

ISTA Board Meeting Minutes

Saturday, August 25, 2007

Members Present: Ed Jodlowski, Ken Carter, Elighie Wilson, B.J. Lawrence, Jan Heiteen, Tina Winings, Bob Neulieb, Eric Ewan, Craig Cutbirth, Adam Jenkins, Jeff Przybylo, Lauren Morgan, Colleen Jodlowski, Christina Tallungan

Members Absent with excuse: Doug Jennings

I. Call to Order 9:37 am

II. Approval of Minutes – April 21, 2007 Board Meeting

Tina moves to approve the minutes

V. Old Business

A. Financial review report from Colleen Jodlowski

Discusses concerns for the organization about reconciliation of bank accounts, deposits on a monthly basis

Categorization of deposits

IRS filing for Nonprofit Organization still needs to be done.

III. Officer Reports

A. Immediate Past President/Convention Chair – Ed Schwarz

B. President – B.J. Lawrence

C. President Elect – Ed Jodlowski

2007 Conference “Back to the Future of Communication”

Board annual reports will be available only electronically on the website

Call for the Graduate Papers & Reviewers was discussed and Lauren Morgan, Elighie Wilson and BJ Lawrence will serve as the evaluation team.

Gift names are due by September 25 to Jan Heiteen

D. First Vice President – Eric Ewan

2008 convention dates are October 16, 17, 18 at The Chateau in Bloomington, IL

Eric has met with Chateau about next year’s convention

Theme: Communication Renaissance

E. Second Vice President – Jeff Przybylo

2009 convention plans – hotel has not been determined.

Has looked at four hotels in southwest suburbs

Hyatt Lisle has a room rate at \$116

Concern about charges for breakout rooms. Jeff would like some help from Mark Adams on negotiations

October 15, 16, 17 – convention dates

F. Executive Vice President – Jan Heiteen

Nomination for Awards

One nomination in each category was received this year and Jan moves to accept the five nominations without further action. Elighie seconds Motion carries

The 2007 Award winners are:

C.J. Schmidt –L. E. Norton Higher Education Speech Student

Ben Leddy – Richard A. Hunsaker Outstanding Secondary School Speech Student

Mark Adams – Jerry Mathis Young Teacher Award

Bill Kirksey – Edith Harrod Award

Ken Hawkinson – W. P. Sandford Award

All awards will be presented at the luncheon on Friday.

Need to get the information about nominations out to the membership earlier for more submissions

We will talk to Doug about putting the nomination forms on the website

Board Replacements were discussed by Jan.

Craig will be finished with his term as Journal Editor in 2008

Need a Theatre Commissioner

Need President Elect position

Elighie Wilson will be replacing Jan Heiteen as Executive Vice President

G. Treasurer – Adam Jenkins

Adam presented the current expense budget for the quarter. He has converted all the files to the Quicken program.

Form on the website for check request still has Tom's address on the site and will be updated

Ed Schwarz moves to accept the treasurer's report

Tina seconds the motion

Motion carries

H. Secretary – Carrie Schreiber

Nothing to report

I. Executive Secretary – Bob Neulieb

ISTA office has moved to Room 54 in Fell Hall at ISU. There is no phone in the office. ISTA calls should be made to Doug Jennings' office at (309)438 – 2872 or to the School of Communication main office (309)438-3671.

The ISTA Fax number and mailing address remain the same.

The office is waiting to see about money for student help to maintain the website & directory.

Tina suggests that we include money in the budget for a webmaster. Need to keep website up to date so that it doesn't reflect poorly on ISTA.

Do we need to create a new webmaster position on the board?

Lauren suggests that we look for a paid student intern in the IT field at ISU and that we create a board position to prepare the content for the website.

Doug and Craig will explore the options that we have for this.

Discussion about creating a membership directory that will include SCOTIE and SDTC membership was also discussed.

IV. Committee and Commission Reports

A. Higher Education – Elighie Wilson

Morraine Valley has moved their tournament so that it does not conflict with the ISTA convention.

Jeff suggests that we write a letter to Morraine Valley thanking them for working with us about the date. B. J. will handle that request.

Lauren will continue to work with IIFA to try to get this organization more involved with ISTA

B. Journal – Craig Cutbirth

Concerns about the submission number of articles for the journal continues to be discussed.

Craig will distribute the journals at convention instead of mailing all of them.

