Executive Board Meeting:  Saturday, February 26, 2012, 12:45 –4:30 PM EST

Type of Meeting:  NADE Executive Board Meeting
Meeting Facilitator:  President Rebecca Goosen
Officers Present:  President Rebecca Goosen, President-elect Patti Levine-Brown, Vice President Margie MacDonald, Treasurer Patrick Saxon, Secretary Jacquelyn Gaiters-Jordan
Invited Guests:  Immediate Past President Jane Neuburger, Conference Manager Karen Patty-Graham

I. The meeting was called to order by President Rebecca Goosen on Saturday, February 25, 2012 at 12:45 pm.

II. State Chapter report
A. INADE (Indiana) – Request for Type B grant for website development
   Motion moved by President-elect Patti Levine-Brown; motion seconded by the Treasurer Patrick Saxon. Motion approved.
   Vice President Margie MacDonald will inform the chapter.
B. TADE (Texas) – Request for Type A grant
   Discussion tabled pending clarification from the chapter
C. SWADE (Southwest region) - Arizona and New Mexico want to split from SWADE and form independent chapters
D. Hawai – President Rebecca Goosen will follow up and contact.
E. OKADE (Oklahoma) President Rebecca Goosen visited with this chapter during the conference and gave strategies for chapter development
F. LADE (Louisiana)-Officer and chapter development needed
G. GADE (Georgia) – No representatives present
H. Florida chapter – Board will provide assistance as requested
I. PADE (Pennsylvania) – Conducted chapter meeting.
J. NCADE (North Carolina) – Chapter meeting cancelled

III. Conference debrief
A. Conference manager Karen Patty Graham suggested that Wednesday registration be revisited and different categories of membership be considered to include graduate programs.

B. Discussion followed regarding conference presenters having to pay for access to audiovisual equipment. Over 20 presenters used audiovisual during the 2012 conference. The 2012 conference registration form specified what equipment would be available.

C. Proposal process – The board will need to review rejected proposals submissions before notification. Additional proposals may be accommodated by adding 7 a.m. sessions and poster sessions.
D. Karen stressed the need for sufficient conference volunteers – especially in the areas of Registration and Information Desk.

E. Negotiations – The guidebook app was well received. Janita Patrick’s negotiation skills were praised and discussion followed suggesting Janita’s involvement in negotiations for future conferences. Karen will follow up with a call to Janita to discuss. Future conference site negotiations should include free internet access in rooms, suites, and presentation rooms, as well as free rooms for the Executive Board for site visits.

F. California is interested in hosting the NADE conference 2020.

IV. Committee/ SPIN updates
   A. Proposed committee – the Emerging Technology Committee.
   B. Proposed SPIN – combined Online and Technology SPIN
      Interested individuals will need to organize new committee/SPIN and submit a formal proposal and goals to the Board for approval.

V. Reciprocal Organizations
   A. FACE Conference
      1. Background information was provided to new board members on FACE and NADE’s involvement with this organization.
      2. The value of attending this conference and SKYPE/ webinar options discussed.
   B. CCRC – Community College Research Center
      President Rebecca Goosen and Treasurer Patrick Saxon may attend this conference.
   C. Responsibilities and expectations of reciprocal organizations discussed. Different levels of involvement and sharing explained. Carol O’Shea is responsible for shipping NADE display to conference sites. Invited/attending board member should take NADE flyers and cards and collect business cards of attendees in order to send follow up “thank you” emails. A complimentary NADE membership can be offered as a door prize.

VI. CERT Council
   The Board discussed the CERT Council and the need for a process to establish a budget. Accreditation is supported, but not the cost.

Items for Future Discussion
   A. TADE – Type A grant
   B. Outside advisory board for NADE
   C. Specific NADE conference sessions for college administrators
   D. Travel schedules

VII. Closing and Adjournment – The meeting was adjourned at 4:30 PM EST