



**Executive Board Meeting
Thursday, March 3, 2016**

- I. Approval of Minutes
- II. Old Business
 - a. ERA -March 11-12, 2016
 - i. 111 attendees with students and staff
 - ii. Tall Timbers is only charging us for the number of individuals who we deposited for
 - iii. Judging sheets and name tags
 - iv. Schedule is drafted and waiting for programs to be added
 - v. Check in at 3pm
 - vi. Will send a note to pro staff about what to pack list
 - vii. Nicholls will be adding two program submissions by tomorrow at noon
 - viii. UL will take care of swiping for silent auction
 - ix. Finish voting today
 - x. Send Sodexo logo to Ashley
 - b. Theme: Disney
 - c. ERA Responsibilities
 - i. Registration- SELU- good to go
 - ii. Team Development- Nicholls- Length of time and number of activities (2-3 on hand)
 - iii. Case Study- Tulane- Ashley is working with Tulane
 - iv. Programs- SELU- close tomorrow at noon
 - v. Awards- Centenary- close tomorrow at noon- send names to Leslie tomorrow and include new logo
 - vi. Silent Auction- ULL- sent reminder and will handle the payment via foresquare. Ashley has silent auction forms.
 - vii. Music- SELU- no updates
 - viii. T-Shirts- Loyola- ordered
 - ix. Late Night Snack- Loyola
 - x. Slideshow-SELU- Blake, #era2016
 - d. Next Round Table- table to post ERA
 - e. SEAHO-Mid Year Funding
- III. New Business

- a. Policy Book Updates- all updates need to go to IRS and votes at business meeting
 - b. LAHO Business Meeting
 - c. Elections
- IV. Board Member Updates
- i. Newsletter Editor- waiting on information on SEAHO Conference
 - ii. SEAHO Rep- not present
 - iii. Business Manager- accepting reimbursement requests
 - iv. ERA Coordinator and Elect
 - v. Research Coordinator- no updates
 - vi. Technology Coordinator- goal is to increase social media activity. Made buttons for students with SM information.
 - vii. Member-at-large- no updates
 - viii. President Elect- elections and nominations
 - ix. Past President- no updates
- V. Announcements
- VI. Next Meeting- 3-12-16
- VII. Adjournment