MINUTES

SOUTHEASTERN COLLEGE ART CONFERENCE

ANNUAL MEETING OF THE BOARD OF DIRECTORS

LOCATION: Monteleone Hotel, New Orleans, LA
TIME: Wednesday, October 26 and Thursday, October 27, 1994


The meeting was called to order at 8:25 pm by President Benjamin who asked all board members to introduce themselves. He introduced new board members, John Myers, Mindy Taggard, and returning members, Linda Gigante, and Peggy McDowell. After welcoming all to the conference, he moved adoption of the agenda.

Minutes of the 1993 Board Meeting: John Myers

Secretary, John Myers presented the minutes of the 1993 board meeting for approval. Since board member had received copies in the packet mailed to them before the meeting, Robert Lemon asked that the secretary dispense with the reading of the minutes. No objection was raised. There being no corrections to the minutes, they were approved as presented.

Treasurer’s Report and 1995 Budget: John Myers

The Treasurer, John Myers, deferred to SECAC Administrator, Anne Thomas for presentation of the financial report and 1995 budget. She noted that the financial statement mailed with the packet was complete up until September. Since then, the picture has changed significantly. October through December on the balance sheet is an estimate, with figures through last Saturday complete.

In expenses for this year we are paying for the Review twice, thus the $5426 item for it. Under Conference, the $7940 represents an amount for last year’s conference which was not paid until this fiscal year. If those two items are taken out, we have a positive balance for the year. Otherwise the major changes are represented by increases in the budget for the Review and staff expenses. To make this budget balance we need about a $3000 profit from next year’s conference.

The checking account balance is actually $17,894.49, bringing SECAC assets to a total of $30,180. After a brief discussion acceptance of the budget for 1995 moved by Larry Ligo and seconded by Robie Scucchi. Carried by the board. The 1995 SECAC budget projects an income of $34,470 and expenses of the same amount. The budget closely follows projected totals for 1994 with two exceptions: an increase in funding for the SECAC Review from $7000 to $7500, and an increase in staff travel allowance from $1000 to $1600.

Administrator’s Report: Anne Thomas

Membership:

We currently have 330 individual members (with 122 due). There are 118 institutional members and 114 student members. Currently there are 151 new memberships. Total membership in the organization to date is 474. We have 184 who have paid to go to the party, and Peggy McDowell will be making additional tickets available at the conference registration desk.
Conference monies to date:

Income: $20,046; have spent $5,012. The estimate is $11,000 in total expenses.

Nine registrations came in after October 20. Anne felt that these individuals should pay the additional $15 to make-up for the late registration fee of $65. Discussion followed regarding the issue of how to deal with this recurring problem. Tina Updike suggested that a post-marked deadline should be published in the registration packet. Randy Mack suggested we overlook it this year, but make it clear for next year and enforce it then. Bob Craig stated that the implied deadline for receipt of registration was Oct. 20. The sense of the board was that those which came in by the 20th would be honored, while those that came in after would be asked to pay the difference.

Robert Mode moved that a postmark be established at two weeks before the conference for next year. Seconded by Bob Lennon and approved by the board.

Another problem is getting participants to pay both membership and conference fees. Anne proposed form to handle this in the future. Form would have statement to sign which says, "I understand that participation in the conference requires me to pay both conference registration fees and SECAC membership." Form shared with the board. Floyd Martin suggested putting the burden on Art History and Studio chairs. John Myers volunteered to work on a packet for chairs of sessions which included a form such as Anne suggested. Pam Simpson moved the establishment of a committee to work on this problem. John Myers (Chair), Floyd Martin, Tina Updike and Barbara Watts volunteered to help with this task, and to produce guidelines by January for next year's conference.

The Board approved registration fees for the 1995 conference at $65 for pre-registration, and $80 for late, with a registration fee of 1/2 the regular for students--that is $32.50 and $40 respectively.

Conference Reports:

1993 Conference in Chapel Hill/Durham:

Anne Thomas reported for Arthur Marks, who is on sabbatical in England, that the conference had a positive balance of more than $29,000.

1994 Conference in New Orleans:

Conference Director, Peggy McDowell stated that some clarification was needed. Projections were based on figures for last 5 years, and before SESAH agree to participate. The actual budget is very different from the one projected a year ago.

We had to contract to use the hotel's projection equipment, and must pay a 25.8% added tax for all services rendered. Even so budget has been kept under control by contracting with concerns which offered lower prices for such things as printing, so it looks like the conference will come in close to budget.

Lloyd Benjamin congratulated Peggy McDowell on her work for the conference. Board applauded her efforts.

