

**ICHRIE Annual Board Meeting**  
**Via Zoom**  
**Minutes**  
**07/26/2021: 9:00am (EDT)**

---

**Present:** Joy Dickerson (President), Lea Dopson (Vice-President), Lisa Slevitch (Treasurer), Catherine Curtis (Secretary), Jeff Beck (Past-President), Fran Brasseur (Executive Director), Rai Shacklock (Executive Director of Membership and Communication), Reg Foucar-Szocki (Executive Director of Operations), Fred Mayo (Executive Director of Partnership and Outreach), Tassie Pippert (incoming Secretary), Kimberly Severt (Director of Conferences), Jenna Lee (Director of Research), Nick Thomas (Director of Education), Miranda Kitterlin-Lynch (Director of Membership), Ralf Burbach (Director of Networking), Ruth O'Rourke (ESD Board Chair), Steve Hood (Director of Industry Relations), Margaret Heng (APacCHRIE), Xander Lub (EuroCHRIE), Theresa Lind (NENA), Faizan Ali (SECSA), Priyanko Guchait (West CHRIE), Mary Jo Dolasinski (Central), Sam Kim (incoming APacCHRIE), Lisa Cain (incoming SECSA), Henri Kuokkanen (incoming EuroCHRIE), Saehya Ann (incoming West CHRIE), Kirsten Tripodi (incoming NENA), Ajai Ammachathram (incoming Central), Don Schoffstall (incoming Director of Education), James Williams (incoming Director of Networking).

1. **Call to Order, 9:03 am** (President, Joy Dickerson)
2. **Roll Call:** (Secretary, Catherine Curtis)
3. **Agenda** (President, Joy Dickerson)
  - a. **Motion:** to approve agenda from Fred Mayo
  - b. Second Nick Thomas
  - c. Motion passed
4. **Treasurer's Report** (Treasurer, Lisa Slevitch)
  - a. Presented Fiscal Year 2020 from auditing firm and remainder of 2021
  - b. **Motion:** to approve Financial Report for year end 2020 by Fred Mayo
  - c. Second: Godwin-Charles Ogbeide
  - d. Motion passed
5. **Future Fund** (Future Fund Chair, Godwin-Charles Ogbeide)
  - a. The vision of the founders of the Future Fund is coming to a reality
  - b. Future has supported many ventures such as the graduate conference and undergraduate competitions
  - c. 20% of goal achieved of \$1 million endowment for ICHRIE; balance is \$210, 589
  - d. Future Fund sponsored 25 new members for the conference
  - e. Funding the Case Study Competition throughout the conference
6. **ICHRIE Leadership Report** (Rai Shacklock, Reg Foucar-Szocki, and Fred Mayo)
  - a. **Executive Director of Membership and Communication, Rai Shacklock:** pleasure to serve
  - b. Need to continue serving old members but generate interest from new, younger members
  - c. Worked with ICHRIE Board, ICHRIE office, and with Reg and Fred on many projects

