



Minutes Executive Board Meeting

**May 27, 2016
Austin, TX**

The board convened at 9:00 A.M. CST

Board members present:

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

Absent: Gwenn Eldridge

Discussion Items:

1. Review of May 13 Minutes (Board)

Motion to approve the minutes from May 13 board meeting as amended.

First: Deb Daiek

Second: Annette Cook

Motion Passed 4-0

Specific Action Items: None

2. Discussion about Who We Want to Be (Board)

- Discussion about the direction of NADE, the national partners (fine nine), and where the board sees the organization going in the future.
- Discussion about not spending money to go to a conference to do a booth because it is so expensive. Expertise and time would be better spent by attending sessions, networking, etc. Things we should keep are sending Patrick to the CLADEA meetings and other important groups/meetings.
- Discussion about NADE brochures and the cost associated with them. The longer/booklet-type brochures just seem like too much info/too much cost and people don't seem to be utilizing them.

Specific Action Items: None

3. National Partners (Board)

- The Core Principles will be replaced with standards, which will be disseminated to the practitioners. This will need to be funded first before that can happen.
- Every time in the document about the “practitioner’s guide” wording, that is where NADE comes in and develops those.

Specific Action Items: None

4. Accreditation Commission (Board)

- This might be a good time to work on revising some of the process and thinking associated with the NADE accreditation commission.

Specific Action Items: None

5. Peak Management Contract and Conference Call with Pat Koziol (Board)

- Discussion about proposed contract change with Pat/Peak Management
- Discussion about what the merger means for service.
- Almost 7% increase in what they are asking to be paid, coupled with loss of membership (\$3500 was original pay, \$3750 with web addendum/per month. They are asking for \$4000, which is inclusive of the web work).
- Discussion about specifics in the contract.
- Conference call with Pat commenced around 1:30 p.m. CST.
- Questions for Pat/Answers from her
 - Other clients that use Wild Apricot
 - Wild Apricot seems to be a lot easier to Pat, but some of her colleagues like what we have right now.
 - You can put Wild Apricot in a different format, like WordPress
 - Member Clicks is another option that many people use, but none of Pat’s clients currently use it
 - Membership development—what does that mean?
 - No current ability to house prospective members on the website (profiles of these people)
 - Lots of different kinds of databases that you can select from and grow
 - These additional services are predicated on us moving to a new system, like Wild Apricot
 - Merger group – how did this come about?
 - The merger people will maintain Pat and her staff for a period of three years. The contracts that she has will be assigned to the merger people
 - Pat will have the same office and phone lines and everything that we have right now
 - The merger will help Pat’s office with web and member management
 - Pat will be able to have more availability to work with the content management systems

- Is there a backup plan so we don't lose conference registrations when the merger actually happens just in case
 - Pat says that we will be utilizing the same systems this year so it wouldn't be a problem
 - The new merger office will be a backup, as well.
- The board wants to separate out the contracts into one contract for regular duties and one for the web services. Is that possible?
 - Pat estimates about \$500/month for the web services work
 - Pat will be happy to change that part so the contracts that are separated
- Under office administration, item G on page 6
 - Pat will remove this item about the \$50 fee per bulk email.

The board will approve the contract, and Pat will send the updated copy of the contract with the addendum items to Robin.

Specific Action Items: None

6. Conference Manager Contract (Board)

- Contract comes up June 30, 2016
- The new person can shadow Karen this year and take over after the conference next year.
- There is someone interested in the position: Annette Cook, the current NADE Vice President. She will end her term as Vice President next year and assume the conference manager position at that time. This means that we will need to open up nominations for Vice President to the membership.

Specific Action Items: None

7. Chapters/Chapter Conferences (Board)

- Preference is that chapters wouldn't have to do any filing and extra paperwork. If a chapter asks a board member to come to a conference, they have to give the board member 5-10 minutes to speak and speak about NADE. It will be important to make sure the chapters know what the NADE board members are there for, which is generally to address the membership at a plenary session or other address to cover NADE-specific topics only.
- Some options for changing this include NADE will provide the first \$amount in expenses or you can get a board member at your conference and we will cap the expenses at \$500. Expenses covered include coach airline travel, travel to and from the airport, baggage fees, and hotel for one night. It is up to the chapter to provide the rest of the cost, etc.
- If we allow chapters to do another grant in addition, the total liability for each chapter to cover these things could be up to \$3000.
- Patrick will review and provide specific wording about what we will recommend.

Motion to change the PPH and Chapter Grant forms, with the specific wording to be provided by Patrick.

First: Patrick Saxon
Second: Annette Cook
Motion Passed 4-0

Motion to do away with making chapters fill out the outcomes form/report to get reimbursed.

First: Annette Cook
Second: Deb Daiek
Motion Passed 4-0

Specific Action Items:

- Patrick
 - Send the specific wording about chapter grants to the board.

