



Minutes Executive Board Meeting

May 17-18, 2019

Executive Board Meeting in Tuscaloosa, AL

The board convened at 9:18 a.m. Central

Present: Denise Lujan, Patrick Saxon, Wes Anthony, Meredith Sides, Carol Mueller, Annette Cook

Guests: None

Absent: None

1. Review of Minutes (Board)

Motion to approve the minutes from April 19, 2019 conference call.

First: Patrick Saxon

Second: Wes Anthony

Motion Passed 5-0

2. Discussion Items for Friday, May 17

- Discussion about board conversations.
- Discussion about JDE contract. Discussion about having a board liaison communication with the JDE.
- Discussion about the NOSS 2021 conference. A few changes have been made to the hotel/convention contract due to the need for rooms for the math summit, so we have had to increase our number of room nights.

Motion to sign the amended Las Vegas contract.

First: Meredith Sides

Second: Denise Lujan

Discussion

Motion passed 4-0-1

- Discussion about “perks” for invited speakers at the math summit as a thank you for presenting.
- Discussion about the Arizona chapter as host chapter for the 2021 conference. Arizona has a strong chapter and we believe that they would be great at helping host this conference.

- Meredith will be creating and ordering business cards for Carol, Wes, Denise, and Annette (250). Annette has ordered everyone new name tags.
- For the past several years, we have had a contract with Veronica Cross, who has been our webmaster and has helped us with conferences for several years. Annette proposes that instead of Veronica's primary role being the webmaster, Annette will continue the website duties. She recommends that we keep Veronica's contract to serve as a "backup" resource for the NOSS office, including the website and the registration desk at the conference.

Motion to make the stated changes to Veronica's role.

First: Meredith Sides

Second: Carol Mueller

Motion passed 5-0

- Discussion about liability policy that we invite all of the chapters to participate in. Patrick recommends that Carol consider a different model for this liability policy. Under this new proposed model, NOSS would go ahead and invoice all of the chapters for the cost. This would need to be discussed at Leadership Congress at the 2020 conference.
- Discussion about the Math Network request for two fee waivers. The Math Network is particularly large and doing a lot of good work. They have two co-chairs and have requested two fee waivers each year. Discussion about fee waivers for the conferences in general. Discussion about discounted conference fees in lieu of fee waivers. Current financial assets for the organization are \$351,014.96 with some outstanding liabilities that will be paid in the next few weeks.

Motion to allow the Math Network two fee waivers for the 2020 conference.

First: Denise Lujan

Second: N/A

Motion failed

- Discussion about the contract with H&H Publishing. Denise will be trying to reach out to them again.
- The board will not be sending any members to the FACE Conference this year due to expenses.
- GoDaddy and PayPal issues – We are no longer using Paypal. We've received notice from PayPal regarding a mistake made by one of our attendees at the conference. Annette has been dealing with this issue and trying to get it resolved. GoDaddy has had an issue with our old domain name, thenade.org. It was somehow opened up for "auction" and three different groups have been bidding on it. We were supposed to have it for \$10 for a year as we transitioned to the new website.
- Discussion regarding emails about accreditation. The Board will be sending the AC a request to give us progress updates since they have not been keeping the Board up-to-date regarding their activities. We hope to get a first draft and an update by September 1 before our September board meeting.
- Budget requests for Networks and Committees: Math Network requests \$50 for annual conference prizes, Marketing Committee requests \$269 for social media materials, Tutoring/Peer Assisted Learning Network requests \$17.99 for a domain name and \$92.09 for conference prizes, Awards Committee requests \$2,150 for awards. No other committees or Networks submitted a request for funding.

Motion to approve the above budget requests.

First: Patrick Saxon

Second: Denise Lujan

Motion passed 5-0

- Awards Committee, Marketing Committee, Cultural Diversity Committee, Math Committee, Research Committee, Tutoring Network, and Writing Network all submitted their May reports by the deadline. The other committees and networks did not.
- Patrick recommends that Carol start looking for a new tax person for the organization. The tax filing deadline for 501c3 organizations is November 15. We need to start doing a 1099 form for Annette.
- Discussion about the Executive Assistant's contract.

