

May 28, 2016
Austin, TX

The board convened at 8:46 A.M. CST

Board members present:

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

Absent: Gwenn Eldridge

Discussion Items:

1. Discussion about Email Blasts Order (Board)

- Membership rates / Renewing or expiring members only—get to pay the \$60 before Nov. 1
- Rebates for the chapter
 - Annette will be contacting chapter presidents about this to find out their thoughts before we move forward
- Video contest (free conference waiver for the winner)
 - 30 seconds of your name, college, and what NADE means to you. Possibly YouTube.com making an account for NADE and making it public. November 1, 2016, is the deadline. Winner gets \$100, 2nd place \$75, 3rd place \$50

Specific Action Items: None

2. 2017 NADE Conference (Annette Cook)

- Discussion about the guaranteed and reciprocal session list
- Discussion about exhibitor fee schedule
 - Remove the part that exhibitors get an ad in the NADE News
- Discussion about contracts for 2017
 - The A/V Contract is up for renewal. 3 year contract, but we can do a 4 year contract. 45% discount for the rental on the equipment. Labor discounts, as well. The charging stations can be provided to us at no cost. The company's name is Audio Visual Service Center (AVSC).

- Freeman is the general service contractors and that contract is up for renewal. Recommendation is that we do an RFP (request for proposal).
- Meredith needs to get reciprocal contact info to Annette next week:
 - ACTLA, ATP, CRLA, NCDE, NCLCA, AMATYC, FACE, NACADA, NISOD, On-Course
 - Company/Organization Name, Contact Name, Email Address and/or Phone #

Specific Action Items:

- Meredith
 - Send Annette the reciprocal contact info to Annette and upload to Drive.

3. Call with Conference Manager @ 10:30 a.m. CST (Board)

- September dates: 8-11 (leave on the 11th) in Oklahoma City
 - meeting with the conference team on Friday afternoon
 - the board doesn't need to do a tour of the convention center
- December dates: 1-4 (leave on the 4th) in New Orleans
- Discussion about the Freeman contract. That impacts the exhibit hall, the conference team, etc. Patty says their service has been a little bit lacking, perhaps because they are so widespread and due to the turnover with different account managers.
- Discussion about the conference manager contract and transitioning to the new conference manager.
- The board needs to go ahead and be deciding if they are going to be doing a board-sponsored strand session or a concurrent session together; the planning team will need to know this information quickly for planning purposes. In addition, if the board wants anyone special to be there and that sort of thing needs to be sent to the planning team for scheduling. Any suggestions about the schedule will go to the planning team.
- Discussion about 2018 conference.
 - Annette and Karen can set up a phone call with the individuals who have volunteered to play a leadership role in the 2018 conference.
 - Karen Thompson-Wolfe and Russ Hodges have expressed interest in the possibility of co-chairing the 2018 conference.
- Discussion about logistics regarding the McCabe Conference in July
- Discussion about 2016 conference finances. We should have the committee reports by June 15; by the end of that week, we should also have Experian's report. Karen has sent an email to Pat to get some answers to some of the financial questions/issues from the 2016 conference.

Specific Action Items:

- Board
 - Decide if we are doing a board-sponsored strand session or concurrent session

4. Chapter Handbook Revisions (Annette Cook)

- Annette has marked all things in the handbook that are out of date or questionable. One major thing is that a lot of it discusses sending everything to the President-Elect, instead of the Vice President.
- Meredith will make the updates to the PPH.

Motion to allow Meredith to make necessary changes to the PPH and handbooks as directed by the board.

First: Annette Cook

Second: Deb Daiek

Motion Passed 4-0

- When speaking with Tina about website changes, be very specific and let her know all of the details. When emailing Tina website URLs, make sure that you send her a tiny URL (go to tinyurl.com) without embedded a website address into the email. She needs the actual URL to be able to put it onto the website.
- Possibility of instituting a new grant to start a chapter

Specific Action Items: None

5. Chapter Activity Reports (Annette Cook)

- 27 of 30 chapters have turned in activity reports (they were due May 1)
- Some asked for insight on political connections and awareness, success coaches, and social media usage and guidelines.
- Minnesota is working on a position statement, but we are not sure on what
- One asked for information about non-profit status. The board advises the chapter to discuss the issue with a tax accountant.
- Tennessee has a journal for student success on their website.

Motion to allow the President the latitude to go through the PPH to clean up the language and clear out the irrelevant policies.

First: Annette Cook

Second: Deb Daiek

Motion Passed 4-0

Specific Action Items: None

6. Treasurer Report (Patrick Saxon)

- The organization is in great financial shape.
- Our cash reserves are not currently as high as previous years, which is not alarming, but we are going backwards a bit.
- Patrick will close the books on this fiscal year on June 30, and then he will prepare a budget report to send to the board (what we projected versus what actually happened, which will help us plan our budget for the next fiscal year). We will need to allot significant time for our September meeting to project our budget. Once we get that set, the board has to approve it.
- Discussion about individual transaction questions
- Discussion about the president receiving access to the bank accounts in order to help the treasurer review the accounts per the PPH guidelines
- 2017 conference committee has spent a good portion of the initial budget; it would be good to keep a focus on their budget since it is pretty early in the process and they had travel expenses to send their planning team to Anaheim.

Specific Action Items: None

7. Strategic Planning (Board)

- Communication
 1. Re-branding NADE
 2. Moving to Wild Apricot
 3. Renewed/revised newsletter
- Professional Development
 1. Conduct webinars
 2. Regional conferences
 3. Renewed/revised Digest
- Research
 1. Utilizing the research committee
 2. Learning grants
 3. Board-sponsored concurrent session
 4. Partnership with graduate program students and RiDE
- Fundraising
 1. Establish a research fund
 2. Establish a student scholarship fund

Specific Action Items: None

Meeting concluded at 6:00 p.m. CST