

**Phi Epsilon Kappa
2007 Biennial Meeting
March 14, 2007**

Meeting Minutes

Attendance: Deb Berkey, Ray Cool, Cathy Houston-Wilson, Steve Sedbrook, John Zody, Jeff Vessely **Excused Absence:** Leta Hicks

Minutes of 2005: Previously approved as distributed

President's Report:

- Installed St. Gregory Chapter with Ray Cool
- Strong interest in updating the by-laws
- Review the list of items that Steve Babbitt presented

Past President Report

- Installed West Virginia Chapter
- Fairmont (date?)
- Strong interest in creating operating codes for all Council members

Agenda Update

- **Old Business**
 - Tech support
 - History
 - Advisor's CD
 - Power Point
 - Executive Director's duties
 - Change of Charter
- **New Business**
 - Babbitt Status
 - Meyer and Meyer proposal
 - Executive Director's evaluation

District I – Cathy Houston-Wilson

- Potential Chapter at Courtland
- Possible news item in Eastern District (AAHPERD) newsletter

District III – Ray Cool See handout Ray provided

District IV – Steve Sedbrook See handout provided

*****Executive Director work items -**

- **Provide distribution lists (email and mailing) to all officers**

- **Make sure that website is updated**
- **Contact Michael Bird about website**
 - **New National Council Members**
 - **New Chapters**
 - **Add the names of ETF donors to the website**
- **Provide quarterly investment reports to Council**
- **Convert “Charter” to a digitally created, color charter.**
- **Include the announcement for the Presidential election in the April Black and Gold**
- **Advisor’s CD and include the power point with August 1 deadline**
- **Power Point copy to Cathy**
- **Solicit proposals for website and server maintenance**
- **Include \$1,000 in the budget for Founder’s Day activities**
- **Determine cost for a possible even-year meeting in Indianapolis. Compare cost of current meeting and determine if AAHPERD meeting is necessary**
- **Include “Vacant” in conjunction with the District V and IV announcements.**
- **Meet with Tom Doherty of Meyer and Meyer**

Publicatons

- **The Physical Educator**
 - **Editor’s Report:** Expansion of reviewers, two three-year terms max, submissions are both in hard copy and on a CD, everything from that point is electronic, discussed review process (30-60 days), send to 3-4 reviewers, set the publication schedule, typesetter provides galley proofs, posted to accepted file, when ready changes are sent to typesetter, then to printer for publication. Acceptance rate varies between 35 percent and 45 percent.
- **Black and Gold** – Consider “best practices” or something similar to make the bulletin more interesting. See survey for other responses.

Financial Reports –

MOTION: Effective at the beginning of each fiscal year, maintain the budgeted amount for printing the journal in savings/money market and invest the remainder. Moved by Cool and seconded by Sedbrook. MOTION CARRIED

Endowment Trust Fund – Propose the following items to the Endowment Trust Fund Board

- **Maintain AAHPERD breakfast in odd numbered years**
- **Consider adding a breakfast in the even numbered years**
- **Use remainder of available funds to support Founder’s Day activities**

MOTION: Increase the Journal Editor’s expenses to \$600 per issue effective in the 2007-08 budget. Berkey and seconded by Sedbrook. MOTION CARRIED

It was decided that the Executive Director's stipend be effective at the start of the new fiscal year. This is different than the 2003 decision when the stipend "bonus" was eliminated. Effectively this equates to a six-month delay in a potential raise.

MOTION: That an operating code be developed for the Executive Director and an operating code and for the President, Past President, President Elect and the District Directors and the National Council no later than May 15, 2007. Made by Berkey and seconded by Cool. MOTION CARRIED.

MOTION: That the Executive Director's evaluation be completed, including any recommended stipend increase, no later than thirty days prior to the start of the fiscal year. Berkey and Seconded by Sedbrook MOTION CARRIED

MOTION: That the annual budget be prepared by July 1, 2007 and approved prior to August 1, 2007. Berkey and seconded by Houston-Wilson. MOTION CARRIED

Survey Results – See Handout

Presidential Election

- It was noted that it is important to conduct an election
- Ray Cool has been nominated by Deb Berkey and is willing to stand for election
- Solicitation of additional possible candidates will be undertaken by Council members

Chapter Installation Process – It was decided to maintain the process outlined in 2005

By-Law review – each section will be done by the corresponding Council member and written updates to Cathy by May 1.

Old Business

- **Website management – get proposals for the cost of maintaining the website while working with Michael on current updates.**
- **Charter – all new chapters will have a computer generated charter with color. MOTION CARRIED**
- **Ask chapters if they would like to replace their Charter at cost. MOTION CARRIED**

New Business

- **Meyer and Meyer Proposal – expectation, cost, timeline, benefits**
- **Annual breakfast question for ETF Board**