



## **Minutes Executive Board Meeting**

### **April 15, 2016 Conference Call**

The board convened at 12 p.m. EST

Board members present:

Robin Ozz, Deborah Daiek, Annette Cook, Patrick Saxon, Meredith Sides

Absent: Gwenn Eldridge

### **Discussion Items:**

Initial discussion commenced regarding Pat Koziol's membership report, as well as general discussion about how to update the website.

#### **1. Discussion with Executive Assistant (Board)**

- Pat Koziol sent and gave membership report to us—we are on the same par as last month. 46 new members have joined NADE from last month as a result of the conference.
- A 2<sup>nd</sup> notice to members who haven't renewed yet will be distributed soon.
- We have four new institutional members.

Specific Action Items: None

#### **2. Review of March 19 Minutes (Board)**

Motion to approve the minutes from March 19 board meeting

First: Annette Cook

Second: Patrick Saxon

Motion Passed 4-0

Specific Action Items: None

### **3. Immediate Past President Report (Gwenn Eldridge)**

- Though Gwenn was not in attendance, Robin Ozz gave the updates on her behalf.
- The NADE Newsletter should out by May 1
- The board plans to increase communication with the membership

Specific Action Items:

- Gwenn
  - Complete and distribute NADE Newsletter

### **4. President Report (Robin Ozz)**

- Discussion about NADE collaborations with national partners
  - NADE being a principle investigator for a set of national standards for developmental education in order to be distributed to accrediting agencies (e.g., SACS).
  - NADE would be funded to gather a group of experts (including outside experts in the areas of adult learning theory, etc.), construct standards, and give to accrediting agencies, etc. to get their adoption and acceptance
  - Additionally, there are some opportunities to work with the partners on professional development, particularly with Public Agenda, Jobs for the Future, and Achieving the Dream.
  - Finally, there is a push for a research agenda in partnership with CCRC.
- Karen Patty-Graham has put in her resignation as conference manager. Her contract ends June 30.
- The board plans to approve the budget during the September meeting. The board would like to use the December meeting as an opportunity to meet in a place where the local chapter might be struggling.
- Discussion about the website and different platforms to go to instead of what we have. One option is Wild Apricot (what NCLCA uses) which both hosts the website and is a membership software system. It costs about \$3600/year. It can automatically generate invoices, reminders, email system, etc. Pat Koziol would be the one to manage this system if we went to it.
- We have gone to Google as our new system to replace Dropbox. It will be our new internal email system, replace Dropbox, create forms and surveys, etc. Our new domain name is thenade.org and will cost NADE only \$12/year to have.
- Discussion about the McCabe Conference. There have been some issues regarding not being able to get in writing what the exact cost would be for NADE to be co-sponsor. The agreement has been suspended until the amount
- Deb Daiek will be doing a webinar with the Southern Educational Foundation regarding what NADE is, what we do, etc. She will have more details about the webinar next week.
- Regarding the JDE award, Barbara Calderwood and Hunter Boylan have asked Robin Ozz to have a conference call with them about the process that the board has recommended.

- The Board plans to work on getting the *NADE Digest* out three times a year and publicizing the call for publications consistently
- The Board has commenced initial discussions with Taunya Paul about involvement in a brand new organization called Two Year First Year. The organization would like to discuss possible collaborations between our organization and theirs.
- We are past the due date on the election call for nominations.

Motion that unless Robin Ozz receives hard data in writing regarding the amount NADE is responsible for with the McCabe conference by the close of business on Wednesday, April 20, then NADE will withdraw its support.

First: Deb Daiek

Second: Annette Cook

Motion carried 4-0

Specific Action Items:

- Board
  - Keep an eye out for anyone who might fit the description for conference manager.
  - Look at Wild Apricot to investigate this platform in order to get ready for an email vote about what we want to do
  - Familiarize yourself with Google Docs, Drive, Gmail, etc., which is our new system to replace Dropbox.

