



Minutes Executive Board Meeting

November 30, 2018

The Board convened at: 9:00 a.m. PST

Present: Deb Daiek, Denise Lujan, Mary Zimmerer, Patrick Saxon, Meredith Sides, and Annette Cook

Guests: None

Absent: None

9:00 a.m – 12:00 p.m.

Discussion Items

1. Review of Minutes (Board)

Motion to approve the amended minutes from November

First: Denise Lujan

Second: Mary Zimmerer

Motion passed 4-0

2. President's Report (Deb Daiek)

- Discussion about the JARIHE. NADE will be endorsing this journal with no financial responsibility. We will probably be providing a link on our website so that it will encourage members to read it.
- Deb is proposing that we look at transitioning the NADE Digest to a new concept modeled after NISOD's Innovation Abstracts
- Deb says that we need to meet with Hunter and Barbara regarding the JDE. It is possible that we cannot re-negotiate the contract until we see how the 2019 conference goes. Discussion to meet with them on the Tuesday of conference week.
- Conference Protocol for 2019--we will work on this tomorrow

- Tammy Bishop, Awards Committee Chair has some concerns that we have award recommendations for seven awards, but there are three that raise some concern because they didn't meet the minimum score requirements. In the PPH, we can change the wording that scores need to meet minimum score requirements in the 90s. The Board supports Tammy on her recommendations about who should win the awards and who should not.
- Guides--it has come to the attention of Deb that Russ Hodges and others are working on updating the NADE Guides, even though the Board had asked that the AC take the year off to reflect and reinvent the focus of that committee.

Motion to send out a membership vote to change the bylaws to remove Article IX Section 6, therefore rendering the Accreditation Commission to a committee, not a separate standing council.

First: Meredith Sides

Second: Denise Lujan

Discussion

Motion Passed 3-1

- Meredith will write up a rationale that outlines the reasoning why the board feels this change is financially necessary and best for the future of the organization. Denise will also be discussing this proposed membership vote with the AC before it is sent out to the membership for a vote.
- Webinars line-up--Before Deb steps down as President, she will be lining up the next year of webinars. We cannot get Hunter Boylan to nail down a date to do a webinar right now. We are working on getting Robin Ozz regarding Guided Pathways and Alex Goudas on research and data.
- Branding Proposal

Motion to approve the proposed Branding Proposal of \$3000.

First: Mary Zimmerer

Second: Meredith Sides

Discussion

Motion Passed 4-0

- Discussion about the rebranding committee. Annette will be leading this group. Denise and Jenn Hulehan will also be involved for sure. Patrick Saxon will also be a part. Other names that were discussed were Rosemary Karr and Johari Barnes.
- Annual Report--reminder from Deb to submit your article for the annual report by January 15. Use the same format as last year.

3.

4. Conference Manager's and Executive Assistant's Report (Annette Cook)

- Board "approving" first authors on proposals for conference sessions--in the future, we will be putting a disclaimer on conference proposal forms that states that the board is not involved in the review of any proposals and that their trust is completely in the conference team.
- LinkedIn account--after we reveal the new name and logo, we will ask Jenn Hulehan to create and run this account.
- Atlanta hotel issues and conference update--Tuesday night is sold out, but there are plenty of conference rooms for Wednesday-Saturday night. We are encouraging attendees to stay somewhere else on Tuesday night, but to stay at the conference hotel the rest of the week. Discussion about the volunteer coordinator position, which the board recommends eliminating after this 2019 conference so that it can be a local person in the conference city, which will be easier since the local team is going to be working with volunteers anyway.
- In the future, conference team members will have to complete all of their duties in order to receive a conference fee waiver.
- Fee waivers and grants for chapters--over half of the chapter officers are not members of NADE. There is a proposal to enforce this by not allowing any chapters to receive grants if the chapter officers aren't members of NADE.
- Keynote speakers for 2020
- Proposal timeline: We recommend March 11 - May 31 to submit a proposal for the 2020 conference; reviewers need to commit to send in recommendations during summer

5. President-Elect's Report (Denise Lujan)

- AC Update
- Network and Committee Reports

6. Vice-President's Report (Mary Zimmerer)

- Type D grant requests: FDEA, CoADE, and TASSR

Motion to approve the above requests.

