**Executive Board Minutes For Approval**

**Date:** 4/11/14  
**Time:** 11:33 a.m. EST

<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 Conference Call Meeting</td>
</tr>
<tr>
<td>CHAIR</td>
<td>Taunya Paul</td>
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<tr>
<td>RECORDER</td>
<td>Denise Lujan</td>
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<tr>
<td>ATTENDEES</td>
<td></td>
</tr>
<tr>
<td>Officers Present</td>
<td>Patrick Saxon, Gwenn Eldridge, Denise Lujan, Margie MacDonald</td>
</tr>
<tr>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Guests</td>
<td>Karen Patty-Graham, Patty Levine-Brown</td>
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## Call to Order and Welcome Guests

Taunya Paul called the NADE Executive Board meeting to order at 11:33 am EST. Patty Levine-Brown attended the meeting. Karen Patty-Graham joined the meeting at 1:00 pm EST for a conference update.

## CONCLUSIONS

**ACTION ITEMS:**

**Review of 3/8/14 Minutes**

Motion: Approve the minutes from the NADE Executive Board Meeting held on March 8, 2014 at the Hilton Anatole Hotel.

Second: Patrick Saxon

Vote: Yes: Margie MacDonald, Patrick Saxon, Gwenn Eldridge, Taunya Paul, Denise Lujan

No: None

Motion Passed

There was discussion regarding the 2013-2014 minutes as to where they were. Denise will look through the items given to her by Jacque Gaiters-Jordan to see if she has them.

**CONCLUSIONS**

Denise Lujan will forward the minutes to Carol O’Shea to be posted on the NADE Website.

**ACTION ITEMS:**

**Executive Assistant Update**

Margie MacDonald

Margie gave an update on the status of checking references for Peak Management Solutions for Associations, PMSA. She called the following four references:

- Hobby Manufacturers Association
- NJ Staffing Alliance
- Irrigation Association of NJ
- Radio Club of Americas

All references were positive and spoke highly of PMSA, no negative comments.

Patrick Saxon reviewed the proposal and recommends that we move forward with...
developing a contract with PMSA. Next Steps will be:

1. Taunya Paul will contact the other candidates to let them know we are pursuing a contract with another agency.
2. Taunya Paul will ask Carol O'Shea to help in the development of the contract with PMSA.
3. Will contact PMSA to ask that they submit a contract for the NADE Executive Board to review.

CONCLUSIONS

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
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<tbody>
<tr>
<td>NADE Executive Board Travel Calendar</td>
<td>Taunya Paul</td>
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**DISCUSSION**

There are a couple of changes to the travel calendar.
1. Patty Levine-Brown will attend NISOD in the place of Taunya Paul.
2. Patrick Saxon will be attending the FACE meeting. He will be doing a conference session and will be a participating member of a panel discussion.

In discussing the form, it was proposed that we add a column for an estimated budget. Margie will add this column and the NADE Executive Board will discuss at the June NADE Executive Board Meeting.

CONCLUSIONS

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
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<tbody>
<tr>
<td>Summer Budget Meeting</td>
<td>Taunya Paul</td>
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**DISCUSSION**

The meeting will be held in Boone, North Carolina June 25 – 29, 2014.

Patrick requests that we get all budgets to him prior to the meeting in order for him to put the data into the NADE budget template. He would like the budgets from the SPIN, Committee, and Certification teams by the June 20, 2014.

Margie, Denise, and Gwenn will look at flights into Charlotte so that they may arrive at the same time and travel to Boone, N.C. By car.

CONCLUSIONS

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
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<tbody>
<tr>
<td>Past-President Report</td>
<td>Patty Levine-Brown</td>
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**DISCUSSION**

1. CLADEA Nomination is complete pending one letter of recommendation. Nomination is due April 6th.
2. Helped prepare and posted statement from NADE Board to Chronicle of Higher Education Blog (March 27th).
3. Sent Chronicle article to Carol O’Shea for posting on the NADE website (March 27th).
4. Sent issues addressed by states at the opening session of the Dallas Conference to Carol O’Shea for posting on the NADE website.
5. Discussed the Reading and Math Summit for the 2015 Conference:
   a. Karen Patty-Graham is working with the hotels to find a location for the summit.
   b. There was a proposal to look at getting a sponsor for the summit.
   c. Patty Levine-Brown requested help in identifying those who have been involved in Integrated Reading and Writing as possibly being involved in
**CONCLUSIONS**

All Board Members will identify and send the names to Patty Levine-Brown possible people/institutions who can participate in the summit for the 2015 conference.