- d. Goal to improve communication: developed bi-monthly newsletter via MailChimp and Fred's Friday Notes went to Deans and Directors, largest project with Miranda on Membership restructure which has increased membership
  - e. Working with the Research Committee, JHTR and JHTE will be online as well as Research Reports
  - f. Examined the guide to College Programs to be more useful to members
  - g. Also involved with Awards, will have new website up soon, recommend membership drive and to embrace technology
  - a. **Executive Director of Operations, Reg Foucar-Szocki:** some areas to highlight
  - b. Restructuring: vacancy in the Executive Director position and modifying staffing from 4 to 2 people
  - c. Provided transparency to the organization so that board could make strategic decisions
  - d. Modified expenses and payroll
  - e. Renegotiated conferences: 2022 Washington D.C., 2023 Phoenix, and 2024 Montreal
  - f. Trying to become a more global organization not only in U.S. eastern time zones but offering meetings utilizing GMT
  - a. **Executive Director of Partnership and Outreach, Fred Mayo:** report on past 9 months
  - b. Worked on building relationships within and outside the organization
  - c. Goals were to improve customer service in office and encourage staff to be strategically thoughtful about the work and to bring operational processes and software up to date
  - d. Another goal was to change the manner and content of communication to program leaders around the world-consciously changing language used
  - e. Our goal is to be a global leader
  - f. Held focus groups with program heads and shared results with Board
  - g. Wrote 32 editions of Fred's Friday Notes
  - h. Worked with Future Fund to support 25 new members brand new to the conference: Conference registration(\$85x25=\$2,125), membership (\$25\*25=\$625)
  - i. Created a new model for sponsorship of award where institutions or businesses commit several years as a Gold sponsor, (\$5,000 x 5 years=\$25,000). Also looking to recognize sponsors year long so they feel connected
  - j. In total raised over \$100k in sponsorships
- 7. Executive Director's Report** (Executive Director, Fran Brasseur)
- a. In first 30 days amazed for the groundwork that Rai, Reg, and Fred established
  - b. Many surprises in new role and looked for ways to modernize
  - c. We are well-positioned for growth, currently over 1,000 members
  - d. Dedicated to transparency and financial responsibility
- 8. President's Report** (President, Joy Dickerson)
- a. ICHRIE is a stronger organization through the pandemic with over 1,000 members representing 60 countries
  - b. Decreased expenditures, increased revenues over budget, technological advancements on the horizon
  - c. Positive environment with good communication
  - d. We met 21 times over the past year
  - e. Created new mission, vision, and values and strategic plan
  - f. Created organizational task forces and determined that we wanted to ICHRIE to be a hybrid model meaning that we are independent and are free to use outside sources as necessary

- g. Formed Technology Task Force that performed an audit and found our new software, Memberclicks
  - h. Kimberly Severt and committee evaluated conference modality and decided to be fully virtual
  - i. We installed 3 interim Executive Directors in Sept. 2020
  - j. Developed Steering Committee lead by Mary Jo Dolasinski with 5 project leads and set goals for next year
  - k. Leadership Search Committee was formed Jan. 2021 and led by Donna Quadri-Felitti and Nick Thomas
  - l. Also went through reorganization of the office and new membership categories
  - m. Held organizational wide webinars and gathered new members through the Future Fund
  - n. New editors on our journals
  - o. Reinvigorated SIGs
  - p. Had the best industry speakers at our conference
  - q. Grateful for everyone's effort and hard work and hope it continues through the years
- 9. President Elect's Report** (President, Lea Dopson)
- a. Thanked and congratulated Joy on her successful, productive year
  - b. As President: intends to deliver strategic plan, especially towards growth of organization
  - c. Specifically with Member services to use technology to recruit and retain new members of the organization, and to increase member satisfaction and engagement through innovative conference programming; enhancing research that is relevant for teaching and learning and research that relevant to industry-enhancing theoretical and applied publications, and collaborative research opportunities for members; Teaching and learning- provide resources for best practices, and connect faculty and industry partners in curriculum development, connect ESD members with industry; provide resources for current trends in higher education and industry; plan to engage in fiscal practices and fundraising for growth programs to grow global culture.
  - d. Looking forward to working with Fran and new Board members
- 10. Immediate Past President's Report** (Immediate Past President, Jeff Beck)
- a. Congratulated Joy and Rai, Reg, and Fred for their leadership, welcomed Fran and incoming officers
  - b. Many changes become standardized with the Awards committee
  - c. Changed Nominating Committee to an Elections Committee with additional responsibilities to ensure transparency through the election process
- 11. Old Business:** (Secretary, Catherine Curtis)
- a. Presented Bylaws changes for 2021:
  - b. 1.) Changed Chief Executive Officer or CEO to Executive Director or ED.
  - c. 2.) **Article V, Section 6, A: Desired Behavior: 1. Meeting Attendance:** "Officers and directors shall attend a minimum of six Board meetings. Failure of the Officer or Director to meet these requirements may be grounds for removal as provided for in the Bylaws, and procedures of the Board for the same. If an Officer or Director is absent from two full board meetings without replacement representation and/or fails to attend 25% of the scheduled conference calls without prior communication, the Officer or Director will be removed from the board".
  - d. 3.) **Article V, Section 6, A: Desired Behavior: 2. Meetings of the Board:** Regular meetings of the ICHRIE Board may be held as stipulated by the Board as follows: a. Full Board meetings during the Annual ICHRIE Conference and the January host location of the upcoming annual conference. b. Scheduled Board meetings via video or teleconference

communication c. The Executive Committee may schedule meetings to coincide with the November New York City Hotel Show and the May Chicago Restaurant Show. d. Additional Special Board meetings (those not regularly scheduled) may be held through (video or teleconference communication) upon notice given to all directors at least ten (10) working days in advance by electronic mail or any other means of communication.

