



Agenda Executive Board Meeting

Phone: (712) 775-7031
Access Code: 285-975-405

July 21, 2017
Conference Call

The board convened at 12:00 p.m. CST

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

Guests: None

Absent: None

Discussion Items:

1. Review of Minutes (Board)

Motion to approve the minutes from June board meeting.

First: Deb Daiek

Second: Mary Zimmerer

Motion passed 3-0

Specific Action Items: None

2. President's Report (Robin Ozz)

- Revisiting AC relationship. Discussion about the indirect costs with accreditation commission. Deb and Robin recommend that we wait to implement the indirect costs motion so that we can talk again with the Accreditation Commission.
- JDE – We just got the Winter edition, sent out in July. The board is concerned with the cost of the journal and the continued issues with receiving it late, having out of date ads in it, the publishing process from the author point of view, etc. With the budget issues, this is a big concern.
- ATD – Achieving the Dream would like for us to consider a reciprocal affiliation with us.

- Stylus – Meredith has gotten the link on the website for members to buy at a discount and a NADE ad will be published in the book
- FACE article – If the board members want to publish an article about what they presented at FACE, they can do so for publication.

3. President Elect’s Report (Deb Daiek)

- Andy Miller - Co-Chair Counseling and Advisors SPIN – the board needs to vote

Motion to approve Andy Miller as co-chair of Counseling and Advising SPIN

First: Deb Daiek

Second: Patrick Saxon

Motion passed 4-0

- McCabe Update – 71 registrants so far. Patrick will give Deb a budget report about the expenses. If no more registrants, Deb expects an almost \$3000 profit based on current numbers.
- Concurrent session for SPINs – all of the SPIN chairs would like to hold one SPIN session for informational purposes for people who aren’t familiar with SPINs and what they are
- ACTLA would like for us to consider participating in creating standards for online tutoring.

4. Vice-President’s Report (Mary Zimmerer)

- CalADE survey suggestions – Mary will have a working copy for us to look at hopefully before our meeting in Detroit.
- No grant requests at this time, but Mary is expecting one soon.

5. Treasurer’s Report (Patrick Saxon)

- The financial reserves are still dropping.
- Patrick also recommends that we consider moving away from Paypal. Annette did some research and suggests that we try using Paypal for 6 months to a year and see how it compares to Authorize.net.
- After talking to the auditor, we only have to keep 7 years of financial records.

6. Secretary’s Report (Meredith Sides)

- SPIN Survey – send to Barbara Calderwood to put in JDE and in August newsletter. Deadline for responses will be mid-September.
- AMATYC Ad – we do not have this in the reciprocal contract, as we do in other reciprocal contracts. We can ask AMATYC about renegotiating the reciprocal contract.

- December board meeting location and dates? We do not have these yet. There was some discussion about possibly going to California to help the chapter there.

7. Conference Manager's Report (Annette Cook)

- Discussion and approval for the contract for Executive Assistant
- Annette received paper records from Pat Koziol. Annette can get rid of any financial records older than 10 years. Annette will email the board the rest of the items that she needs to know what to get rid of and what to keep.
- NADE 2018 update. We already have over 100 proposals submitted. Having the priority deadline seemed to help encourage people to submit early and get it done.
- PayPal and Authorize.net – Paypal charges the same as Authorize.net. With paypal, there is a potential for the percentage of charge to drop based on the volume of transactions. We will have to pay \$49 set up fee to set up the website with authorize.net, as well as \$29/month, which we do not have with Paypal.
- Conference Committee update – Annette has been working to put this committee together. She had the idea of having a committee member who is charge of volunteers and working with the host chapter. She proposes that we have a volunteer coordinator. She will be submitting to the board her recommendations for each position via email.

Meeting adjourned at 1:20 p.m. CST