1995 Conference at George Washington University, Georgetown, VA:

Bonita Billman reported the conference dates as October 12, 13, 14, with Saturday as a half day. She listed several possible tours for additional fees, such as Dumbarton Oaks, Decatur House, and Rock Creek Park. The Hotel is Marriott Conference Center on campus. No extra transportation cost has been added to the budget since there is a university shuttle to the D.C. Metro for a modest individual fare. The entire hotel has been booked for conference at $120 for double or single. Hotel has 135 rooms, so can accommodate 270 plus attendees. A Marriott in Rosslyn will take overflow, and is about 15 minute walk from conference hotel. Everything in D.C. costs extra. Parking in hotel garage is $5.00 per day. A banquet is planned at the Phillips Flagship restaurant on Saturday night.
Proposed budget: $21,565 (15,165 without $6400 for party which is a "wash" since participants pay extra for this). The budget breakdown is as follows:

Keynote speaker, $1000
printing budget, $1500
ICC auditorium rental, $60 (for keynote speech)
reception, $500 for set-up, food, $2000
transportation budget $2000
postage, $800
Supplies, $400-500
Conference center, $450 per room, 3 rooms = $1200
food for breaks, $2800
Misc. AV, $500
Anne's travel, $400
Phone, $100

cutting afternoon break would eliminate $800
Conference registration, $65, with $80 for late reg.

Bob Lemon expressed worry about cost of the conference and the potential for over-extending the organization. Bonita's projections based on 200 attendees, if numbers increase more income will offset the greater expenses. Anne feels must establish fixed costs before set registration fees, etc. Further discussion.

Lemon moved to table the discussion until tomorrow's meeting, seconded by Robie Scucchi. carried.

Conference Proposals: (postponed until morning meeting)

Richmond representatives will be at morning meeting. Charleston preliminary proposal will be given by Lloyd Benjamin at morning meeting.

Evening meeting adjourned at 10:00 pm on the dot! Lloyd Benjamin was credited with superior powers of leadership for keeping the Board on track, a task which has often been equated with the herding of cats!

BOARD RECONVENED AT 8:30 AM ON THURSDAY, OCTOBER 29, 1994.

President Benjamin called for further discussion of the Georgetown conference. He noted that the board wished to express its appreciation for Bonita's efforts, and stated that on the previous evening the board may have become over-concerned about costs associated with the conference.

Since there are options for the rental of additional salons for sessions, Benjamin suggested we think of 300 as basis for conference rather than 200. Floyd Martin suggested sessions in collections under discussion such as National Gallery. Discussion followed. A number of good suggestions were offered, but Benjamin warned of the risk of trying to build a conference at the board meeting. He suggested accepting the preliminary budget figures, while leaving the fine tuning to the Executive Committee of the Board.

The board does have to approve the conference fee however, and present it for approval of the membership at the annual meeting. Floyd Martin moved maximums of $65 and $80 for registration and late registration. Seconded by Bob Lemon. Approved by the Board.
1996 Conference: College of Charleston, Charleston, SC

Two sets of dates were offered for the Charleston Conference. Lloyd Benjamin indicated that Oct. 24-26 are the best dates for conference, and there was board consensus. This will be conveyed to the Charleston group.

Dean, Ed McQuire will direct the conference; Diane Johnson and Michael Tyzack, both of the College of Charleston faculty, will chair Art History and Studio respectively.

1997 conference proposal: Virginia Commonwealth Univ. Richmond, VA

Joe Seiple, VCU representative reported that the Jefferson Hotel has already been booked. The room rate will be $105. Other places for conference overflow: Linden Row: room rate: $85; Holiday Inn: room rate: $65. The city is enthusiastic, and will help host the conference. Transportation arrangements are underway. The Virginia Museum should cooperate with an opening and reception. Dates for the conference are October will be announced later. Abbey Aldrich Museum, Best Co., Iron Works are possible places for tours.

Committee Reports:

SECAC REVIEW (Floyd Martin)

January 15 is deadline for all material to appear in issue Robert Mode asked if cost of special documentation section increased cost significantly. Floyd said not that much as long as not done every year. Martha Caldwell working on a "reminiscences" section for a future issue.

Discussion of importance of placing guidelines for promotion and tenure and constitution in hands of new members, and making it available to all members on a "need to have" basis. Don Van Horn will present recommendation at Annual Business meeting.

SECAC Exhibition Grant Committee (Ron Larned)

1994 recipient Tonia Softic’s work is on display at the Windy Morehead Fine Arts Gallery, with walk-through at 2:00 pm.

1995 grant: Committee members: Greg Schlanger, Marie Weaver, Olof Sorenson.

Received 34 proposals, wide variety from sculpture to photography. The committee will meet at this conference. Report of their decision will be given at Annual Business meeting.

Questions about who receives announcement. Ron sends out from mailing list he has compiled. Also appears in the Newsletter each year. Can it be sent to chairs of institutional members (Barbara Watts)? Don Van Horn moved that SECAC member inst. mailings be addressed to dept. chairs, and that they get guidelines for grant to be distributed among artists in the dept. Seconded by Scotchie. Approved.

