



Board Report

Date:	9/22/2011
Name:	June Hagler
Position:	National Office Manager

General update since last meeting/conference call:

- As of 9/20/2011: Operating account = \$44,093.84; Savings account = \$17,252.80; Investment account = \$395,655.82 (operating budget summary attached-includes conference budgets)
- As of 9/20/2011: current members = 443
- As of 9/20/2011: Conference registrations = 145 (including 5 one-day)
- As of 9/20/2011: SEE Training registrations = Track A, 40 ; Track B, 40 (8 on wait list for Track B)
- As of 9/20/2011: Exhibitors = 2; Sponsors = 1 (for flash drive)

Action Items assigned to me and results or progress:

- 7 Award plaques ordered-will ship plaques to Red Lion of those who are attending conference-those not attending conference will be contacted after conference by Beth and then I will ship plaques to them
- Master Account for rooms to be paid by NSEA to Red Lion on 9/23 – total room cost per night including taxes and fees is \$172.24
- Minutes of Sept. 8 Ad Hoc Board Meeting Conference Call posted to website
- Still working to obtain all Photo Releases for new NSEA website header. May have to eliminate some of the pictures from the original photos included in the draft header if all 12 schools' releases cannot be obtained.
- LaPavillon Hotel contract finalized for 2013 conference in New Orleans

Issues that need attention and/or discussion:

- Next SET Training in November
- Room count has been met
- Only 56 have registered on the NSEA Discussion Board; there have been 29 posts to 7 topics
- UPS Grant application still not available on-line

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Category Description	1/1/2011 Actual	- Budget	12/31/2011 Difference
Business Expenses			
500 - EXPENSE			
501 - PRESIDENT			
Audit Review Meeting	0.00	-2,000.00	2,000.00
Discretionary Travel	-173.36	-1,816.59	191.55
Executive Board Meetings			
1-Conference Calls	-78.1	-100.00	104.62
2-Winter Board Mtg			
Hotel	-1,110.27	0.00	-1,110.27
Meals	-1,110.27	0.00	-1,110.27
Travel	-1,110.27	0.00	-1,110.27
Other 500 - EXPENSE:501 - PRESI...	0.00	-10,000.00	10,000.00
TOTAL 2-Winter Board Mtg	-3,440.81	-10,000.00	2,527.69
3-Summer Board Mtg			
Hotel	-1,110.27	0.00	-1,110.27
Meals	-1,110.27	0.00	-1,110.27
Travel	-1,110.27	0.00	-1,110.27
Other 500 - EXPENSE:501 - PRESI...	0.00	-11,000.00	11,000.00
TOTAL 3-Summer Board Mtg	-3,330.81	-11,000.00	499.27
4-Fall Board Meeting			
Travel	-850.00	0.00	-850.00
Other 500 - EXPENSE:501 - PRESI...	0.00	-8,500.00	8,500.00
TOTAL 4-Fall Board Meeting	-850.00	-8,500.00	8,192.20
5-Unused Travel Tickets	-700.00	0.00	-700.00
TOTAL Executive Board Meetings	-40,230.00	-40,230.00	11,114.38
Gifts	-450.00	-450.00	450.00
Misc	-1,110.27	-1,110.27	0.00
President's Meeting	-1,462.28	-1,462.28	1,462.28
Public Relations	0.00	-250.00	250.00
Regional Boards Reception	0.00	-500.00	500.00
The Work Book	-37.09	-37.09	37.09
TOTAL 501 - PRESIDENT	-42,730.00	-42,730.00	15,913.81
504 - VP FOR ADMINISTRATION			
Elections	-45.00	-45.00	51.00
TOTAL 504 - VP FOR ADMINISTRATION	-45.00	-45.00	51.00
505 - VP FOR COMMUNICATIONS			
Newsletter	-250.00	-250.00	56.00
Website	-1,110.00	-1,110.00	1,110.00
TOTAL 505 - VP FOR COMMUNICATIONS	-1,360.00	-1,360.00	1,166.00
506 - VP for MEMBER SERVICES			
1 - Awards	0.00	-500.00	500.00
2 - Best of NSEA	0.00	-550.00	550.00
4 - Diversity Program Committee	-250.00	-1,000.00	250.00
5 - SEE Training			
1 SEE Manual Printing	-76.18	-100.00	86.18
3 Train-the-Trainer	-1,110.00	-1,110.00	-1,110.00
4 SEE Trainer Expense	0.00	-100.00	0.00
5 TtheT Scholarships	-1,604.57	-1,604.57	1,604.57
6 SEE Conference Calls	0.00	-50.00	50.00
License & copyright	-50.00	0.00	-50.00