Journals will be mailed to those who do not attend the convention. Ed Schwarz questions the state of the EBSCO publishing – Craig needs to find out from Doug.

Discussion of ways to tie the journal to the graduate papers and the graduate paper panel will be discussed during the board meeting in October.

C. Media Education – Doug Jennings

No report

D. Membership/PR – Tina Winings

Information has been mailed to past members encouraging them to attend the convention.

IHSA mailed information about New Coaches' Workshop and convention

The New Coaches workshop will be September 15th at ISU.

Information will be sent to ITA convention about ISTA convention as well as to IATE.

Summer camp information will be included with upcoming workshops and convention.

Postcards or emails will be sent to those attending convention reminding about SWAP Shop

Milestone and achievement requests are also requested.

Tina indicated she is willing to stay on the board for another term as the Membership/PR Chair.

E. Newsletter – Lauren Morgan

Congratulations on the successful publication of the last newsletter. Date for the next issue will be after the convention.

F. SCOTIE – Ken Carter

Ken previewed the upcoming SCOTIE events for the year. He is investigating changes he would like to implement to add a personal touch with the SCOTIE members.

Ken discussed the role of SCOTIE and the relationship of the commission in providing membership benefits. Items mentioned included streamlining SCOTIE mailings with ISTA, provided additional membership support through on-line services, and collaboration of resources with the commissions and ISTA.

The idea of adding membership forms for SCOTIE (and SDTC) to the convention registration form was discussed and all agreed it should be done. He also discussed sending all SCOTIE money through the Central Office.

SCOTIE should also include more information in the newsletter all of the available materials for members and for upcoming tournaments.

Jan suggests working with tournament managers & Ben Stewart to get the champion information to the membership.

G. SDTC/Debate – Christina Tallungan

Christina announced the JV/Novice State Tournament – March 7-8, 2008 – Belleville East High School. She is working to get partial scholarships to debate camps for championship students. SDTC would like to coordinate with SCOTIE in making scholarship money consistent for award winners. She also mentioned establishing passwords for Internet access to links to specific commission information. The one-year passwords would be provided as part of the membership dues.

Ryan Pertag, a computer coordinator at Glenbrook North High School, will be working with SDTC to develop their programs – ISTA agrees to split his expenses with SDTC. Christine will provide the specific amount when that information is available.

NFHS Topic Committee Meeting – need to compile information for State of the State Report
Discussion of ISTA co-sponsoring 2010 Topic Committee Meeting in Chicago was mentioned.

H. Theatre

No report

V. Old Business

A. ISTA Spotlight Panel Placement at NCA at unclear

VI. New Business

- A. Add to the October budget discussion the establishment of an ISTA scholarship fund for student winners. The scholarship should be established to allow for donations by ISTA members.
- B. ISTA would like to continue to strengthen the website to include all documents.

The regular meeting was adjourned and reconvened to discuss Long Range Planning.

VII. Reconvene Board for Long Range Planning

Information from the Post-It Note sessions from years ago included was distributed to serve as a review of the progress of Membership, Convention, Member Services, Name and Structure, Connections issues.

Many of the issues revolve around getting a website that is effective to best serve our membership

Do we also need to create job descriptions that are more updated for the board?

Should we create positions for the commissions on the board that will stay on the board as a liaison for the commissions – not necessarily the chair of the commission?

Do we need to change the structure of the organization? Officers rather than committee chairs?

Do we have a problem with the way in which we follow the constitution and policy manual?

Both Ken and Christina agreed to stay on the board for another year to help create some continuity with the board. They will act as liaison to their commissions.

Bob Neuleib suggests we charge each committee and commission to come up with goals for the year that are proactive rather than reactive.

Jan moves that we create an ad hoc committee that focuses on special interest groups in our organization to better determine the broader needs of our organization and better serve our membership and others in our field. Ed S. seconds the motion. Motion carries

Jan & B.J. volunteered to create the committee and move forward with this

Development of training of new board members – B.J. will do this during this year

Jan asked for each committee and commission board member to write one realistic goal for the October board meeting – send them to Jan and B.J. The goals will be combined for distribution.

Adam has questions about fiscal year and will discuss with Colleen budgetary issues.

Long range planning will continue to address the structure and organization and the date of the convention.

VIII. Meeting Adjourned at 2:48 by Tina

Next Board meeting: Thursday, October 18, 2007, 6:30 pm, Stoney Creek Inn, East Peoria