First: Mary Zimmerer

Second: Meredith Sides

Motion Passed 4-0

- Chapter activity report responses -- there has been some feedback from the chapters regarding the potential NADE name change, most of which seems to be in favor or at least understanding the need for the change.

7. Treasurer's Report (Patrick Saxon)

- 2018-2019 Proforma Budget Completion

- Discussion about moving Denise onto the Chase bank account next week.
- We will need to “freeze” the AC carryover funds at this time because of the serious fiscal concerns of the organization. Discussion about the AC budget they submitted.
- Very long discussion about the state of the organization’s finances. It is possible that the organization could be insolvent by next spring due to significant loss of revenue over the last few years. We will be discussing this serious issue with our accountant.

Motion that the AC total 2018-2019 fiscal year budget is \$8000.

First: Denise Lujan

Second: Mary Zimmerer

Motion Passed 3-1

8. Office

- CAS--Karen Patty-Graham paid the CAS membership fees for this year and requested a donation receipt from NADE for the same amount. They will be able to attend this year, but NADE will no longer be a part of CAS next year.
- Election process and campaigning--148 people have already voted as of Nov. 30. We will table our discussion about campaigning guidelines until spring or summer of next year.
- Institutional memberships--a member has asked that the Board consider the definition of what an institutional membership to confer some benefits to at least an entire department at an institution. The Board would potentially look at changing the model so that 0-10 members would pay a certain amount, 11-20 members, would pay a certain amount, etc. In addition, we could consider adding the option of providing them with a free webinar, etc.
- Membership update; recurring payment issue--1,444 people were sent ballots based on membership status. We have almost 2600 members in the system, but almost half are lapsed. A new issue with recurring payments on Wild Apricot because people have not been fixing their recurring payment status and, in addition, Paypal has been sending additional invoices even after people have paid. The Board needs to stress to members that they need to turn off recurring payments.
- We do definitely want to come to the Westgate in Las Vegas for NADE 2021, but the Board does not want to sign a contract until we see how the 2019 conference goes. We will ask them if we can sign a first right-of-refusal and/or a small deposit contract.

Meeting adjourned at: 4:45 p.m. PST

Saturday, December 1, 2018

The Board convened at: 9:00 a.m. PST

9. Unfinished Business

- Discussion about the name change. Deb and Denise will be creating a video to send to everyone in the NADE contact list about the name change, where dev. Ed. Fits in, etc.
- More discussion about the budget
- We need to make a donation button more prominent on our website.
- Denise will be inviting someone from Texas to present at the conference. She will be updating Meredith about whether the presenter is interested in a Thursday 8:00 a.m. Time slot.
- Discussion about changing the proposed new names back from “international” to “national.” National Organization for Student Access and Achievement (NOSAA) or National Organization for Student Success (NOSS)
- General discussion about Board travel and being strategic about cheaper locations. For McCabe, only the Conference Manager and President should be going on NADE’s dime. General discussion about McCabe and its impact.
- Discussion about the board schedule and protocols for the NADE 2019 conference.

Motion to approve the budget.

First: Mary Zimmerer

Second: Denise Lujan

Motion passed 4-0

10. Secretary’s Report (Meredith Sides)

- Name Change Survey and Letter from the President – more discussion. The board needs to compose its letter to the membership to be sent out this month that explains the process, the rationale, the name options, the next steps, questions sent to the President, and how dev. Ed. Fits. Deb and Patrick are going to be composing the Board letter to membership and will get it to the board to review by the end of next week (week of Dec. 3). We will shoot for Thursday, Dec. 6, to send it out via WildApricot from Annette.
- A conference marketing piece and blurb about the name change needs to go to Patrick in January to send to CLADEA.
- Timeline discussion -- January 7-31, 2019, as the voting window for the name change. Ballots will be sent out by Annette via BallotBin.
- In the December newsletter on Dec. 3, Meredith will re-state what has been sent out, “based on feedback from leaders of the Association and member survey,” be looking for a vote coming up, etc. in a little graphic blurb.
- Bylaws vote related to AC will go out in February.

Meeting adjourned at: 11:35 a.m. PST