Nominating Committee (Robert Lemon)

The committee is composed of Larry Ligo, Mindy Taggard, and Virginia Scotchie. Nominations are in order sec.treasurer, and three board members whose terms expire in next year. These board members represent the states of Tennessee, Mississippi, and Arkansas. All three current members are eligible. Other nominations are in order.
Professional Awards Committee (Robert Lemon)

Ligo, Simpson, Biedler, Collins, and McDowell served on this year's committee. Four new members are needed to serve next year. Bi-laws suggest diversity of discipline and geography. Please give names to Bob Lemon.

Awards:

Exemplary Achievement:
Dario A. Covi, Univ. of Louisville, KY

Excellence in Teaching:
Betty J. Crouther, Univ. of Mississippi

Excellence in Scholarly Research and Publication:

Outstanding Artistic Achievement:
Beauvais Lyons, Univ. of Tennessee

Outstanding Exhibition Design/Concept/Catalog:
Betsy Fahlman, Univ. of Arizona

The winners will be announced at annual business meeting.

AFFILIATES REPORTS

SESAA (Mack)

The 1993 conference was held at the School of Architecture of Clemson University in South Carolina, Nov. 3-6, 1993. Program director was Martin Davis of Clemson. Thirty-two papers were presented, and the key-note speaker was Alan Gowans, past president of the national SAH. SESAA pleased to unite with SECAC for the joint meeting in New Orleans. The local program director is Nick Markovich of LSU. SESAA sessions organized by Julia Smith-Pinney of Univ. of Kentucky. SESAA will meet in Birmingham, AL in 1995.

SGC (Saunders)

The organization is alive and well after 22 years in existence. It was formed at a New Orleans SECAC conference. March, 1994 meeting was at Texas Christian. Current president: Beauvais Lyons. Currently have a traveling exhibition of members prints. SGC is also an affiliate member of the North American Print alliance.

VRC (Christina Updike)

Meeting here in New Orleans. Speakers, Elizabeth O'Donnel, and Scott Friday. The group will meet at Tulane (see conference schedule), and the program includes exciting reports on new technology.

FATE (Michael Simpson)

Represented by two panels at current meeting. The organization has its own journal. There are eleven members present at conference. Janet Balwig, is current president of the organization.
CWAO (coalition of Women's Arts Organizations) (Kyra Belan).

Group is concerned with legal issues. Publish a monthly newsletter. Having a panel on Dorothy Gillespie at current meeting.

OLD BUSINESS

AD HOC committee supposed to be studying student memberships. has not happened. How deal with students at conferences is a major issue. Need membership fee, and conference fee. Will study with exec. comm. and present proposal at business meeting. Another issue under consideration is how to deal with institutional membership.

Other issues:

1. Carolyn Kolb memorial. SECAC needs to make contribution to the New Orleans Museum for that purpose. Motion to that effect with an amount is in order. Mack suggested this be discussed at annual business meeting, based on exec. comm. recommendation. Silver Urn has been purchased. Need to know the balance required to pay for it. Peggy McDowell will report at the business meeting.

2. Conference program policies. Heather McPherson concerned about double submission of papers to same session. This became a real problem last year. Guidelines should be established. Should grad students be allowed to present outside grad session. Martha Caldwell suggested add to Myers guidelines that double submissions not allowed. Grad students send to grad session, and that their papers might be sent to sessions not full after grad session is full; i.e. chairs be encouraged to work with grad student session coordinator. Pam Simpson object to restriction on grad students because we are supposed to be encouraging their professional development. Mindy suggested form for those double submitting, so session chairs can know. Referred to committee on guidelines for preparation for next conference in 1995.

3. Virginia Scotchie proposed a juried group members exhibition, could be traveling, could be confined to conference. Use money for individual award every other year for membership show. Ron Larned noted that finding a space is always an issue for individual show, may be even more difficult for group show. Randy Mack noted that this has been done before, and problems with logistics have been serious. Prefer not to mess with individual show, so group show should be done in addition, if actually feasible. Virginia Scotchie to head committee to study the issue.

4. Develop an E-Mail list serve.

5. New standards in art education. Ask Tom Brewer to form ad hoc committee to develop a statement for SECAC and make recommendations at 1995 meeting.

