250. The carryover is anticipated to be higher, thereby creating the need to revise the budget, based upon actual carryover. The treasurer's report was approved by unanimous vote of the representatives. Note: The actual cash reserve at the close of FY 08 was \$7,085, which will be reflected in the revised budget for FY 09.

Discussion

- There is a need to more clearly articulate financial responsibilities for events such as the Student Services Conference and the CAAHE Leadership Meeting. For example, it should be clearly communicated that IPD supports attendance at the annual Student Services Conference but does not support attendance at official CAAHE events. It was suggested that information on each event be included on the CAAHE Web site.
- There is interest in increasing the cash award for the Paul E. Hoffner Award recipients. Each reward is currently \$100. No decision was reached.
- It was suggested that CAAHE pay the airfare for commission officers attending the CAAHE Leadership Meeting, if sufficient funds exist in the budget.

TERMS OF EXECUTIVE BOARD MEMBERS

The term length of executive board members was discussed. Official action to change the bylaws needs to occur to show the term length to be 2 years, to align with the change to a biennial conference. It was agreed that should the executive chair become unable to keep the leadership commitment into the year in which the biennial conference will be held, the past chair will assume the responsibilities of the biennial conference.

SLATE OF OFFICERS FOR FY 09

The following slate of officers was presented and received unanimous vote. The term of office begins July 1, 2008, and continues through June 30, 2010.

| | |
|---------------------|--|
| Chair | Pam Dunn, Aquinas College |
| Vice chair | Toni Pauls, Warner Pacific College |
| Past chair | Fred Bolton, Averett University |
| Secretary/treasurer | Open – to be appointed by the executive director |

Note: Diane Cook Canade resigned from IPD effective June 16, 2008, resulting in a vacancy in the secretary/treasurer position. MariaElena Hernandez, IPD, is serving as the interim secretary/treasurer.

JANUARY 2009 INSTITUTIONAL REPRESENTATIVES MEETING

The dates and location for the January 2009 Institutional Representatives Meeting were identified. The meeting will be held January 22-23, 2009, in Tempe, AZ, at the Tempe Mission Palms hotel. Barb Baderman, University of Phoenix, volunteered to research local activities and publish the information for the institutional representatives.

JUNE 2009 CAAHE LEADERSHIP MEETING

The dates for the June 2009 CAAHE Leadership Meeting were established. The meeting will begin the evening of June 10 and conclude the afternoon of June 12, 2009. The location will be Chicago, IL. All CAAHE institutional representatives and commission officers are invited to attend. The purpose of the meeting is to provide opportunities for CAAHE leaders to collaborate on special projects, establish priorities and objectives for their commissions, and plan the biennial conference. CAAHE will pay, at a minimum, all hotel and meal costs for attendees.

It was suggested that the attendees go to a baseball game on the evening of June 10 (if a game is being played that evening).

PROPOSED FY 09 AND FY 10 BUDGETS

The proposed FY 09 and FY 10 budgets were discussed and were established as follows:

FY 09

Revenue

| | |
|--------------------------------------|-----------------|
| Base dues of \$950 per institution | \$19,000 |
| IPD dues (75% of base dues) | \$14,250 |
| Sliding scale based on enrollment | \$4,750 |
| Cash reserves (carryover from FY 08) | \$3,250 |
| | \$41,250 |

Expenses

| | |
|--|-----------------|
| Institutional Representatives Meeting January 2009 | \$3,200 |
| CAAHE Leadership Meeting June 2009 | \$12,500 |
| Executive board meetings | \$3,000 |
| Taxes | \$4,000 |
| Commission expenses/support | \$1,500 |
| Cash reserves (carryover from FY 08) | \$17,050 |
| | \$41,250 |

FY 10

Revenue

| | |
|--|-----------------|
| Base dues of \$950 per institution | \$19,000 |
| IPD dues (75% of base dues) | \$14,250 |
| Sliding scale based on enrollment | \$4,750 |
| Exhibitor fees and sponsorships for CAAHE Conference | \$3,000 |
| IPD banquet sponsorship for CAAHE Conference | \$5,000 |
| Cash reserves (carryover from FY 09) | \$17,050 |
| | \$63,050 |

Expenses

| | |
|--|-----------------|
| Institutional Representatives Meeting January 2010 | \$3,500 |
| CAAHE Conference June 2010 | \$45,750 |
| Executive board meetings | \$3,000 |
| Conference presenter stipends | \$3,000 |
| Paul E. Hoffner Awards | \$2,000 |
| Taxes | \$4,000 |
| Commission expenses/support | \$1,500 |
| | \$63,050 |

The proposed FY 09 and FY 10 budgets were approved by vote, with the understanding that some modification by the executive board may be warranted based on the actual amount of cash reserves carried over from FY 08 to FY 09.

PROFIT VERSUS NONPROFIT STATUS OF CAAHE

A discussion related to the profit versus nonprofit status of CAAHE was facilitated. CAAHE is currently a profit corporation, due to its exclusionary, limited membership. The merits of being nonprofit were reviewed. CAAHE's CPA advised Sue Salter and Diane Cook Canade that there is no tax benefit to becoming nonprofit; CAAHE's tax liability is negligible. The consensus of the group was to remain a profit-based corporation.

Respectfully submitted,

Sue Salter, Executive Director and
Acting Secretary/Treasurer
August 29, 2008