

Southeast Compact Commission

Administrative Committee DRAFT Meeting Minutes

June 18, 2024

The Administrative Committee met on June 18, 2024, at the Holiday Inn Oceanfront at 2101 Atlantic Ave., Virginia Beach, VA, 23451. Committee Chairman Jack Storton noted that a quorum of the Committee was present and called the meeting to order at 10:30 a.m.

Members Present

Jack Storton (Chairman), Karl Frost, Paul Burks, Donna Hodges, Debra Shults

Staff Present

Tom Hansen

Also Present

Ron Rogers, Jim Craig, Lea Perlas, Les Foldesi

Approval of Minutes

Donna Hodges made a motion to approve the minutes of the June 14, 2023, committee meeting. Paul Burks seconded the motion, and Committee Chairman Storton called for a vote on the motion which was unanimously approved.

Staff Report

Tom Hansen, the Commission's Executive Director, summarized the items on the Committee's agenda and reported on the following items.

- The Commission's FY 2023 Annual Report is complete and would be mailed in the coming weeks
- The Commission's insurance is due to be renewed
- The SECC website and updates continue to be issues
- Document storage and locations
- Unfinished business from the last Commission meeting – a letter of recognition for Mike Mobley
- Proposed changes to the Hodes Award nomination process
- Future meetings and meeting planning

Review and Discussion of Proposed Budget for Fiscal Year 2024

Paul Burks, Secretary/Treasurer and Chairman of the Finance Committee, presented the proposed budget for FY 2025 and the supporting documentation to the Committee. The

proposed budget had been reviewed by the Finance Committee earlier that day and was referred to the Administrative Committee for further review.

Paul Burks moved that the proposed FY 2023 budget be submitted to the full Commission for approval. Debra Shults seconded the motion, and Committee Chairman Storton called for a vote on the motion which was unanimously approved.

Old Business

The Committee discussed a policy for records retention that was drafted by the Commission's attorney. It was decided that although the document would benefit from some minor changes, that such changes should not prevent the document from being approved. Paul Burks moved that the proposed policy be submitted to the full Commission for approval. Debra Shults seconded the motion, and Committee Chairman Storton called for a vote on the motion which was unanimously approved.

The Committee discussed the desires of Mike Mobley (TN) and Herbert Wheary (VA) to resign from the Commission. It was decided that such resignations should be formal, and that their names should not be removed from the Commission roster until such time as a letter was received from them or the State that appointed them. Debra Shults will check with Mike Mobley to see if he has contacted the TN about his desire to resign, and Lea Perlas believes that Herbert Wheary already wrote such a letter to VA. Letters of appreciation will be written to both persons once their formal resignations are received.

New Business

The Committee discussed proposed changes to the manner in which Hodes Award nominations are administered including the following:

- Simplifying the nomination which consists of a citation (of up to 100 words), a basis for nomination (of up to 750 words), and 3 letters of recommendation to a required citation and optional basis for nomination and letters of recommendation
- Allow the Executive Director make nominations.
- Allow qualified but unsuccessful nominations to be considered in subsequent years (i.e., nominations will not automatically expire, but may be removed from the nomination bank by the award committee).

Paul Burks made a motion to recommend the proposed changes to award administration and Donna Hodges seconded the motion. Committee Chairman Storton called for a vote, and the motion was unanimously approved.

Karl Frost's retirement was discussed. As he will be retiring on or about October 1, a person to complete his term as Commission Chairman. Debra Shults indicated that she would be willing to serve in that manner, and no other volunteers were heard.

The Executive Director proposed that the meeting location for the Commission's next annual meeting be Biloxi, MS. No objections were heard.

Adjournment

Paul Burks moved to adjourn the meeting and Donna Hodges seconded the motion. Committee Chairman Storton called for a vote, and the meeting was unanimously adjourned at 11:25 a.m.