



# Minutes Executive Board Meeting

**January 17, 2020**  
**Executive Board Conference Call**

The board convened at

Present: Denise Lujan, Patrick Saxon, Wes Anthony, Meredith Sides, and Carol Mueller  
Guests: None  
Absent: Annette Cook

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## **1. Review of Minutes (Board)**

Motion to approve the minutes from the December Board Meeting.

First: Patrick Saxon

Second: Carol Mueller

Motion passed 4-0

## **2. President's Report (Denise Lujan)**

- Annual Reports—January 31 is when they are due to Denise. Keep each person's section to a page or less.
- Protocols—Annette and Meredith will be working on this next week and sharing with the board.
- 2019 Conference financials—there are a few things unclear, such as if we made a profit from last year's conference; we aren't sure how Jeanine handled fee waivers on this financial spreadsheet. General discussion about categorized expenses/income. Discussion about having Annette put in registration numbers on the financial summary income report.
- Denise would like for us to put discussion about the budget/how we are calculating expenses/income on the agenda. Denise and Carol will also be having weekly calls for awhile so that Denise can better understand the budget/financial process.
- Patrick suggests that we mention at the business meeting that the name change and some of the strategies that the Board has put forth seem to be helping "turn the ship around" financially speaking.
- Leadership Congress ideas—Denise and Meredith have been talking about strategic planning for the coming years. They will be sharing their ideas with the Board for further discussion and then hope to get feedback from those at Leadership Congress. Patrick recommends that we develop a mission statement and our specific audience for the organization. Denise's goal is to have a strong strategic plan in place...we have the opportunity to make a long-term plan for the next four years. Further discussion about how to move forward. Discussion about having Meredith discuss this with the committees and Networks in the coming year. Denise will be putting together some concrete ideas for Leadership Congress and strategic planning to us all next week.

- The Tennessee local hosts were able to get us tax exempt for the conference.

### **3. President Elect's Report (Patrick Saxon)**

- The International Committee has been non-responsive to Patrick all year. This will be discussed at the conference.
- Patrick is going to be working with Meredith to train her for the President-Elect position.

### **4. Vice President's Report (Wes Anthony)**

- Wes and Annette are communicating with chapter leaders about Leadership Congress.
- Chapter grant requests: 6 Type C requests from SWADE, SCOSS, PADE, NOSS-Michigan, INADE, and FDEA.

#### Motion to approve the above grant requests.

First: Patrick Saxon

Second: Carol Mueller

Motion passed 5-0

### **5. Secretary's Report (Meredith Sides)**

- Awards questions/suggestions from Tammy Bishop—Discussion about the Awards Committee; discussion about plaques/certificates for awards.
- Name Change Video update—Patrick, Meredith, and Deb are going to be meeting next week about this.

### **6. Treasurer's Report (Carol Mueller)**

- \$484,641.56 currently in account
- We have to pay a deposit to Marriot: \$217,000

### **7. Conference Manager/Executive Assistant's Report (Annette Cook)**

- Conference update (gift card, donations for Silent Auction, request from Canada, etc.)—each board member needs to bring a gift card and a donation for the Silent Auction.
- We have a request from a potential attendee from Canada about a discount to attend. The Board doesn't think it would be fair to other international attendees who do pay full price.
- Annette has sent us an initial board schedule to review.
- Emeritus Cabinet and LC—need to know if we need a breakout room for them Wednesday morning (which may be tough to secure). We are leaning toward having an emeritus cabinet hiatus for this conference due to Karen Patty-Graham stepping down and few opportunities for room space at the conference on Wednesday. We will be recognizing all Emeritus Cabinet members
- Retention Network description (draft): The Retention network provides a forum for those responsible for student retention to share ideas and concerns, network with others in their field, and share best practices. This is also an opportunity to share education and professional development as it relates to student retention.
- +One campaign update—the buttons are getting sent in.

- Magnets are ordered; t-shirts are being printed next week.
- Webinar with Katie Hern—we will ask Annette to reach out to Katie to talk to her about marketing the webinar.
- Discussion about Marketing Coordinator applicants for NOSS Conference Committee.

Motion to approve Johari Barnes as the new Marketing Coordinator for the NOSS Conference Committee.

First: Denise Lujan

Second: Carol Mueller

Discussion

Motion passed 4-1

- Membership update: big picture is that we are holding pretty steady.

Motion to adjourn.

First: Wes Anthony

Second: Denise Lujan

Motion passed 5-0

Meeting adjourned at 12:33 p.m. Central