

**January 20, 2017**  
**Conference Call**

The board convened at 3:15 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. Office Manager's Report (Pat Koziol)**

- Discussion about registration, which is a bit behind from the Anaheim conference last year. Hopefully we will continue to pick up when the rates change on February 1, which is what the next email blasts will focus on. We are also behind on exhibitor income this year as well. Pearson is no longer a platinum sponsor, but a silver sponsor this year. Discussion about sponsored events and invoices for them. Membership report discussion: quite a number of new members – 51 new individual members joined, but NADE is getting slower payments from the IPs to renew.

Specific Action Items: None

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

- Discussion about some discrepancies in the conference schedule, so once Karen and Annette have their call next week, they can clear some of those discrepancies up and plug them into the board schedule.
- They are working on the event guide that Lauren (Experient) has. That also has to agree with what goes into the program and what goes into guidebook.
- Karen reached out to Emeritus Cabinet members about coming to leadership congress and getting comments back from them about valuable lessons learned to add to a powerpoint for leadership congress. Karen will be passing along the information to Meredith as she gets it so Meredith can put the powerpoint together.
- There are a couple of board strand sessions missing from the board schedule on the Drive; Karen and Annette will try to get those added.
- The 2016 team is trying to get the conference financials resolved.

- Discussion/questions about the event cancellation insurance. Patrick will call the representative to ask further questions and get more information.

Specific Action Items:

- Annette
  - Clear up discrepancies on the board schedule after 2017 conference call.
  - Add missing board strand sessions onto board schedule
- Meredith
  - Work on Emeritus Cabinet powerpoint for Leadership Congress.

### 3. Review of December Minutes (Board)

Motion to approve the minutes from December board meetings.

First: Annette Cook

Second: Deb Daiek

Motion Passed 4-0

Specific Action Items: None

### 4. President's Report (Robin Ozz)

- Welcome to Mary Zimmerer, who was elected to the board as the new Vice President.
- Discussion about Foundation for Developing Educators (FDE). The foundation bank account is finally open. Members of the board met with experts in San Francisco for a brainstorming session. This has led to another Gates grant to be the foundational partners for developmental education. Gates wants to fund professional development grant, one is for being a critical partner in the work of the national partners, and the other is they want to award us a capacity-building grant for the next three years. What that means is they want to give us money to build capacity (hiring people, marketing, increasing membership, business plan, etc.). Paul Markum said to estimate \$1.5M just for the capacity-building grant. Robin will be figuring out more information soon. As a result of all of this, all of the work with the national partners is sort of splitting off into different directions.
- Discussion about Uri's wine tasting and cheese event at the 2017 conference. Robin went ahead and bought some invitations to send to 100 people. If the board can think of people that we know that would be great to go, let Robin know.
- Discussion about JDE Article Selection. Barbara would like to know if the board wants to look and judge the finalists of the award, send them out to some other group of people, etc. The board is not going to judge, but will recommend that the JDE goes with the clear winner that has already been judged.
- Discussion of the Annual Report. By February 15, Robin needs a paragraph from each of the board members about what we've each done this year for the published annual report. Bullet points instead of paragraphs are acceptable.
- Knewton has asked what they can sponsor or host for the 2017 conference. A suggestion was made about the possibility of them donating the cheese for the wine and cheese tasting and/or the graduate reception.
- Chapter in Hawaii might be interested in reforming.

Specific Action Items:

- Board
  - Send Robin your report for the annual report by February 15 (bullet points are acceptable).

## 5. President Elect's Report (Deb Daiek)

- Discussion about feedback from SPINs. The only two Deb didn't hear anything from was Administration and Workforce. Most of them submitted something for the newsletter.
- Discussion about the International Committee chair. Lara will be the one Robin will ask (the previous individual the board wanted to ask was not interested in the position).
- There are articles for the newsletter under the January newsletter articles on the Drive.

