



NATIONAL ORGANIZATION FOR STUDENT SUCCESS

Minutes Executive Board Meeting

June 4, 2020

Executive Board Conference Call

The board convened at 2:00 p.m. Eastern

Present: Denise Lujan, Meredith Sides, Dan Nelson, Glynis Mullins, Carol Mueller, and Annette Cook

Guests: None

Absent: None

1. Review of Minutes (Board)

Motion to approve the minutes from the May 21st virtual Zoom meeting

First: Meredith

Second: Carol

Discussion:

Motion passed: 5-0

2. President's Report (Denise Lujan)

1. CLADEA

- Discussion: The pros and cons to remaining a CLADEA member. Knowing if NOSS members recognize or have knowledge of CLADEA is important to making the decision to remain a member of CLADEA.
- Consideration reciprocal agreements will not exist once the membership to CLADEA ends.
- To do List: Identify which organizations NOSS would benefit to partner with in the future.
 - First Year Experience
 - League of Innovation

Move to detach from being a member of CLADEA.

First: Annette

Second: Denise

Discussion:

Motion passed: 5-0

- #### **2. Sharing Leadership Congress Brainstorm Activity will be shared with the organization's leadership**

- Denise, Meredith, and Glynis will get together to work on the brainstorming activity from Leadership Congress 2020.

Statement on Racial (In) Justice: Emily Suh (EIA Network) emailed the board to solicit support from the board to present a statement on Racial (In) Justice to our NOSS members.

Discussion: The board discussed the contents of the letter and if this statement would be helpful to the members of the organization. The sensitivity of such a statement required the board to identify if there are any areas of concern. More discussion on if taking a stance on rioting or looting is necessary within this statement. Suggestion was made to maintain the contents of the letter as is without any revisions. Suggestion to put letter on NOSS letterhead. Denise (President) will respond to Emily S. to confirm the support from the Board to release the statement immediately. The board engaged in some very powerful discussion.

Motion to send out the Statement on Racial (In) Justice as is:

First: Meredith

Second: Glynis

Discussion:

Motion passed: 5-0-1

3. President Elect's Report (Meredith Sides)

1. General updates:

- Membership Task Force – Optimistic! Very excited to work with the new co-chairs as they show the potential to think outside the box and will present a plan of action with specifics during the September board meeting.
- Practitioner to Practitioner- Goals report?
- Possibly create a separate form for reporting for specialty areas.

2. Network budget requests and updates and questions

- Online Educators Network- Kendra sent a message of apology for not getting her network report submitted as required. Board agreed to give her an extension due to the nature of events happening currently.
- IRW Network- Message of appreciation for the expansion of the network.
 1. Increase of membership by 30%.
- ESL Network => Writing Network- Requesting a name change!
 1. Discussion: Concern that ESL will get lost in changing the name to Writing Network.
 2. Suggestion: Include ESL in the description on the website.
 3. Annette changed the name!
- Request that new networks have extensions.
 1. Board agrees to this request.
- Adjunct/Faculty Network – attendee count at conference is zero
 1. Discussion: Eliminate??

2. Unclear as to why no show at conference when there is a record of 119 members within this network.
 3. Suggestion: Find a way to help adjuncts as a focus.
- Discussion: communicate to the networks that the board can reject a goal if deemed necessary and suggest emailing Annette to get a current list of members of the network. This could be a suggestion for all networks!

3. Budget Request

- Administrative: \$100 – 500 for portfolio/binders and \$250 for Network lunch/dinner.
- Awards: \$ 1000 for award materials. Yes!
- International Liaison: \$200- for gifts (\$20 per attendee). Yes!
- IRW: \$90 annual renewal fee (WordPress), upgrade google drive folder- very active and widely read. Yes!
- Standards NOSS Vault: \$50
 1. Discussion: The historian documents obtained by the NOSS vault should be placed on NOSS website.
- Tutoring: \$17.99 cost of domain name & \$100 for 2021 conference give –away

Suggestion: to provide an item for each network as give away.

- Mathematics Network: \$50 – google site that they maintain
 1. Suggestion: Christine Cobb placed on the NOSS room list for Monday & Tuesday night during 2021 conference since she will help with Math Summit pre-conference.

Motion to approve the budget requests for the Awards, International Liaison, IRW Network, Tutoring Network, and Mathematics Network

First: Annette

Second: Carol

Discussion:

Motion passed: 6-0

4. Defining NOSS Vault focus and oversight

- The need for clarity of the NOSS Vault goals
- NOSS Vault- Network or Not?
- Duty is to gather and maintain the history of the organization.
- Suggestion: Suggest goals - put in writing what the NOSS vault goals should be as a network.
- Denise will work with Meredith to come up with a suggested set of goals

5. Professional Development Survey

- Annette will send out the survey to the members.
- 2-week deadline suggested and agreed.

6. Networks on NOSS Account

- Add National Trends to the network list.

4. Vice President's Report (Dan Nelson)

1. Grant request

- Michigan chapter: special project- promotions to host an online conference, speakers, and zoom.
 1. Free to all paid conference attendees and free to NOSS members.

Motion to approve the Type-B grant. Request financial assistance with special projects- Host an online conference, speakers, and zoom subscription.

First: Denise

Second: Carol

Discussion

Motion passed 6-0

2. Officer Membership update

- Emailed: response from 3
 1. 1 in progress
 2. 1 requested membership from institution
 3. 1 retiring

5. Secretary's Report (Glynis Mullins)

1. Newsletter Kudos!

- Great job on retrieving items for the newsletter!
- Discussion: referenced the NOSS Midwest article and using part of a statement in the future. Annette will reach out to the chapter to let them know how that statement touched the board and represents the new direction of NOSS!

2. President's Letter June 15th – Reminder of due date.

6. Treasurer's Report (Carol Mueller)

1. Discuss Budget Items in detail

- Suggestion:
 1. To wait to make changes to budget until the decision to appoint the treasurer is determined.
 2. To eliminate any categories with a zero.
 3. Quicken – would like to start a new file since the old file has become very large and can a challenge to work effectively.
 4. The president (Denise) should be able to get into Quicken.
 5. Include a 60-day statement in the correspondence for processing of grants.
 6. Change the chapter insurance from \$155 to \$175 as a budget item.
- Categories of budget: Meredith, Denise, and Carol-make changes then bring the changes back to the board for approval
- New Budget starts July 1st, 2020 – Budget needs to be approved next meeting (June 18th) along with the review of budget categories.

- Table budget for June 18th meeting.
- Carol will send updated budget for review.

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

1. Executive Assistant

1. Bylaws change vote: appointed Treasurer Position-Sending out to the members.
2. P2P and PoP logos

Motion to approve paying \$250 for new logos.

First: Annette

Second: Denise

Discussion

Motion passed 6-0

3. Sharing of free webinars and materials
 - Only from professional organizations.
4. Office closed: 3 weeks out of the year.
 - July 27th – 31st

2. Conference Manager

1. Exhibitor Contract for 2021

Motion to approve using Viper for exhibitor contract.

First: Annette

Second: Denise

Discussion

Motion passed 6-0

2. Keynote speaker and proposal update: Table discussion!
3. Swag for 2021: hand sanitizer with NOSS label – Board approves!
4. Math Summit: Table discussion until next meeting (6/18)

Meeting adjourned at 4:16 p.m. Eastern