

February 17, 2017 Conference Call

The board convened at 12:03 p.m. EST

Present: Robin Ozz, Deborah Daiek, Annette Cook, Patrick Saxon, Meredith Sides, Mary Zimmerer

Guests: Pat Koziol and Karen Patty-Graham

Absent: None

Discussion Items:

1. Conference Manager's Report (Karen Patty-Graham)

- We are in the process of getting the program booklets finished up. If there are any pieces that need to get to Cathy Moore, she needs to have those today because they are going to the printer.
- A few meetings rooms have been moved around because they were double-booked, so we are working to get additional concessions due to this.
- We also as of yesterday moved the newcomer's reception to the Sheraton from the Renaissance hotel, which has evened out our food and beverage costs. Annette and Karen will work with Meredith to make sure the board schedule gets updated with the rooms.
- One pre-conference institute was cancelled, but all of the other institutes are moving forward at this point.
- General discussion of why the conference attendance numbers are down, but why membership numbers are up.

Specific Action Items:

- Annette and Meredith
 - Work with Karen on making sure the board schedule is updated with room changes

2. Office Manager's Report (Pat Koziol)

- We do have some pending registrations that Pat is following up on. Hopefully we will see some increase in on-site registration.

- Denise Downing is Pat's colleague who will be working with her on-site, along with a few other team members.
- If we have an email blast that needs to go out today or Tuesday, let Pat know the content or anything else that needs to be pushed before the conference.

Specific Action Items: None

3. Review of January Minutes (Board)

Motion to approve the minutes from January board meeting.

First: Annette Cook

Second: Deb Daiek

Motion Passed 4-0

Specific Action Items: None

4. President's Report (Robin Ozz)

- Discussion about the Annual Report. Patrick has provided a general printed overview for the business meeting and then Robin will give a brief overview during the meeting about the other stuff the board has been doing. Then, Meredith will unveil the new website.
- Discussion about Board travel schedule. Meredith needs to update this with the correct dates for the upcoming conferences with reciprocal conferences. There is a conference calendar on the CLADEA website. McCabe will also need to be included.
- Discussion about FDE: SFO & Gates Grants. This work continues. Since January, we are still going back and forth with Gates. They want it to be a professional program with us facilitating it. They want to build the capacity of our organization in order to be able to handle grants and sustain our own business office. Right now, it looks like 1.2 million dollars that we will be getting. Their concern is that we don't have the capacity to handle this size of a grant. We will need to decide at the next board meeting...do any of us want to be directly involved or hire someone to do this in this direction, or do we want to pay the overhead for someone else to be the person that manages all of the business stuff.
- Discussion about the need to be ready to discuss the JDE and the Accreditation Commission at the next board meeting.
- Discussion about McGraw-Hill, which has designed a 6-week certificate program for our members in Integrated Reading/Writing, which they will roll out at the conference.

Specific Action Items:

- Board
 - Be ready to discuss FDE, JDE, and Accreditation Commission at the next meeting
- Meredith
 - Update board travel schedule

5. President Elect's Report (Deb Daiek)

- Discussion about the Accreditation Commission budget. At their last meeting, they made several changes, so we don't have the latest version.
- The Accreditation Commission can use freeconferencecall.com for their conference calls to save on money.

Specific Action Items: None

6. Vice-President's Report (Annette Cook)

- Discussion about a general 2017 conference update. We will be lucky if we get 800 attendees for the conference. The AV contract was \$9000 over budget, so a lot of things has been cut—no flip charts provided, no microphones in presentation rooms (except for board strand room), no podiums in any of the rooms...all of this is being done to cut the budget back.
- We have a large number of donations from the chapters for the Folds of Honor. Checks made out to NADE will be deposited by Pat (she needs to classify the revenue as "other" and mark the charity name on there) and then NADE will make a bulk donation.

Specific Action Items: None

7. Treasurer's Report (Patrick Saxon)

- Nothing to report

Specific Action Items: None

8. Secretary's Report (Meredith Sides)

- Quick update about the website. Annette will like for us to show the website at Leadership Congress, as well, to help build excitement.

Specific Action Items: None

Meeting adjourned at 1:08 p.m. EST