Specific Action Items:

- Robin
  - Ask Lara about International Committee

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

- Discussion about a proposed amendment. The amendment is a requirement for candidates to have been chapter officer before running for NADE office. Discussion about the need for experience on a state level before being on the NADE board. An idea was suggested to poll the membership to hear their thoughts. Possibility of not just looking for chapter officer experience, but other leadership/service experience. Annette will work on wording and put it on agenda for February board call and/or email the board about it.
- Discussion about two proposals emailed to the board. Discussion about the proposal to add a position to the Executive Board: Communication and Conference Manager. Discussion about the possible need to split conference duties away from the Vice President to free up him or her to focus on the chapters. The CCM would also be in charge of the newsletters. The CCM would be an appointed position and a member of the board, but with no voting privileges or financial contract. If the board approved it, it would need to be sent out to the membership and voted on.

Motion to approve Part 1 of the proposal.

First: Patrick Saxon

Second: Meredith Sides

Motion Passed 4-0

- The second proposal is to establish a conference committee so that the conference team isn't new every year and having to quickly learn everything that it takes to pull off a successful national conference. This would provide continuity from year to year. Discussion about how the traditional kickbacks to the chapter hosting the conference would need to be changed.

Motion to approve Part 2 of the proposal.

First: Deb Daiek  
Second: Meredith Sides  
Motion Passed 4-0

- General discussion about new NADE members with chapter memberships. Annette will forward certain emails to Robin.
- Discussion about the conference fee waiver transfer request issue. Something on the NADE website said that they could still do fee waiver transfers, but that means with board approval, but the board doesn't approve of transfers, so the answer is no.
- Discussion about a board member from Michigan to attend Leadership Congress instead of an absent board member. Denial of this request because of the policy about fee waiver transfers not being allowed.
- 2017 registrations and hotel update. All of the board, including Mary and the 2017 conference team, are in the Renaissance, including the award winners, part of the accreditation committee, and 2018 team. Sheraton and the other hotel will host some of the other speakers and guests.
- In memoriam will be one of Annette's responsibilities.

(\*\*Addendum added 2/6/17) Motion to approve the following chapter grant requests:

GRADE Type D request to send President to NADE 2017  
OADE Type D request to send President to NADE 2017  
CoADE Type D request to send President to NADE 2017

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

(\*\*Addendum added 2/15/17) Motion to approve the following chapter grant request:

NYCLSA Type B request to host Dr. Jane Maher at their 2017 Symposium  
First: Meredith Sides  
Second: Patrick Saxon  
Motion Passed 4-0

Specific Action Items:

- Annette
  - Work on wording of proposed amendment about leadership requirement for board positions.
  - Forward emails to Robin about chapter memberships.
  - In Memoriam
- Robin
  - Send vote out to the membership about proposed CCM position.

## 7. Treasurer's Report (Patrick Saxon)

- Question about whether or not the board has any items for the CLADEA meeting, which will take place in March or April. The board does not have any items.
- Discussion about the graduate student reception, which needs a sponsor for it. Annette will work on this issue.

Specific Action Items:

- Annette
  - Sponsor for Graduate Student Reception at 2017 conference.

## 8. Secretary's Report (Meredith Sides)

- General update about the website. The recommendation from Pat is that we wait until most of the conference activities are over before launching the new website and especially the part about any sort of donations/membership dues/other financials. Discussion about doing a partial unveiling at the 2017 conference.
- Discussion about business cards. Meredith will order these after the board is together in Oklahoma City.
- Reminder about registering for the conference, including the boxed lunch and the wine tasting.
- Discussion about combining the two outstanding research article awards into one. Meredith will talk to Tammy about combining these awards and changing the wording; she will keep the board updated via email.

Motion to combine the two outstanding research article awards into one with Hunter Boylan's name.

First: Patrick Saxon

Second: Meredith Sides

Motion Passed 4-0

Specific Action Items:

- Meredith
  - Talk to Tammy about combining the two awards.

Motion to adjourn.

First: Annette Cook

Second: Deb Daiek

Motion Passed 4-0

Meeting adjourned at 4:18 p.m. EST

