Board of Directors Meeting Minutes

July 11, 2016

Meeting: Special Meeting — Executive Director Recruitment/Final 2015–16 Board Meeting, July 11, 2016, 6:00 p.m. EDT

Board of Directors: Bonnie Potter, President
Scott Miller, Vice President
Laurel Shouvlin, Secretary
Mike Vigus, Treasurer
Julie Delaney, Director
Don Greene, Director
Steve Hull, Director
Norm Johnson, Director
Andy Merriwether, Director

Executive Director: Darby Vannier

Guest: Joe Crocco (recently elected AOA Board member was invited to the first portion of the meeting)

1.0 Meeting Opening: Meeting opened at 6:03 p.m. EDT.

2.0 Old Business:

2.1 Executive Director Recruitment: The plan to hire a new Executive Director was initiated with each Board Director submitting a list of 5 attributes they felt a new Executive Director should possess. That list was reviewed by the Board and it was decided that each Board Director is to provide Shouvlin with a new list of 10 attributes. That list will be compiled into one by Shouvlin and then sent to the Directors so that they can pick their top ten qualities. With that input, Shouvlin will create a top ten list from the entire Board's input in time for the Face-to-Face meeting July 22nd.

Vannier and Potter have met and discussed the potential of not having an Executive Director hired by September 4. Vannier has offered to serve as a consultant for AOA after he leaves on September 4th.

Potter stated that the Board needs to review compensation data in anticipation of hiring. Vannier has obtained a compensation study from the American Society of Association Directors which breaks down compensation for Executive Director positions based on organization annual budgets, number of employees, and regions of the country.

Vannier will also begin compiling information on search firms as to their capabilities and costs for the Board as well. The Board Directors are asked to send him any recommendations for a search firm they would like considered.

Joe Crocco left the call at 7:50 p.m. EDT.

2.2 2017 Fleece Hotel Agreement: Vannier and Potter reported that we are in the final stages of the National Fleece Conference Hotel Agreement, and AOA Attorney Visani has recommended that Potter sign the contract instead of Vannier since he is departing. There was brief discussion about the overall nature of the event secondary to postings on social media. Hull moved to accept and sign the contract, Shouvlin seconded and the motion passed unanimously (9–0).

2.3 2017 Halter Hotel Agreement: Vannier presented the information surrounding the 2017 National Halter Show Hotel Agreement for Board consideration. As in item 2.2, AOA Attorney Visani recommended Potter sign this contract as well. Motion to accept and sign the contract was made by Shouvlin, Johnson seconded, and the motion passed (9–0).

2.4 Member Response Letter: Potter provided the letter she wrote in response to the members submitting suggestions for the EPD program. Johnson move to send the letter as drafted, Shouvlin seconded, and the motion passed unanimously (9–0). Potter will send the letter to the individual she received it from, and ask that they disseminate it to the other signors.

3.0 Thank you to outgoing AOA Board Members: Potter thanked the outgoing AOA Board Members, Julie Delaney and Scott Miller, for their willingness to serve the industry and especially recognizing their valued part in the merger process and the start up of the new organization.

4.0 Meeting Wrap:

4.1 Action Items: Miller reviewed the action items.

4.2 Next Meeting: Friday, July 22nd—face-to-face in Arlington, Virginia.

4.3 Adjournment: Motion to adjourn was made by Miller. Meeting adjourned on 8:31 p.m. EDT.