4.) **Article V, Section 8:** Vice-President, “The Vice President shall chair the Strategic Planning Committee comprised of Federation Vice Presidents and presidential appointees and serve as a liaison to the Deans and Directors. The Vice President will succeed the current President at the termination of the President’s term in office. The Vice President shall act for the President in their absence or incapacity”.

e. 5.) **Article V, Section 22.** Chair of the Eta Sigma Delta Board of Governors

“Eta Sigma Delta (ESD) is an international honor society that recognizes the scholastic and professional achievements of students and alumni from institutions granting diplomas, associate and baccalaureate degrees, graduate degrees, or their equivalents, in the field of hospitality, tourism, and culinary arts. In cooperation with the ICHRIE staff, the Chair shall convene and preside over all meetings of the ESD Board of Governors, serve as the spokesperson for Eta Sigma Delta, ensure that all ESD Chapter reports are filed, and make the annual report of the ESD Board of Governors to the ICHRIE Board of Directors. The Chair of the Eta Sigma Delta Board of Governors is a member of the ICHRIE Board of Directors with vote and will align the ESD work with overall ICHRIE efforts. The Chair of the ESD Board of Governors shall be elected by the Eta Sigma Delta Chapter Faculty Advisors”.

6.) **Article VI, Section 1.** Regular Meetings

“Regular meetings of the ICHRIE Board of Directors – whether in person or via video or teleconference communication – shall be held at least six times a year. In addition to the two full meetings held each year (January and July), the ICHRIE Board of Directors shall announce the meetings with a designated time established at least 30 days in advance”.

7.) **Article VI, Section 2.** Special Meetings

“Special meetings of the ICHRIE Board of Directors may be held at such time and place or via video or teleconference communication. A special meeting shall be called by the President upon the request of one- third of the members of the ICHRIE Board. Notification of the time, place, and purpose of the special meeting shall be sent to the Board members at least ten (10) days in advance of the meeting”.

## 8. ARTICLE VIII

### NOMINATIONS AND ELECTIONS

#### Section 1. Election Committee

The Election Committee shall consist of at least eleven members, six of who are the Federation Immediate Past Presidents, four of who shall be selected as ad hoc volunteers from the general membership, and the ICHRIE Immediate Past President, who will chair the committee. The Federation Immediate Past Presidents shall serve concurrent with their term of office. The ad hoc members serve for a one-year term and are eligible to serve up to three consecutive terms. As Chair of the Election Committee, the ICHRIE Immediate Past President shall vote only in the case of a tie.

#### Section 2. Nomination of Candidates

Candidates shall be submitted each year for the position of Vice President and every other year for the positions of Secretary and Treasurer. Candidates will be presented in staggered terms for the Director of Education, Director of Member Services and

Development, Director of Marketing, Director of Networking, Director of Conferences, and the Director of Research. At least two persons will be presented for each position.

### Section 3. Other Nominations

Nominations for any position, in addition to those proposed by the Election Committee, may be placed on the ballot by means of a written petition, electronic means of communication, or letters of nomination signed by at least 5% of the membership no later than July 31st of the election year, or at the conclusion of the Annual Business Meeting.

### Section 4. Eligibility to Vote.

All ICHRIE members, except honorary/complimentary members, shall be entitled to vote for all elected ICHRIE positions.

### Section 5. Timetable for Elections

Elections shall be conducted by appropriate electronic media, with the call for nominations announced no later than March 31st of the election year. Nominations will be open until July 31st of the election year, or at the conclusion of the Annual Business Meeting, whichever is later. The final slate will be approved by the ICHRIE Board of Directors no later than September 30th of the election year. Balloting will be conducted for a sixty-day period from November 1st to December 31st. An election shall require the affirmative vote of a majority of members voting. In the case of a tie vote, a runoff election shall be held with ballots distributed no later than February 1st following the election, and they will be collected for a thirty (30) day period. Should the second ballot yield a tie vote, the Board of Directors shall break the tie by a majority vote of Board members.

