# Executive Board Minutes For Approval
March 8, 2014
1:40 p.m.-4:33 p.m.

<table>
<thead>
<tr>
<th>MEETING CALLED BY</th>
<th>Taunya Paul</th>
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<tbody>
<tr>
<td>TYPE OF MEETING</td>
<td>Executive Board Meeting</td>
</tr>
<tr>
<td>CHAIR</td>
<td>Taunya Paul</td>
</tr>
<tr>
<td>RECORDER</td>
<td>Denise Lujan</td>
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<tr>
<td>ATTENDEES</td>
<td>Officers Present</td>
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<tr>
<td></td>
<td>Patti Levine-Brown</td>
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<tr>
<td></td>
<td>Taunya Paul</td>
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<tr>
<td></td>
<td>Margie MacDonald</td>
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<tr>
<td></td>
<td>Patrick Saxon</td>
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<tr>
<td></td>
<td>Denise Lujan</td>
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<tr>
<td></td>
<td>Gwenn Eldridge</td>
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<tr>
<td>Absent</td>
<td>Guests</td>
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<td></td>
<td>Carol O'Shea</td>
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## ACTION ITEMS

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
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<tbody>
<tr>
<td>Call to Order and Welcome Guests</td>
<td>Taunya Paul</td>
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<tr>
<td>DISCUSSION</td>
<td>Ms. Paul welcomed Carol O’Shea and called the meeting to order at 1:40 p.m.</td>
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## CONCLUSIONS

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<thead>
<tr>
<th>ACTION ITEMS:</th>
<th>PERSON RESPONSIBLE</th>
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<tbody>
<tr>
<td>EA Discussion</td>
<td>Taunya Paul</td>
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## DISCUSSION

- Carol has stated that if there was not a vendor selected she would remain active for one more year, but preferred to select a new vendor.
- Carol stated that it would be important to get a vendor selected by spring so that there is a transition time over the summer. Ideally June 1, 2014 would be the time to start.
- Carol also stated that if it was not done in the summer she may need to extend her contract to cover the cost of the transition.
- The Executive board interviewed three association management companies: Allen Press, Inc., Technical Enterprises Inc., and Peak Management Solutions for Associations (PMSA). Following the interview, the Executive Board discussed the strengths and weakness of each company. After further discussion, the Executive Board voted to pursue further options with Peak Management Solutions for Associations.

**Motion:**
The NADE Board will pursue possible contract negotiations with Peak Management Solutions for Associations.

**Motion:** Margie MacDonald
**Second:** Patrick Saxon

**Vote:**
Yes: Taunya Paul, Margie MacDonald, Gwenn Eldridge, Patrick Saxon
No: None
Abstain: Denise Lujan, Carol O’Shea

**Motion Passed**
The Executive Board discussed checking references listed for Peak Management Solutions for Associations, reviewing their contract in more detail and developing a list of reference questions.

**CONCLUSIONS**

1. Develop a list of questions by **March 20, 2014** - ALL Board Members
2. Check references for Peak Management Solutions for Associations by the end of March - Margie MacDonald
3. Review Contract and determine questions that need to be addressed End of March - Patrick Saxon
4. Technical Enterprises and Allen Press Inc. will be called to let them know the decision - Taunya Paul

**ACTION ITEMS:**

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<th>PERSON RESPONSIBLE</th>
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<tr>
<td>CLADEA Nomination</td>
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**DISCUSSION**

1. Carol O’Shea left the meeting.
2. The Deadline for nominations has been extended to April 15, 2014.

   Motion:
   Nominate Patrick Saxon as CLADEA Fellow.
   Motion: Margie MacDonald
   Seconded: Taunya Paul
   Vote:
   Yes: Taunya Paul, Gwenn Eldridge, Denise Lujan, Margie MacDonald
   No: None
   Abstain: Patrick Saxon

**CONCLUSIONS**

1. Scan CLADEA Fellow Criteria and send to the board, end of March - Taunya Paul

**ACTION ITEMS:**

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<tr>
<td>Goals for 2014-2015</td>
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**DISCUSSION**

1. Patty Levine-Brown left the meeting
2. Reviewed the current goals and moved to update the goals at the June Executive Board Meeting.