**ACTION ITEMS:**

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<tr>
<th>PERSON RESPONSIBLE</th>
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<tr>
<td>Taunya Paul</td>
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**DISCUSSION**

a. Taunya reported that she has updated the letter to new members and to donors. Margie MacDonald will update the Chapter Greeting Letter.

b. 20 Million Minds Foundation: Taunya Paul has been invited to attend this meeting on April 29, 2014. It is a group of stakeholders who will work together to find scalable solutions. It is a one day event with approximately 20 people invited.

c. Articles and JDE Newsletter – the deadline for having an article in the JDE Newsletter is May 1, 2014.

d. Pearson has contacted Taunya to see if NADE would work with them on creating a set of common terms used in Developmental Education. Taunya will send the terms and link to the NADE Executive Board for review.

e. Policy and Procedure Handbook update on the awards was discussed. The question is “can the awards chair receive an award”. It was decided that the NADE Executive Board needed to gather research on other organizations on how this was handled. The topic was tabled until the May NADE Executive Board Meeting.

**CONCLUSIONS**

**ACTION ITEMS:**

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<tr>
<th>Gwenn Eldridge</th>
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**DISCUSSION**

a. Committee Update – Joyce Bradfield-Adams has recommended Lou Ann Lundgreen for the new chair of the Adjunct Committee once Patty Eney retires at the end of her term in February 2014.

   Motion: Approve the nomination of Lou Ann Lundgreen as the chair of the Adjunct Committee.
   Second: Patrick Saxon
   Yes: Margie MacDonald, Patrick Saxon, Gwenn Eldridge, Taunya Paul, Denise Lujan
   No: None
   Motion Passed

b. SPIN Update – Karen Thompson Wolfe submitted a list of Chair and Co-Chairs for approval.

   2014–15 SPIN Chairs/Co-Chairs (for board approval)

   Administration: Karen Thompson-Wolfe/Mitchel Burchfield
   Adjunct Faculty: Joanne Mechmech
   Advising & Counseling: Rita Kasapis/Bev Maxton
Alternative Models and Innovations: Robin Ozz
Brain Compatible Education: Charis Sawyer
English/Writing/ESL: Patrice Johnson/Julia Laffoon-Jackson
Integration of Basic Skills: Joyce Miller-Boren
Learning & Study Skills: Tracey Williams
Learning Communities: Kathy Haberer
Learning Disabilities: Lois McGinley
Mathematics: Susan McClory/Meredith Anne Higgs
Online Educators: Phyllis Salsedo
Tutoring and Peer-Assisted Learning: Thea Brophy/Samantha Crandall
Reading: Linda Mininger/Tammy Donaldson
Technology: Larry Perez/Patrick Quigley
Workforce Development: Maxine Elmont

Motion: Approve the list of Chair and Co-Chair for SPIN committee's as submitted by Karen Thompson Wolfe.
Motion: Margie MacDonald
Second: Patrick Saxon
Yes: Margie MacDonald, Patrick Saxon, Gwenn Eldridge, Taunya Paul, Denise Lujan
No: None
Motion Passed

c. Certification Council Update –

Items discussed at the Feb. 21 conference call:

• Transition plan to move from certification to accreditation. The council will prepare information for board review.
• Potential reviewer training being explored in Illinois, Indiana and Michigan.
• Council debriefed on NADE Conference. Brainstormed ideas for improvement/enhancement.
• Discussed ideas for redesign workshop.
• The council database/archivist position is still open. There was an ad for the position in the conference program, and it was mentioned at the Leadership Congress.

Upcoming conference calls:

• April 25
• May 30

Summer face-to-face meeting: July 8–16

d. Marketing Plan Update – Gwenn Eldridge brought up the idea that we may want to hire an agency to come up with a marketing plan for NADE. The NADE Executive Board will need to update the Brochures as well as other documents. Gwenn Eldridge is going to gather some information and pricing from marketing
companies to bring to the June NADE Executive Board Meeting. During this conversation it was brought up that we need data analysis on our website. Taunya will ask Carol O'Shea if Google Analytics can be added to the NADE Website.

