



Conference of Southern Graduate Schools MINUTES - Executive Committee Meeting Jacksonville, FL June 10, 2011

Board Meeting

The President of the Conference of Southern Graduate Schools (CSGS), Nancy Marcus, convened the meeting of the Executive Committee (the Committee) at 3:15 PM on June 10, 2011, at the Hyatt Regency, Jacksonville Riverfront Hotel. Executive Committee members in attendance were Edward Dupuy, Carolyn Hodges, Nancy Marcus, Brian Mitchell, Bryan Noe, Sherry Sandkam, Andrew Sustich, Duane Larick, Maurice Eftink, Paula Williamson, Dianne Barron, Dorris Robinson Gardner, Rich Pollenz, and Troy Terry. Others in attendance included Judy Devine, Jennifer Keane-Dawes

1. Old Business

- a. Approval of minutes from the February 24, 2011 Executive Committee meeting (Westin Huntsville). Minutes were approved without change and will be posted.
- b. Approval of minutes from the February 27, 2011 Executive Committee meeting (Westin Huntsville). Minutes were approved with the minor change to included a comment to the effect "Respectfully Submitted, Duane Larick, Secretary"
 - a. Treasurer's report

2. Treasurer's Report - Andrew Sustich delivered the Treasurer's report and disseminated a Revenue and Expense Statement for the period beginning January 1, 2011 through May 31, 2011. The Committee noted a beginning cash balance of \$59,665.57 as of January 1 and an ending balance of \$98,889.09. The Treasurer then reviewed "Profit and Loss" Statements from August 2010 - May 31, 2100 (dates selected to capture meeting expenses and receipts) and from January 2011 – May, 2011 (current fiscal year). Upon review of the Annual Meeting Revenues and Expenses (August 2010 - May 2011 Profit and Loss Report) the Treasurer explained that the largest share (\$35,790) of the total Conference revenue (\$76,713.26) was derived from registration fees from members and guests. He noted the importance of fees collected from exhibitors (\$4,540) and especially sponsors (\$20,022.78) in providing revenue to support CSGS conferences. The Committee observed a net income of \$15,252.76 over the total 2011 Conference expenses of \$61,460.48. The Committee also reviewed report entitled Comparison of Expenses over Last Six CSGS Meetings and observed that there has been a net gain in revenue for the last three conferences, a trend that needs to be continued. Upon motion duly made and seconded the Treasurer's report was accepted.

3. Secretary's report

- i. Website update - Duane Larick updated the Executive Committee on efforts to relocate the current website (<http://www.csgs.org>) from the site currently hosted by Virginia Tech (registered with Networks Solutions) to an independent site. Proposals discussed included 1) staying at VT, 2) Moving the host site to NC State, and 3) moving to a third party hosting site. Option 3 was determined to be the preferred approach. A decision to use a national (e.g. GoDaddy.com) vs more local (e.g. Systech Systems in Raleigh, NC) is pending investigation of cost and service. Duane Larick recommended that a proposal be developed and brought back to the Committee for a Website update to include: 1) use of an external hosting site, 2) hiring a site developer to re-design and update the current site, 3)

- integration of open source software (Wordpress Content Manager) to allow officers handle future site updates, and 4) identifying a mechanism to allow on-line payment of dues and meeting registration.
- ii. Photos and information sheets for all new committee members – Pictures and information for all new Executive Committee and operating committee members were retrieved from on-line sources and used to update the CSGS webpage.
 - iii. Update list of current members – Andrew Sustich provided a list of current paid members as of June 9, 2011. Total paid membership was 165 (\$16,500) and Elizabeth City State was to be added. The list was to be updated and posted on the Member Institutions webpage. [Note: The current website was updated on 8/31/2011 and includes 163 paid members.]

4. New Business

- a. Committee Chairs – Report, roles and responsibilities, members needed. Nancy Marcus reported on efforts to identify members for the Audit, Awards (faculty awards), Master’s Thesis/ETD Master’s Thesis Awards (student awards), Member ship and Nominating Committees. Executive Committee members were asked to send suggestions to Nancy Marcus. [Note: The current website for committee chairs and members was updated 8/3/2011 with all positions filed.]
- b. Select 2013 Conference Site – Andrew Sustich presented a summary (as prepared by Darla Leick) of proposed conference sites for the 2013 CSGS Annual Meeting (preferred dates 2/21/2013-2/24/2013). The Executive Committee reviewed the summary and after considerable discussion recommended that pending a successful site visit, the Hyatt Regency in Greenville, SC be selected as the site for the 2013 meeting.
- c. Ideas for 2014 Conference Site – Using information provided in the same summary document, the Executive Committee agreed to consider Wilmington, NC and Charlotte, NC as among potential sites for the 2014 meeting.

Respectfully Submitted
Duane Larick
Secretary CSGS