

Minutes from November 9, 2013 Business Meeting (NCHC; New Orleans)

1. Welcome; call to order at 5pm (Hansen)
2. Approval of minutes (Scott)
3. Financial report (Scott); the institution is healthy, and we have around 110 member institutions. We will always need to use our money wisely, however, including our contributions to NCHC-sponsored semesters. Our biggest expenses continue to be *Scribendi*, in terms of our yearly \$6000 contribution for operating expenses and the \$250 awards for 7 magazine award recipients.
4. Discussion of 2013 conference (Hansen); Hansen said that the conference was successful along many lines; however, he did receive feedback that suggested that the quality of presentations be better; there was some discussion, including from Susan Johnson from San Diego, and Scott from NAU, that directors work more closely with their student presenters and/or that mentors step in to help students practice beforehand.
5. Discussion of 2014 WRHC conference (Moritz, now with American Honors, Inc); City as Text planned; professional development sessions planned; Feb 20 planned as deadline for proposals.
6. Vote taken on registration fee schedule for 2014 schedule (\$160/185 on time, \$200/225 late). Fee schedule approved.
7. Announcement of 2015 WRHC conference, UN Reno (Villanueva); conference planned for April 10-12, Fri-Sun; temperate weather expected; discussion about whether the conference should be hosted in a downtown location or whether it should be on the campus itself, or half and half; several persons voiced their desire to have the conference on the campus itself, to showcase the campus and link it with the conference in visible ways.
8. Announcement of 2016 WRHC conference, UC Riverside (spokesperson for UC Riverside); no dates set yet. Conference coordinator would like to have access to any planning documents, planning manual, or any ready information from previous conference coordinators. The location is TBA, with accessibility being an important factor.
9. *Scribendi* update (Amaris).
10. Meeting adjourned, 6:00pm.