**CONCLUSIONS**

**ACTION ITEMS**

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<th>DISCUSSION</th>
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<tbody>
<tr>
<td>a. KADE has submitted paperwork for a Chapter B and Chapter D Grant.</td>
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<td>b. PADE has submitted paperwork for a Chapter A and Chapter B Grant.</td>
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| **Motion:** Approve the Grants for both KADE and PADE. **Motion:** Denise Lujan  
**Second:** Patrick Saxon  
**Yes:** Margie MacDonald, Patrick Saxon, Gwenn Eldridge, Taunya Paul, Denise Lujan  
**No:** None  
**Motion Passed** |

c. Margie MacDonald brought up the fundraiser for Angela Rios. Angela Rios works for Experient and the NADE Executive Board as well as the Conference Manager has worked with her extensively. The NADE Executive Board would like to donate $100 to her fund. Margie MacDonald will get the address and Patrick Saxon will send a check.

**CONCLUSIONS**

**ACTION ITEMS**

<table>
<thead>
<tr>
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</table>
| a. CLADEA Update –  
  a. Patrick Saxon will attend the ACLA conference and will meet with CLADEA there.  
  b. The NADE Executive Board need to appoint someone as Political Advocacy Committee for CLADEA. Each member organization appoints someone to the committee. There is traditionally no travel with this appointment. Jill Maggs was identified as a possible candidate for this appointment. Patrick Saxon will contact her to see if she is interested.  
  b. All Budgets need to be submitted to Patrick Saxon in early May and he will put them into the spreadsheet for the summer NADE Executive Board Meeting. |

**CONCLUSIONS**

**ACTION ITEMS:**

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<tr>
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<tr>
<td>a. Sarita Brown has asked if the NADE Executive Board could approve putting on the NADE Website information regarding the Excelencia in Education Award. The NADE Executive Board agreed that it would be ok to do that. Denise Lujan will</td>
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send the information to Carol O'Shea to be put on the NADE Website.

<table>
<thead>
<tr>
<th>CONCLUSIONS</th>
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<thead>
<tr>
<th>ACTION ITEMS:</th>
<th>PERSON RESPONSIBLE</th>
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<tr>
<td><strong>Conference Manager</strong></td>
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**DISCUSSION**

**a. 2014 Conference Update**

- Karen Patty-Graham, Tess Baldwin, and Glenda Solomon have been working on taking care of paying the remaining bills.
- Karen Patty-Graham, Tess Baldwin, and Glenda Solomon are working on the final hotel bill. It is looking like the Hilton Anatole may refund some money.
- The estimated profit is coming in around $150,000 - $190,000. Should have the final number by June. Very good profit for this year's conference.
- Laura Villarreal and Denise Lujan are in the process of writing the final conference report.
- Conference evaluations should be done by next week sometime.
- Karen Patty-Graham wanted to know if the NADE President could write a thank you letter for both Laura Villarreal and Denise Lujan to put in their portfolios. Taunya has agreed to write a letter for both.

**b. 2015 Conference Update**

- Shawn Tolliver, who is taking over for Angela Rios is working on the sleeping room block since there are multiple hotels involved.
- The conference team is in the process of looking for meeting space for the Math and Reading Summit.
- The conference team is in the process of adjusting the conference schedule and is considering having sessions on Saturday and Tuesday.
- The NADE Executive Board needs to decide the dates of the September Board Meeting in Greenville so that rooms may be blocked.

**c. 2016 Conference Update**

- Karen Patty-Graham has met with potential Co-Chairs and will get a biography from them to send to the NADE Executive Board for approval.
- They are working on a Theme and Logo.

**d. 2017 Conference Update**

- Karen Patty-Graham met with a group at the Dallas conference to discuss the possibility of having the NADE 2017 conference in Oklahoma City or Kansas City.

**e. 2018 Conference Update**

- At the Dallas conference it was brought up that there has not been a NADE sponsored conference in a few years. The idea was suggested that we could consider 2018 a NADE Board Sponsored conference. Possible locations are Nashville, Chicago, or Albuquerque.
The Las Vegas Visitor's Bureau has sent communication asking to host the NADE conference. Karen Patty-Graham will contact them to find out more information.

| CONCLUSIONS |
| ACTION ITEMS: | PERSON RESPONSIBLE |
| Old Business/Other | |
| DISCUSSION | • Meeting adjourned at 11:30. |
| CONCLUSIONS |  |

Next meeting will be May 15, 2014 at 9:30 a.m. MST; 11:30 a.m. EST