Motion to increase the Executive Assistant's annual salary to \$39,000, with monthly payments of \$3,250.

First: Carol Mueller

Second: Denise Lujan

Discussion

Motion passed 4-1

- Rebranding and strategic planning. Discussion about our "why" for NOSS.
 - Our why: "Every person working in education can have a positive impact on students."
 - Hows: Motivating, encouraging, sharing, advancing, connecting/relationships, supporting, recognizing
 - Whats: position papers, disseminating research, webinars, the national conference, state and regional conferences, the newsletters, social media, Practitioner to Practitioner, targeted emails based on member categories, etc.

Adjourned at 4:00 p.m. Central

3. Discussion Items for Saturday, May 18

The board convened at 9:30 a.m. Central

- Office housekeeping items – discussion about conference bags to advertise for NOSS (this would be for McCabe and 2020). Some other thoughts about advertising NOSS: t-shirts, pens, postcard sent to people on the mailing lists we hope to purchase, etc. We will look at a board vote when Annette gets our complete estimated price.
- Meredith: feature/spotlight a leader...Network, committee chair, or chapter leader in the Newsletter each month

Motion to not approve the request for travel funds from Administration Committee.

First: Patrick Saxon

Second: Wes Anthony

Motion passed 5-0

Motion to approve \$100 for Wordpress account for INRW Network for two years.

First: Patrick Saxon

Second: Meredith Sides

Discussion

Motion passed 5-0

- Discussion about Lumen Learning – they are very interested in our new focus and direction. They are interested in offering free webinars for our members. The board is interested in exploring this further, so Annette will be getting more details for us. Lumen is also sponsoring a booth at the McCabe conference.
- Discussion about 2020 Conference
- Discussion about CLADEA and reciprocals. Remove CAS and NACADA from PPH. Denise needs to send a letter to CLADEA and then another one for those organizations outside of CLADEA. Patrick will be discussing agreements at the CLADEA meeting at CRLA in November. Denise would also like to reach out to other organizations that we haven't worked with before (First Year Two Year, League for Innovation, HBCU organization, HACU, etc.).
- The board reviewed current NOSS awards and made recommendations about any that might need to be edited or archived. All awards need to change from NADE to NOSS regardless. The board will also be recommending to Tammy Bishop, the Awards Committee Chair, to do the following (Meredith will be talking to her about this):
 - Awards that need to be edited: Administrator or Public Servant for Outstanding Support to Developmental Education, Gladys R. Shaw Outstanding Service to Developmental Education Students, Kellogg Institute—NADE Scholarship (NOSS Award for Kellogg Institute – no more \$500 from NOSS, but \$500 will still be awarded from the Kellogg Institute), Martha Maxwell Developmental Education Student Scholarship (should say student success programs instead of developmental education), combine Maxine Elmont Award and Vashti Muse Award to create one award, NADE Adjunct Instructor (broaden the wording so it isn't just developmental education), William G. White, Jr. Award (must be a NOSS member and cut back to \$500 instead of \$1000).
 - Awards that need to be archived: Curtis Miles award, Anne Ferguson award, John Champaign Memorial Award for Outstanding Developmental Education Program, Outstanding New Chapter, and Outstanding Proposed Research.
 - Talk to Tammy about creating an award for members to come to NOSS (like the adjunct fee waiver).
- Meredith is going to write up an ethics policy and a member conduct policy (drafts) and then email to the rest of the board.
- Discussion about upcoming elections. President-Elect and Secretary will be on the ballot for the next election.
- The board chose the two toned bag for the conference bags (\$1.39/each). We also are going to ask members about what they think should go on the next t-shirt.

Motion to change the Type D grant from \$500 to a conference fee waiver.

First: Carol Mueller

Second: Denise Lujan

Motion passed 5-0

- Discussion about conference fee waivers.

Motion to adjourn.
First: Meredith Sides
Second: Carol Mueller
Motion passed 5-0

Meeting adjourned at 5:00 p.m. Central