ALSSO Board Meeting Minutes

Wednesday, September 2, 2026 (TEAMS) 1:00 PM
Purpose: Conference Planning and Readiness Review
In attendance:

Dr. Cynthia Steele - President
Dr Acquanetta Pinkard – President Elect
Kerry Brackett – Immediate Past President
Joyce Allison - Secretary
Marty Kellum - Treasurer
Felicia Taylor – Two-Year Rep
Christa Raney – Four-Year Rep
Anthony Hill – Newsletter Coordinator
Cicely Martin – Newsletter Coordinator
Anissa Graham – Website Editor

1. Welcome and Opening Remarks – **Dr. Steele opened the meeting.**
2. Presidents Report – **Dr. Pinkard gave a report on the state of the organization. Status and future of webinar presentations for post-conference.**
3. Treasurer's Report – **Mr. Kellum gave an overview of the state of the finances pre-conference. This included POs still outstanding and invoices that had yet to be paid.**
4. Board Assessment Survey ALSSO Chapter Self-Assessment Tool – **Dr. Steele asked for all board members to fill out the online form.**
5. Conference Updates
    a. Registration & Current Number of Conference Registrants
        i. Treasurer's Report – **Mr. Kellum gave an update on current registration numbers.**
    b. Conference Budget
        i. Current Expenditures – **Covered previously.**
        ii. Remaining Obligations – **Covered Previously.**
        iii. Available Balance – **Covered Previously.**
    c. Board Members' Lodging
        i. Hotel Accommodations – **Out of town board members were instructed to secure their own accommodations.**
        ii. Reservations and Outstanding Needs – **Mr. Kellum and Ms. Taylor still need to reserve a room.**
    d. Pre-Conference Board Meeting Location
        i. Confirm location for Wednesday before the conference - **Suggestion was made for Aya Restaurant at 6:00 p.m. on October 7th.**
    e. Parking Passes
        i. Number Needed – **Dictated by registration.**
        ii. Distribution Plan – **Emailed to all conference registrants.**

f. Parking Signs
    i. Signage Needs – **Signs need to be put up around Abernathy Hall where the conference will be held.**
    ii. Placement and Setup Responsibilities – **ASU volunteers will ensure this is done by the evening before the conference.**
g. Conference Proposals
    i. Number of Proposals Received: **7 Proposals**
    ii. Proposal Review/Selection Status: **September 15th**
    iii. Presenter Notifications: **September 18th**
h. T-Shirt Orders
    i. Number of Orders Received – **Order has been placed and extra shirts ordered as well. Extra t-shirts can be sold on the website after the conference.**
    ii. Sizes and Quantities ALSSO Taskforce T-Shirt Sizes - **Everyone asked to fill out online form.**
    iii. Order/Delivery Status – **Shirts should be arriving later this week.**
    iv. Distribution Plan – **On campus volunteers will be given their shirts once the arrive. Board members will pick theirs up at the pre-conference board meeting.**

6. Additional Items / New Business
    a. Conference Program and Schedule – **Will be updated once presentations are picked. Generic agenda will go out soon for travel request purposes.**
    b. Vendors/Sponsors – **One possibility with Braven.**
    c. Food and Refreshments – **On campus is the only option, so Dr. Pinkard is currently discussing those options with ASU Catering.**
    d. Awards/Recognition – **Awards form is online for nominations.**
    e. Marketing and Communications – **Mr. Hill and Ms. Martin discussed the Newsletter and a call for topics.**
    f. Other Items from Board Members – **Dr. Pinkard brought up adding a second person to the Business Bank Account just for transparency. Mr. Kellum mentioned that it was generally the president-elect along with the treasurer since the president-elect position was generally more concerned with payouts for the conference and needed a card to make payments. The board agreed that for this next cycle, Dr. Pinkard should be added along with Mr. Kellum, and this can be re-evaluated as needed before the next conference.**
7. Closing Remarks / Adjournment – **Meeting adjourned at 2:12 PM**

approved 10/7/26 SA

ALSSO Board Meeting Minutes - ADDENDUM

Wednesday, September 2, 2026 (TEAMS) 1:00 PM
Purpose: Removing former members from Region's Checking Account

Dr. Cynthia Steele - President
Dr Acquanetta Pinkard – President Elect
Kerry Brackett – Immediate Past President
Joyce Allison - Secretary
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1. Addendum requested by Region's Bank for removing past members from the ALSSO Checking account. **– The Board approved the removal of Haley Nix and Tenir Gumbs from the checking account.**