



## Executive Board Meeting Minutes

**Phone: (712) 832-8330**  
**Access Code: 886 3398**

**September 25, 2018**  
**Conference Call**

The board convened at 7:00 p.m. CST

Present: Deb Daiek, Denise Lujan, Mary Zimmerer, Patrick Meredith Sides, Annette Cook

Guests: None

Absent: None

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### **Discussion Items:**

#### **1. Review of Minutes (Board)**

Motion to approve the amended minutes from September F-2-F Board meetings

First: Denise Lujan

Second: Mary Zimmerer

Motion passed 4-0

#### **2. President's Report**

- H&H – we are not going to include them as a vendor this year, but we are going to move forward with keeping the contract with them and see what interest there is in continuing the NADE Guides. The board is confused by why a contract of this nature was signed by previous boards, as it reads that we have to move forward with the publishing company in perpetuity, which makes this board uncomfortable. As a result, the board will need to discuss the contract further with H&H Publishing to phase the contract out because we aren't moving forward with the Guides.

Motion to phase out the contract with H&H Publishing and the 2019 conference will be the last time they get a free booth at the conference.

First: Denise Lujan

Second: Meredith Sides

Discussion

Motion passed 3-1

- Further discussion about H&H, the AC, and the NADE Guides
- Denise will be talking to the AC about the H&H contract
- Election Submissions – next steps – We need to receive materials from each of the candidates and then consider them to decide who goes on the ballot. Deb will be sending out that information to each of the candidates.
- Succession Plan: Tabled

### **3. Vice President's Report**

- SCADE has two grant requests: Type B for marketing tools for their conference and Type A to have Mary Zimmerer to attend their conference as a keynote speaker

Motion to approve SCADE's grant requests

First: Mary Zimmerer

Second: Denise Lujan

Motion passed 4-0

- OKADE: Type A grant for Denise Lujan to attend their conference as a keynote speaker and Type D grant to send their president to the NADE conference. They are also asking for Type B grant is for Emily Suh to come in and do a half-day workshop for their group
- DEAM: Type A grant to bring someone from the board to speak at the spring conference on April 5. They haven't asked for anyone in particular.

Motion to approve OKADE and DEAM's grant requests

First: Patrick Saxon

Second: Mary Zimmerer

Motion passed 4-0

### **4. President-Elect's Report:**

- CAS – discussion about continuing to pay membership dues to CAS.

Motion to not pay the membership fee for CAS.

First: Denise Lujan

Second: Patrick Saxon

Motion passed 3-0

Motion to approve a \$15 fee for a domain name for Tutoring and Peer Assisted Programs Network

First: Denise Lujan  
Second: Meredith Sides  
Discussion  
Motion passed 3-0

Motion to approve Samantha Crandall as co-chair for Tutoring & Peer Assisted Programs Network

First: Denise Lujan  
Second: Meredith Sides  
Motion passed 3-0

**5. Conference Manager's Report**

- Marriott addendums – late yesterday, the addendum for 2019 and the contract for 2022 arrived. The Gaylord people are being more difficult to work with, so we haven't yet received the addendum for 2020 and the contract for 2023.
- Discussion about the conference committee's proposal for the opening reception including a cash bar, lemonade, chips/dip, and groups to go eat dinner with. The board is supportive of this suggestion.
- Wes Anthony has gotten donations to help with the cost of the opening reception. He also got Cengage to agree to donate conference bags.
- Our Experienced person Cathy is working with Jenn Hulehan on a social media plan for conference
- Annette will be sending the board the test registration form soon. Please test it.
- Annette will be reaching out to Kenyatta to develop possible logos for the new potential names.
- Discussion about developing a LinkedIn account for NADE, though we don't know who will manage it.

**6. Treasurer's Report**

- Patrick still needs the numbers for the AC budget to look at the full budget.
- We are projecting a deficit of \$26,000 before even adding in the AC budget.

Motion to adjourn

First: Denise Lujan  
Second: Meredith Sides  
Motion passed 3-0

Meeting Adjourned at 8:17 p.m. CST