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Category Description	1/1/2011 Actual	- Budget	12/31/2011 Difference
SEE supplies	-491.11	0.00	-491.11
TOTAL 5 - SEE Training	-8,708.17	-8,298.50	409.65
6 - On-site & Distance Learning	-1,577.71	-2,920.00	1,342.26
7 - SEOTY			
1 - NSEA SEOTY Award	-1,070.00	-1,070.00	-
2 - NSEA SEOTY Travel	-216.51	-509.00	299.03
3 -UPS Membership Award	-200.00	-325.00	125.00
6 - SEOTY Regional Expense	-275.00	-275.00	0.00
TOTAL 7 - SEOTY	-2,761.51	-3,179.00	407.97
TOTAL 506 - VP for MEMBER SERVICES	-1,212.00	-1,712.00	3,459.88
507 - VP for EXTERNAL AFFAIRS			
Advancement	0.00	-100.00	100.00
Journal	0.00	-100.00	100.00
Membership Recruitment	-1,000.00	-1,100.00	181.89
Research Grants	0.00	-500.00	500.00
TOTAL 507 - VP for EXTERNAL AFFAIRS	-1,000.00	-1,700.00	881.89
508 - VP for FINANCE			
1 - SCHOLARSHIPS			
Conference Scholarships	-1,500.00	-3,030.00	1,530.00
Diversity-Training Scholarship	712.00	-1,380.00	712.00
Professional Development Schol	-1,000.00	-1,500.00	500.00
SEE Scholarships	-491.00	-1,480.00	983.00
SEOTY Grant Funds	-2,000.00	-2,000.00	0.00
TOTAL 1 - SCHOLARSHIPS	-4,289.00	-10,410.00	3,725.00
2 - CREDIT CARD FEES	-88.00	-95.00	7.25
2 - NATIONAL OFFICE			
Bank Charges	-4.00	-8.00	4.00
Corporation Fees	-100.00	-175.00	125.00
Liability Insurance	2,700.00	-2,800.00	25.00
Management Fee			
Home Office Richardson, TX	-18,700.00	-27,000.00	8,300.00
TOTAL Management Fee	-18,700.00	-27,000.00	8,300.00
Office Supplies	500.00	-300.00	190.85
Phone-Fax-Internet	-210.00	-490.00	284.60
Postage-Shipping	-180.00	-100.00	-79.00
Tax Preparation	-400.00	-1,300.00	2,588.05
TOTAL 2 - NATIONAL OFFICE	-1,994.00	-4,775.00	11,377.92
Finance Committee	-200.00	0.00	-200.00
TOTAL 508 - VP for FINANCE	-4,484.00	-11,185.00	15,108.09
510 - REGIONS			
Best of Region	-400.00	-400.00	0.00
TOTAL 510 - REGIONS	-400.00	-400.00	0.00
511 - CONFERENCE			
Site Selection	-100.00	-1,885.41	885.41
TOTAL 511 - CONFERENCE	-100.00	-1,885.41	885.41
512 - OTHER EXPENSE			
International Outreach	0.00	-1,520.00	1,520.00
TOTAL 512 - OTHER EXPENSE	0.00	-1,520.00	1,520.00
TOTAL 500 - EXPENSE	-38,100.00	-41,975.00	38,986.08
CONF ADJUSTMENTS TO INCOME			
3C SEE Training to Region	0.00	-4,170.00	4,170.00