## 5. President-Elect Report (Deb Daiek)

- After attending the On Course conference, Deb says that it was a great experience and the On Course board seems very supportive and positive about our partnership with them.
- The Committee/SPIN chairs would like more communication from the NADE Board.
- The chairs for the brain-compatible and learning center groups are stepping down.
- We have received feedback that we should market the SPINs more because some people still do not know what those are.

Specific Action Items:

- Deb
  - Put a discussion about re-envisioning the SPINs and deciding about subsequent marketing options on the agenda for our May board meeting.
  - Work with Joyce and Emily and get a list of both SPINs/Committees and go through the list and decide which ones we can eliminate right away.

## 6. Vice President Report (Annette Cook)

- Discussion about chapters. If the chapter has a preference about who on the board attends the chapter conferences, then that is who will try to go; otherwise, the board can decide.
- Annette received no response from any of the chapter leaders about being featured in the NADE newsletter.

- Annette will look through the chapter handbook to see what needs updating.
- The conference call with the 2017 conference team went well.
- Annette will email the board options about a membership drive.

Specific Action Items:

- Annette
  - Review chapter handbook to see what needs to be updating.

## 7. Secretary Report (Meredith Sides)

- The only conference registration and ads that we are still waiting on are NCLCA and CRLA. Meredith is working with those teams to get our NADE representatives registered.
- Meredith is trying to locate the latest version of the PPH document and hopes to be able to make those changes very soon.

Specific Action Items:

- Meredith
  - Begin moving items from Dropbox to Google Apps

## 8. Treasurer Report (Patrick Saxon)

- In response to recent invoices received from the *Journal of Developmental Education*, a discussion ensued about the expense of providing the *Journal of Developmental Education* to each NADE member. We are spending over \$11 per issue per member (for three issues per year), yet the NADE membership fee is only \$60. The board will continue to discuss this issue.
- The board recommends that a more detailed description about the vital functions for each board office up for nomination be included in the email blast about nominations.
- Discussion about chapter development grants. It is suggested that if a chapter wants a board member at the conference, they should just request it. Instead of doing a lot of extra paperwork, the expense could be appropriated up front rather than paid by the chapter and reimbursed later. This would make it simpler for chapters and require less paperwork. The board will continue this discussion and make a decision about this at the next meeting.

Specific Action Items:

- Robin
  - Put discussion about the chapter development grants onto next board meeting agenda.

## 9. CLADEA Representative Report (Patrick Saxon)

- The NADE part of the perpetual calendar on the CLADEA website needs to be updated.
- Discussion about an old CLADEA initiative that involved a book published as a tribute to Martha Maxwell. There are lots of leftover copies, so the NCDE would like each

organization to consider purchasing some copies and advertising the book via email blast to their members. The board is leaning toward helping to market the books, but not purchase any.

Specific Action Items: None

### 10. Other (Robin Ozz)

- Discussion about summer meeting in Austin
- Discussion about Deb Daiek attending the national partners meetings
- May conference call time/date changed to Friday, May 13 @ 11 a.m. CST

Specific Action Items:

- Board
  - Make your flight reservations for the summer meeting in Austin, Texas.

### (Updated) Travel Chart

<b>Dates</b>	<b>Who</b>	<b>Where</b>	<b>Why</b>	<b>Funder</b>
4/6-18	Robin	Chicago	HLC	Kresge Foundation
5/5 & 6	Gwenn/ Robin/Deb?	Austin	National Partners	National Partners/ NADE?
5/26-29	Executive Board	Austin	Summer Board Mtg.	NADE
5/29 – 6/1	Patrick & Robin	Austin	NISOD	NADE/Phx College
6/12 – 15	Robin	Scottsdale	Learning College Summit	Phx College
6/24 – 7/1	Deb	Erie, NY	Accreditation Retreat	NADE
6/25 – 7/2	Patrick & Robin	Belfast	FACE	NADE

Meeting adjourned: 1:30 p.m. EST