

Minutes of the LAHO Meeting
Conference Call
September 28, 2009

2:02pm Anthony called the meeting to order.

A total of 9 universities were acknowledged:

ULL	LSU
Grambling	McNeese
Xavier	LaTech
Tulane	LSU-Shreveport
Southeastern	

I. Old Business

- *Policy Book*
 - Renee Snider made the suggestion to change the terms of odd and even for the executive board officers on page 6 of the Policy Book.
 - After further discussion of the change it was motioned to have the current SEAHO Representative complete this year and next year at the LACUSPA meeting elect a new SEAHO Representative.
 - Anthony and Renee will update the Policy Book.
 - John w/LSU brought up the notion of how the decision to correct the Policy Book by switching the Member-At-Large and the SEAHO Representative would affect the individuals who ran and may have won the position that was voted upon today.
 - Anthony felt that we needed to have a co-chair to help assist the SEAHO Representative.
 - After further discussion and in order to address John's concern, the decision was made to give the results of the executive board elections. The results are as follows:
 - Newsletter Editor-Danielle Klein, Tulane
 - Technology Coordinator-Renee Snider, LSU
 - Member-At-Large-Andranell Williams, LSU-Shreveport
 - SEAHO Representative- Jolanda Taylor, Grambling
 - President-Elect-Celena Trahan, Tulane
 - Once the elections were announced, Anthony went back to the Policy Book. It was later decided that Jolanda Taylor will complete this year as SEAHO Representative and a new SEAHO Representative will be elected at LACUSPA. All universities agreed.
 - Dawn Miller made the suggestion to amend some of the duties of the Past-President on page 12 of the Policy Book.
 - Jolanda Taylor suggested letting an institution be responsible for awards and the silent auction. Monica Magee-Adams also suggested that it would be a good opportunity for a university that is new to ERA to be able to get involved.

- Dawn motioned to change the words coordinate to advise on page 12 of the Policy Book. Motioned was seconded by Travis Chase. Motion was accepted to change the wording on page 12 of the Policy Book.
- Jolanda Taylor opened up discussion of the expenses of the SEAHO Representative and how it is not mentioned in the Policy Book. The concern is that an institution may not be able to send their employee who may be the SEAHO Representative to SEAHO and that it should be addressed by LAHO in the Policy Guide.
- Renee mentioned that in previous discussions the SEAHO Representative would have to be someone who could receive initial support from their institution to attend SEAHO. Also that in the past LAHO has covered travel and hotel cost.
- Dawn Miller and Melanie Peel both agreed that the amount allocated to the SEAHO Representative to attend SEAHO be reviewed.
- Since LAHO currently does not mandate a membership fee, it was suggested by KD Linkous and Renee Snider that a membership fee may be needed to help assist with funding the expenses of the SEAHO Representative.
- Anthony motioned that a special committee be set up to look at possible budget for the SEAHO Representative and the possibility of having a membership fee. The suggestion was made to have 1 representative from each institution be a part of this committee. No one opposed. The name of the representative from each institution should be email to Anthony Jackson.
- The updating of the LAHO History section of the Policy Book would be done by Jolanda Taylor and Renee Snider. This section would be emailed to all members.

Anthony motioned to move to new business and all agreed.

II. New Business

- *ERA Conference 2010*
 - **Dates**
 - Travis Chase mentioned that all dates so far in March 2010 have been attentively booked. He is working with Tall Timbers to secure a date. Travis suggested that we look at other sites and other dates.
 - Dawn mentioned that Tall Timbers provided the same and accommodations that worked for our size conference. She suggested that we look at other dates that may be available at Tall Timbers.
 - Travis asked would an institution be able to host ERA. Anthony mentioned that we need to think of cost. Travis suggested possible having ERA at Xavier. Other universities felt they did not have the space to house attendees or accommodating the breakout sessions. Dawn suggested maybe a one-day conference.
 - Travis will continue to work with Tall Timbers while looking for other options.
 - KD mentioned that we be concerned of the month of February because of Mardi Gras and SEAHO.

- Dawn suggested that before we leave ERA we set the date for the next year.
- **Theme**
 - Anthony suggested that we do as we have done in the past. Have the students submit themes and send them to Renee Snider. Then an email will be sent to each institution and let the students vote. One vote per institution.
 - Anthony opened the floor for possible themes. Themes suggested was:
 - Budget Cuts
 - H1N1
 - Anthony moved that each university should get suggestions from their students of possible themes and get them submitted to Renee by Oct. 9th by link on the website.
- **ERA Committees:**
 - T-shirts
 - Hospitality
 - Registration
 - Slide Show
 - Team Builder
 - Silent Auction
 - Case Study
 - Awards
 - Program Committee
 - Anthony suggested that we separate the registration and program committee.
 - Melanie Peel stated that a one-day versus two –day conference would be a concern for institutions in deciding upon a committee.
 - Renee Snider suggested that LAHO pay for a professional representative to attend the business meeting if their institution is unable to send them to ERA.
 - Dawn Miller gave some in site on the decision for LACUSPA to move to a one day conference. She stated that the decision was hard and that the LACUSPA Board had to have multiple discussions before a decision was made. Dawn suggested that we wait for dates to be confirmed for conference.
 - Anthony suggested that we table the decision of selecting committee until the date and location are finalized.
- **ERA Budget**
 - Dawn Miller suggested that a budget be set for ERA.
 - Anthony Jackson suggested that we table the cost of delegates and the budget because it will too depend upon the location and date(s) of the conference.

III. Other Discussion

- *SEAHO 2013*
 - Jolanda Taylor opened the discussion of SEAHO 2013. She suggested that we plan SEAHO similar to ERA.

- Dawn Miller mentioned she had contact with someone who had planned SEAHO before. She said that it was easier to plan SEAHO by having the involvement of all universities.
- Renee Snider suggested that there be a liaison from each committee.
- Jolanda Taylor will email the list of committees to each member.
- Each institution would select a committee and a host will be determined.
- Anthony Jackson suggested that hotel rates be determined for SEAHO.
- Jolanda Taylor mentioned that she is working w/ Experient to secure room rates. The room rates in New Orleans are ranging from \$179-\$209; no prices have been confirmed for Baton Rouge yet.
- Jolanda Taylor stated we would need to sign a contract w/Experient to have them work on our behalf. They are familiar with SEAHO and have been used before.
- Dawn motioned that we sign contract w/Experient. It was seconded by Renee Snider. KD mentioned that we should make sure that they consider all cities in Louisiana.
- SEAHO Dates- February 19-22
- Jolanda Taylor will attend the SEAHO mid-meeting and inform them of LAHO updates.
- Renee Snider moved to have Jolanda confirm w/Experient and it was seconded by Melanie

Meeting adjourned at 3:24pm.