### Section 6. Vacancies

When a vacancy occurs in the office of Immediate Past President, the President will assume those duties in addition to the duties of his/her own office until the next election. When a vacancy occurs in the office of President, the Vice President assumes those duties in addition to the duties of his/her own office until the next election. When a vacancy occurs in the office of Vice President, the President, with the consent of the Board may appoint a person to serve until the Election Committee presents a slate of candidates for a special election by the membership. When a vacancy occurs in the office of Secretary, Treasurer, or other Director, the President, with the consent of the Board of Directors, shall appoint a Secretary, Treasurer, or appropriate Director pro tem to serve until the next regular election.

### Section 7. Election Confirmation and Challenges

Two (2) ICHRIE Past Presidents (PP), selected by the IPP as chair of the Past Presidents Council (PPC) prior to initial ballots being distributed, will verify all election results within ten (10) days of the end of the voting period. Any PP with a connection to any candidate on the current slate is not eligible to participate in the verification process (e.g., a colleague from their institution is on the slate, a co-author, or any other known or obvious connection). Once the results are confirmed, the IPP will immediately inform the Board and the individual candidates of the election results.

The PPC has the responsibility of adjudicating any election result challenge. Elections must be challenged within seven (7) days of the announcement of winning candidates. Upon receipt by the IPP of an election challenge by a candidate, within five (5) days the IPP will form a group of at least 3 PPs to hear any challenge, investigate, confer, and then render a recommendation to the ICHRIE Board. The IPP is not to be a participant in

the investigation group to help ensure objectivity. The group will render one of the following two recommendations within twenty-one (21) days of formation of the group.

1. If no sufficient reason is found to overturn an election result, the original outcome is confirmed.

2. If a sufficient reason is found to overturn an election result (or multiple results), a special election is to be held.

3. If a winning candidate is found by the council to have violated ICHRIE rules, then:

a) If only 2 candidates were on the ballot, the second-place candidate shall be declared the winner: or

b) If more than 2 candidates were on the ballot, a special election is to be held. The Board is to review and vote on the recommendation within ten (10) days after any election result challenges. If the recommendation is accepted, it is to be immediately implemented. If the PPC finding is rejected, the Board will determine the next steps.

#### Section 8. Special Elections

If the Board determines that a special election is to be held:

(1) the original qualified candidates in a contested election have the option of running again.

(2) if all qualified candidates accept nomination, within fifteen (15) days an announcement is made that a special election is to be held.

(3) If any or all original qualified candidates remove themselves from the special election, the election committee may fill any vacancy on the slate. The revised slate is presented to the Board. Once approved by the Board, the special election is announced within fifteen (15) days.

(4) Special Elections shall be conducted by appropriate electronic media. Balloting will be conducted for a thirty (30) day period. An election shall require the affirmative vote of a majority of members voting. In the case of a tie vote, a runoff election shall be held within fifteen (15) days and ballots will be collected for a thirty (30) day period. Should the second ballot yield a tie vote, the Board of Directors shall break the tie by a majority vote of Board members.

(5) Two (2) members of the PPC are asked by the IPP to confirm the new outcome. Once confirmed, the IPP will immediately inform the Board members and the candidates of the result.

(6) It is acceptable in a special election to have a slate with only one candidate.

#### Section 9. Campaigning Philosophy

ICHRIE values elections that are free of active "politicking." It is certainly appropriate to ask other members for further information about a candidate. However, actively campaigning is inappropriate and inconsistent with the way ICHRIE operates as an association. This applies to general elections as well as to federation/interest group elections.

1. "Campaigning" is defined as attempting to influence the vote of others or promoting one candidate over another.

2. All candidates must sign that they agree to the ICHRIE Campaign Policy Statement

3. This Campaigning Philosophy is based on the following principles.

1. All candidates are provided a level playing field. All candidates are presented to the membership in the same manner and given an equal opportunity to share their views or biographies for consideration. ICHRIE seeks to avoid elections in which campaigning may advantage one candidate over another.