MEETING ADJOURNED AT 10:39 AM

Respectfully submitted,

John W. Myers, Secretary

1/17/95
1994 SECAC Board of Directors Meeting

AGENDA

8:00 - 10:00 pm, Wednesday, October 26

- Call to order and recognition of new members
  Lloyd Benjamin
- Adoption of agenda
  Lloyd Benjamin
- Minutes of 1993 meeting *
  John W. Myers
- Treasurer's report* and 1995 budget
  John W. Myers
- Administrator's report
  Anne W. Thomas

Conference reports

1993*
Arthur Marks
1994
Peggy McDowell
1995
Bonita Billman

Conference proposals

1996, Charleston, SC
representative C of C
1997, Richmond
representative VCU

8:15 - 10:00 am, Thursday, October 27 (coffee and rolls served)

Committee reports

SECAC Review
Floyd Martin
SECAC Exhibition Grant Committee
Ron Larned
Nominating Committee
Robert Lemon
Professional Awards Committee
Robert Lemon
Affiliate and friends

SESAH       Randy Mack
SGC         Boyd Saunders
VRC         Tina Updike
FATE        J. Michael Simpson

Old business

Consideration of membership fees and student registration

New business

Carolyn Kolb memorial

Conference program policies

Adjournment

*Document enclosed
Administrator's report October, 1994

1. Membership
   a. Individual...330; new 151; Sept. - Oct. due...122
   b. Institutional...118
   c. Student...114

2. Conference
   a. Pre-registrations @ $50...304; @ $65...1; student 123 TOTAL 428
   b. Saturday...172

3. Newsletter schedule
   a. December....deadline November 15; mailing before Christmas
   b. Call for Papers for 1995....deadline January 13, 1995
   c. May....deadline April 15, 1995

4. Conference policy

   Propose development of a "contract" that each program participant will have to sign and submit to Administrator before name can be published in program. Sample form attached.
Complete this form and return to SECAC, PO Box 508, Chapel Hill NC 27514-0508

Each person who participates in the 1995 SECAC conference must pay the registration fee and must be a member of SECAC.

I understand the conditions for participation and so indicate by my signature below.

________________________________________________________________________
Signature Date

________________________________________________________________________
Name as it should appear in program (please print or type)

________________________________________________________________________
Address to which SECAC registration material should be sent

________________________________________________________________________
City State Zip

Daytime telephone number ____________________________________________

Title of paper _______________________________________________________

Name of session or panel (abbreviated) __________________________________

Chair of session or panel _____________________________________________
### Financial Report & Budget

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**Budget Totals:**
- Jan-Jun 1995: 
  - Membership Fees: 350
  - Consulting: 25
  - Interest: 100
  - Administrative: 500
- Jul-Sept 1995: 
  - Membership Fees: 350
  - Consulting: 25
  - Interest: 100
  - Administrative: 500
- Oct-Dec 1995: 
  - Membership Fees: 350
  - Consulting: 25
  - Interest: 100
  - Administrative: 500

**Net Total Expenses:**
- Jan-Jun 1995: 
  - Membership Fees: 350
  - Consulting: 25
  - Interest: 100
  - Administrative: 500
- Jul-Sept 1995: 
  - Membership Fees: 350
  - Consulting: 25
  - Interest: 100
  - Administrative: 500
- Oct-Dec 1995: 
  - Membership Fees: 350
  - Consulting: 25
  - Interest: 100
  - Administrative: 500

### Financial Statements

- **Income Statement:**
  - Membership Fees: 350
  - Consulting: 25
  - Interest: 100
  - Administrative: 500

- **Balance Sheet:**
  - Assets:
    - Membership Fees: 350
    - Consulting: 25
    - Interest: 100
    - Administrative: 500
  - Liabilities:
    - Membership Fees: 350
    - Consulting: 25
    - Interest: 100
    - Administrative: 500

- **Statement of Cash Flows:**
  - Operating Activities:
    - Membership Fees: 350
    - Consulting: 25
    - Interest: 100
    - Administrative: 500
  - Investing Activities:
    - Membership Fees: 350
    - Consulting: 25
    - Interest: 100
    - Administrative: 500
  - Financing Activities:
    - Membership Fees: 350
    - Consulting: 25
    - Interest: 100
    - Administrative: 500

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**Notes:**
- Reviewing budgets and allocations.
- Budget for Jan-Jun 1994: 350
- Budget for Jul-Sept 1994: 25
- Budget for Oct-Dec 1994: 100
- Budget for Jan-Jun 1995: 500
- Budget for Jul-Sept 1995: 25
- Budget for Oct-Dec 1995: 100

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**References:**
- Information from the annual report.
- Data from the financial overview.

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**Additional Comments:**
- Member dues have increased from 1993 to 1994.
- Budget allocations have been reallocated to reflect new priorities.

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**Questions:**
- How have membership fees changed over the past year?
- What is the impact of increased member involvement on budget allocations?
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*If held 5 years, bear guaranteed minimum 6% interest compounded semi-annually. Bonds earn interest monthly for 1st 30 months and if held less than 5 years, earn at a fixed, graduated rate which is announced each May and November.