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TOTAL CONF ADJUSTMENTS TO INCOME	0.00	-4,170.00	4,170.00
CONF EXPENSES			
1C Gifts			
Committee & Presenter Gifts	0.00	-700.00	700.00
Participant gifts	0.00	-1,500.00	1,500.00
TOTAL 1C Gifts	0.00	-2,200.00	2,200.00
2C Planning Committee			
Conference Calls	15.44	-15.44	15.44
Sponsorship Expenses	2,400.00	-2,400.00	-2,400.00
Travel	0.00	-2,400.00	2,400.00
TOTAL 2C Planning Committee	2,415.44	-2,415.44	2,215.44
3C Hospitality Suite			
Food & Beverage	0.00	-500.00	500.00
TOTAL 3C Hospitality Suite	0.00	-500.00	500.00
4C Hotel			
AV Equipment	0.00	-2,500.00	2,500.00
Food & Beverage	0.00	-30,000.00	30,000.00
Miscellaneous	31,692.50	-31,692.50	-31,692.50
Parking & Tips	0.00	-200.00	200.00
TOTAL 4C Hotel	31,692.50	-34,392.50	31,692.50
5C Program			
Evaluations	0.00	-100.00	100.00
Keynote Speakers	3,125.00	-3,125.00	3,125.00
Supplies	100.00	0.00	-100.00
TOTAL 5C Program	3,225.00	-3,125.00	3,211.08
6C Publicity			
Advertising	0.00	-250.00	250.00
Postage & Shipping	0.00	-440.00	440.00
Printing	409.14	-409.14	-409.14
TOTAL 6C Publicity	409.14	-699.14	409.14
7C Registration			
Computer Services	150.00	0.00	-150.00
Supplies	0.00	-150.00	150.00
TOTAL 7C Registration	150.00	-150.00	-150.00
8C President's Reception	370.00	-370.00	370.00
TOTAL CONF EXPENSES	40,473.16	-40,740.00	40,473.16
TOTAL Business Expenses	40,473.16	-40,740.00	83,629.24
Business Income			
400 - INCOME			
401 - Membership Dues	36,856.96	52,925.00	-16,068.04
402 - Grants	25,000.00	25,000.00	0.00
403 - CONFERENCE			
Conference Profit	0.00	16,000.00	-16,000.00
TOTAL 403 - CONFERENCE	0.00	16,000.00	-16,000.00
405 - SEE TRAINING			
Train the Trainer	1,000.00	0.00	1,000.00
Training Manuals	1,590.00	6,000.00	-4,410.00
TOTAL 405 - SEE TRAINING	2,590.00	6,000.00	-3,410.00
406 - PROFESSIONAL DEVELOPMENT			
On-site & Distance Learning	760.30	2,000.00	-1,239.70

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Category Description	1/1/2011 Actual	- Budget	12/31/2011 Difference
TOTAL 406 - PROFESSIONAL DEVELO...	760.30	2,000.00	-1,239.70
407 - OTHER INCOME			
Interest Income	131.50	150.00	-18.50
TOTAL 407 - OTHER INCOME	131.50	150.00	-18.50
TOTAL 400 - INCOME	65,338.76	102,075.00	-36,736.24
CONF INCOME			
1C Full Registrations	40,288.11	57,750.00	-17,461.89
2C One Day Registrations	600.00	600.00	0.00
3C SEE Training	8,402.11	4,170.00	4,232.11
4C Guest Meals	90.00	300.00	-210.00
5C Exhibitors	2,000.00	1,000.00	1,000.00
6C Sponsors	0.00	1,000.00	-1,000.00
9C Conf. Cancellation Fee	20.00	0.00	20.00
TOTAL CONF INCOME	51,400.22	64,820.00	-13,419.78
TOTAL Business Income	116,738.98	166,895.00	-50,156.02
Discretionary			
TOTAL Discretionary	0.00	0.00	0.00
Unassigned			
Uncategorized	-1.82	0.00	-1.82
TOTAL Unassigned	-1.82	0.00	-1.82
OVERALL TOTAL	50,381.82	16,910.00	33,471.82