



Meeting Minutes Executive Board Meeting

Phone: (712) 775-7031
Access Code: 285-975-405

January 18, 2018
Conference Call

The board convened at 11:00 a.m. CST

Present: Robin Ozz, Deb Daiek, Patrick Saxon, Mary Zimmerer, and Annette Cook

Guests: None

Absent: Meredith Sides

Discussion Items:

1. Review of Minutes (Board)

Motion to approve the minutes from the December board meeting.

First: Patrick Saxon

Second: Mary Zimmerer

Motion passed 3-0

2. President's Report (Robin Ozz)

- AMATYC Presentation for November. They invited the Board to present. Deb will write back to confirm. Annette will represent NADE.
- PADE – Robin is not going to present plenary session and will let them know. Deb was invited to provide a welcome and support Robin...but will now present. Patrick would like to have the opportunity for other members of the Board to be a part of the Type A grant. Will put the concept on as agenda item for National Harbor.
- Agenda for Conference. Robin encouraged everyone to submit discussion items for National Harbor Conference meeting. Go to drive.
- Leadership Congress. Will host a World Café. Robin will lead.
- Annual Report – need reports by January 29.

3. President Elect's Report (Deb Daiek)

- Committee Coordinator position – put on as an agenda item for National Harbor as the PPH will need to be changed. It's been recommended that there is no need for Coordinators. Make it the responsibility of the President-Elect.
- McCabe Conference Updates (Kudos to Annette) – Date: July 13 Sponsored by NADE, TADE, CRLA Texas Chapter, Dallas County Community Colleges, and North Texas Community College Consortium. Patrick felt that our conference date is an overlap with Kellogg and it will be perceived as a violation with CLADEA. Deb will contact Hunter Boylan to present reasoning and to try to assuage any hard feelings. Between NADE's schedule and holiday, it will be difficult to change. All will be done prior to April's meeting.
- Mitchell Burchfield MIA – Admin SPIN – SPIN/Committee is it necessary – put on agenda for National Harbor
- Guiding Principles Concept – Cultural Diversity – Russ and Emily presented the Guiding Principles for Board approval. Everyone agreed they seem fine.

Motion to approve the Guiding Principles

First: Deb Daiek

Second: Mary Zimmerer

Motion passed 3-0

- Digest – we are meeting with Gwenn at the Conference to discuss.

4. Vice-President's Report (Mary Zimmerer)

- Grant requests from ILSAD, MRADE, SWADE, and NCADE.

Motion to approve the above grants.

First: Mary Zimmerer

Second: Deb Daiek

Motion passed 3-0

- Grant Type B and Grant Type D requests from AADE

Motion to approve the above grant.

First: Mary Zimmerer

Second: Patrick Saxon

Motion passed 3-0

5. Treasurer's Report (Patrick Saxon)

- CLADEA Fellows – Recommendations for nominating Fellows – contact Patrick
- Travel Policy Recommended Changes – discuss and vote at National Harbor

- All travel must be approved in advance by the Board
- Convenience upgrades are done at the expense of the traveler. NADE will not reimburse for improved airline seating, premium hotel rooms, premium ground travel, etc.
- The treasurer is to bring any questionable expenses to the Board for approval prior to reimbursement.
- Expenses are to be paid by the traveler and submitted for reimbursement. No credit cards or advances will be issued.
- Conference Revenue Report. Patrick asked if the Conference Manager was going/would be able to provide Conference Revenue Reports. Annette said she was willing to submit them starting in January prior to conferences. Provide information on 1) registration, 2) registration for each event, 3) comparison head count from previous years

6. Secretary's Report (Meredith Sides)

- Business cards. If you need new cards, request them from Meredith
- Board schedule/protocols. Schedule has been updated – ongoing, including protocols. Would like calendar to include rooms

7. Conference Manager's and Executive Assistant's Report (Annette Cook)

- Conference Updates. Review program. Annette and team are keeping it updated Everything is updated in Guidebooks. Registration below last year's Conference at same time.
- Annette will be reaching out to presenters as some have not registered. Fee Waivers not being used. 9 State Chapters have not used, one SPIN, and some reciprocals. 18 aying exhibitors = \$36,000 5 local (expecting more) 3 Gold Several Silver Karaoke confirmed...have a song
- Endowed Scholarships – Martha Maxwell's daughter wanted to confirm that the money being donated in her mother's name, is going to someone and was it endowed? Tough to have a working endowment when you're working with small interest percentages. The money is tracked...and have tallies for all scholarship money. Last 5 years, the Martha Maxwell was given 3 times - - - need to encourage members to apply.
- Transition Plan. Put on National Harbor meeting Agenda...there have been challenges
- Complaint from George Henry and another about JDE
George was unhappy that NADE was accepting local artisans as exhibitors...but he understands. Complait from a member who has never received JDE – sent email to Barbara.

Submitted by Dr. Deb Daiek, NADE President-Elect