8. Social Media (Board)

- The board needs to get more involved with the NADE social media presence, including Facebook, Twitter, and the blog, etc.
- Discussion about the possibility of adding a board position (unpaid) that involves being a communication manager of some type if and when NADE gets the grant money from the fine nine group.

Specific Action Items: None

9. McCabe Conference (Board)

- Currently, 50 people are registered. We need about 150 people.
- Don't make plane reservations yet.
- NADE received a \$4000 donation to assist NADE with the McCabe Conference expenses.

Specific Action Items: None

10. September/December Board Meetings (Board)

- September meeting will be in Oklahoma City.
- December meeting options include Louisiana, Virginia, Tennessee, and New Jersey, all of which have chapters that either need to be reinvigorated or that need help.
- The final decision is that we will meet in Louisiana in December.

Specific Action Items: None

11. SPIN and Committee Update (Deb Daiek)

- Deb has not received an update from Emily about the SPINs
- There are 16 SPINs total. Removing five makes 10 SPINs.

Motion to remove Alternative Models, Integration of Basic Skills, Learning Communities, Learning Disabilities, and Technology SPINs.

First: Meredith Sides

Second: Deb Daiek

Motion Passed 4-0

- Discussion about moving the SPIN meeting times at the OK conference
- The chairs want the SPINs marketed better at the conference; many people don't understand what the SPINs are.
- Deb will create some material that explains the SPINs better to get people to join and participate and/or work with people to get it done at the conference.
- The SPIN leadership handbook needs to be updated
- Budget requests:

Motion to approve the following SPIN requests for funding:

Adjunct faculty \$85

Advising and counseling \$100

Mathematics \$50

Tutoring and peer assisted programs \$100

First: Deb Daiek

Second: Annette Cook

Discussion

Motion Passed 4-0

- Discussion about committees
- The research committee wants some topics that might be useful to the membership
 - We can provide them with Patrick's article in JDE about research agenda ideas, subscribe to Inside Higher Ed, etc.
- Cultural diversity committee
 - Possible pre-conference institute
 - Possible opportunity with SEF?
- Newsletter committee
 - Gwenn would like permission to work directly with the NADE webmaster—the board recommends no.
- Awards committee
 - Wants support for better publicity
 - We will ask Tammy Bishop to investigate other options for awards instead of the more expensive plaques.
- Professional development committee
 - Wants to collaborate with adjunct faculty committee

Motion to approve or deny the following committee budget requests:

No to Awards committee at this time (recommendation that they investigate other options)

Approve International committee \$475

No to NADE Digest committee \$1,400

Approve Professional Job Opportunities \$50

First: Deb Daiek

Second: Annette Cook

Passed 3-1 (Patrick Saxon opposed)

Specific Action Items: None

12. NADE Digest (Board)

- The Board received a request to have hard copies of the Digest. Those involved with the Digest feel they need assistance to support article authors who need hard copies of the Digest for their professional portfolios.
- The total estimate of the budget request is \$10,000.
- The justification is that we originally combined the newsletter and the Digest. Receiving a printed piece elevates the publication and helps ensure that people don't just delete the Digest from their inbox.

Motion to deny the \$10,000 budget request.

First: Meredith Sides

Second: Annette Cook

Discussion: We will explore other options, including the possibility of paying a one-time fee to set up a template or to put it into an institution for production costs.

Motion Passed 4-0

Motion to change the PPH page 41 so that the newsletter is published monthly instead of three times a year.

First: Annette Cook

Second: Deb Daiek

Motion Passed 4-0

Specific Action Items: None

13. *Journal of Developmental Education* (Board)

- Discussion about how the journal has been coming out late and with ads that are no longer relevant because it came out late; we are not getting reimbursed for these irrelevant ads.
- Robin will discuss this issue with Barbara Calderwood

14. Membership/Membership Dues Ideas (Board)

- Idea: Raise membership dues and for every new NADE member the chapter gets, NADE will rebate the chapter an extra \$15 in membership fees.
- Idea: Reward the chapter with the highest percentage of NADE members
- Idea: Homecoming campaign – invite former members to rejoin NADE
- Idea: Honor members at milestone years

- Idea: Video testimonials—how being a NADE member has helped you/Membership contest of you saying the role NADE has played in your life/what it has meant to you
 - Winner gets a waiver to the conference
- Idea: Chapter membership idea: tag along idea

Motion to change the individual membership fees to \$75 effective November 1, 2016. If people renew by October 31, 2016, they can pay \$60 to extend their membership for a year. Starting November 1, 2016, the rates are \$75.

First: Annette Cook

Second: Deb Daiek

Motion Passed 4-0

Motion to change the institutional group membership fees to \$650 effective November 1, 2016.

First: Meredith Sides

Second: Annette Cook

Passed 3-1 (Patrick Saxon opposed)

Meeting concluded at 6:00 p.m. CST