**CONCLUSIONS**

**ACTION ITEMS**

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<tr>
<th>PERSON RESPONSIBLE</th>
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<tr>
<td>Conferences</td>
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**DISCUSSION**

1. Discussed calendar of events the board will need to attend. Agreed one Executive Board member would attend reciprocal organizations conferences, Chapter conference, or other meetings/conferences as time permits.
2. Tentative meetings/conferences. Margie MacDonald will forward the 2014-2015 NADE Travel Chart to Executive Board members.
   - NISOD - May in Austin
   - ATP - Nashville
   - Accelerated Learning Project
   - FACE - First Week of July in Great Britain
   - Executive Board face to face Board meeting - July - Boone North Carolina
NADE Executive Board Meeting (continued)

- Executive Board face to face Board meeting 2015 Conference Meeting - September in Greenville South Carolina
- Executive Board face to face Board meeting November or December in Anaheim or Oklahoma City

**CONCLUSIONS**
Margie will forward the 2014-2015 NADE Travel Chart to Executive Board Members.

**ACTION ITEMS:**

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<td>With the approval of the new NADE logo all marketing materials will need to be updated. Until then, the NADE board will only use the NADE table cloth at conferences.</td>
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**CONCLUSIONS**
Gwenn will spearhead the marketing project. She will provide an initial marketing plan by the July Executive Board meeting.

**ACTION ITEMS:**

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| Margie visited seven of the chapters during Fridays Chapter Meetings.  
| COADE submitted an application for a Type D Grant. |

**Motion:**
Approve COADE’s application for a Type D grant for COADE.

**Motion:** Patrick Saxon  
**Second:** Denise Lujan  
**Vote:**  
Yes - Patrick Saxon, Taunya Paul, Margie MacDonald, Gwenn Eldridge, Denise Lujan  
No - None  
Motion passed

**CONCLUSIONS**

**ACTION ITEMS:**

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<td>Patrick gave an update on the credit card and expense reimbursement. No other updates.</td>
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**CONCLUSIONS**

**ACTION ITEMS:**

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| Karen Patty-Graham will work on reconciling the hotel bill  
| The completed moderator forms will go to El Paso with Denise to be evaluated over the next couple of weeks.  
| Karen will be working on how to improve conference calls.  
| Executive Board will meet in Greenville in September. |

**CONCLUSIONS**

**ACTION ITEMS:**

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<td>SPIN Changes - Karen Thompson Wolfe will be stepping down as the SPINS</td>
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Coordinator. Taunya plans to work on finding a replacement.

1. Integration of Basic Skills integration SPIN: Discussion of possibly eliminating this group.
2. TRIO SPIN committee: discussion of possibly eliminating this group due to inactivity over the last three years.
3. Gwenn will work with Karen Thompson Wolfe to determining what SPINS could be eliminated and will bring forth a recommendation.

In addition, during the Executive Board meeting with Karen Thompson Wolfe; she suggested to the Executive Board with the idea of not charging members the $5.00 fee for joining an additional SPIN. After some discussion, the Executive Board will make no changes to the fees at this time.

Committee Changes - A review of Committees needs to be done to eliminate committees that no longer are needed:

1. Archives - NADE office has set up archives. The committee has fulfilled it’s goals.

   Motion: Eliminate the Archives committee because it has fulfilled its purpose.
   Motion: Margie MacDonald
   Second: Denise Lujan
   Discussion: Need to confirm with Vicky that processes are set up. Tabled until the board talks to Vicky.

2. Bylaws Committee- Is not a permanent committee but an AdHOC committee of board members.

3. Chapter Development Committee - The duties of this committee are done by the Vice President of the NADE Board.

   Motion: Eliminate the Chapter Development committee because the duties are being done by the Vice President of the NADE Board.
   Motion: Margie MacDonald
   Second: Gwenn Eldridge
   Vote
   Yes: Taunya Paul, Gwenn Eldridge, Margie MacDonald, Patrick Saxon, Denise Lujan
   No: None
   Motion passed.
4. Cultural Diversity Committee: eliminate the committee since it should be a primary responsibility of the Executive Board. In addition, each NADE Conference Steering Committee is charged with planning a cultural heritage event for that year’s conference.

Motion: Move to eliminate the cultural diversity Committee because it is built into the conference and is managed by the NADE board and Conference Planning Team.  
Motion: Margie MacDonald  
Second: Denise Lujan  
Vote:  
Yes - Patrick Saxon, Taunya Paul, Margie MacDonald, Gwenn Eldridge, Denise Lujan  
No - None  
Motion passed

CONCLUSION

ACTION ITEMS:  
Taunya Paul

DISCUSSION  
No other business was discussed. Meeting was adjourned at 4:33 p.m.  
Respectfully submitted,  
Denise Lujan

CONCLUSIONS