

# **ARDLA Board Meeting**

Minutes for  
August 27, 2009, 1:00 p.m.  
via teleconference

Members present: Valerie Wilson, Cathi Swan, Chris Robbins, Karen Liebhaber,  
Tonya McKinney, Bob Donaldson

Members absent: Max Kolstad, Teresa Roebuck, Kristy Carter, Carmen Borne

Visitors present: Belinda Kittrell

The meeting was called to order at 1:20 p.m.

## **Agenda Item I: Approval of Minutes**

There were no minutes to be approved.

## **Agenda Item II: Treasurer's Report**

Chris said that with deposits of about \$3,335, ARDLA will have a balance of \$29,738.43. An additional \$4,500 in electronic payments are sitting out on Paypal. Six vendors have registered and about twenty-seven individuals have registered for the conference.

## **Agenda Item III: Conference**

Cathi said that the conference committee is almost done with the conference program and has confirmed almost all presenters. Proctors have been assigned to sessions and the technology is ready to put in place. David Henderson and Ralph Malone along with the conference committee will arrive early, around 4-5, to set up. T-shirts have been ordered and bags are coming from Tandberg. She is still checking with David Phillips to see if he will bring the audio system. Cathi is seeing if Teresa Roebuck needs help with the awards.

Cathi also discussed the Heuberger Grant.

**Agenda Item IV: Nominations/Elections**

Valerie provided updates on the decisions for the nomination/election. A blank space will be provided on the election forms for members to write names in for an office. Who would receive the nominations and current memberships were also discussed.

**Agenda Item V: Action Items**

Karen will coordinate with Cathi in getting the membership directory and the conference directory in the conference bags. Tonya discussed food, drinks, and the luau for the conference. Valerie reminded the board to RSVP for the board dinner and discussed the attendees.

**Agenda Item VI: Nomination Committee – Belinda Kittrell**

Belinda said she and her committee are sending out flyers, working getting attendees for the conference, and discussed the publications and the Publication Committee.

**Agenda Item VII: Conference Evaluations**

Means of distributing the conference evaluation was discussed. Cathi said that her committee will have session evaluations. Cathi suggested that evals sent out electronically the conference. Tonya suggested that evals be available both during the conference and sent out afterward. She also suggested including a link on the paper eval for the electronic eval in case an attendee wanted to complete the eval electronically. She also suggested that evals be sent out electronically after the conference.

**Agenda Item VIII: Other Business**

E-mail Valerie with recommendations for revisions to the bylaws. She discussed putting the bylaws on the ballots. Valerie discussed the next meetings before the conference and discussed menu and meal deadlines.

Nominations will close on September 11. An executive board meeting will follow.

**Agenda Item IX: Next Meeting**

The next meeting will be held on Thursday, September 10 at 2:00 p.m. via teleconference.

The meeting was adjourned at 2:08 p.m.