2. Candidates are elected on the merits of their service and leadership ability rather than campaign resources.
3. Candidates are elected to lead ICHRIE or their federation/interest group as a whole. ICHRIE seeks to avoid elections in which candidates represent coalitions campaigning on their behalf.
4. An open opportunity will be made to be nominated and fairly considered for candidacy. These Bylaws require open nominations and the construction of an appropriate slate, eliminating the need for self-promotion through campaigning. Any member concerns about campaigning should be directed to the IPP.
5. Proper notification of members about the nomination process and the opening of elections will be made. Appropriate announcements in the Communique, via email, and on the website(s) are generated in a controlled manner, at reasonable intervals. ICHRIE seeks to avoid the undesirable prospect of candidates using electronic communication or other methods to inundate members with campaign material.

**9. Article XI, Section 2. Executive Director**

A. Reporting Relationships. The Executive Director shall be employed by ICHRIE and report directly to the ICHRIE President and Vice President, has reporting responsibilities to the Executive Committee of the ICHRIE Board of Directors and works closely with all members of the Board of Directors, Presidents of Federations, and Chairs of Special Interest Groups. The Executive Director shall consult with and be responsible to the ICHRIE President between meetings of the Executive Committee. The Executive Director will be subject to an annual performance evaluation by the President and Vice President in consultation with the Executive Committee and with input from the full Board of Directors. The ICHRIE President and Vice President shall deliver the feedback of the performance evaluation to the Executive Director each year.

B. Specific Responsibilities. The essential areas of responsibility that the Executive Director shall oversee include, but are not limited to, the following:

1. As defined in the Job Description of the Executive Director, the responsibilities will fall under four categories: Organizational Relationships, Organizational Capability and Culture, Organizational Operation, and Organizational Governance. The Executive Director will refer to the Job Description for specific job responsibilities.
2. Perform such other duties as stated in the contract, Bylaws, standing rules, policies, directives, and identified goals established by the ICHRIE Board of Directors or the ICHRIE President or ICHRIE Vice President.

- a. **Motion:** to approve the Bylaws changes by Fred Mayo
- b. Second: Bill Frye
- c. Motion passed

**12. New Business**

- a. None

**13. Recognition of Outgoing Officers and Board Members (President, Joy Dickerson)**

- a. 2020-2021: Outgoing Immediate Past-President-Jeff Beck, outgoing Secretary-Catherine Curtis, outgoing Director of Education-Nick Thomas, and outgoing Director of Networking-Ralf Burbach. Outgoing Federation Presidents: Margaret Heng-APacCHRIE, Xander Lub-EuroCHRIE, Mary Jo Dolasinski-Central, Theresa Lind-NENA, Faizan Ali-SECSA, and Priyanko Guchait-West. Thank you all for your service.

**14. Installation of New Officers and Board Members (Past President, Susan Fournier)**

- a. 2021-2022: Immediate Past-President-Joy Dickerson, President-Lea Dopson, Vice-President- Ralf Burbach, Secretary-Tassie Pippert, and Treasurer-Lisa Slevitch. Director

of Conferences-Kimberly Severt, Director of Education-Don Schoffstall, Director of Industry Services-Steve Hood, Director of Marketing-Anders Justenlund, Director of Membership-Miranda Kitterlin-Lynch, Director of Networking-James Williams, Director of Research-Jenna Lee, and ESD Board of governors Chair-Ruth O'Rourke, and 75<sup>th</sup> Anniversary Chair-Presidential appointee-Mary Jo Dolasinski. Incoming Federation Presidents: Sam Kim-APacCHRIE, Henri Kuokkanen-EuroCHRIE, Ajai Ammachathram-Central, Kirsten Tripodi-NENA, Lisa Cain-SECSA, and Saehya Ann-West.

- b. Susan Fournier read the oath and incoming officers accepted.

**15. President's Welcome** (President, Lea Dopson)

- a. Welcomed the new board, no further new business at this time
- b. Motion to adjourn by Steve Hood
- c. Second by Kirsten Tripodi
- d. Motion passed
- e. Meeting adjourned, 10:09am (EDT)