AGENDA
Executive Board Meeting

May 15, 2014
11:30 a.m. - 1:30 p.m. EST
Call 866-906-9888 Code 8620413

Executive Board Meeting started at 9:33 MST, 11:33 EST
Meeting Attendees: Taunya Paul, Gwenn Eldridge, Patrick Saxon, Margie MacDonald, Denise Lujan

TOPICS:

1. Review of Minutes
   
   **Discussion:**
   
   Motion: Approve the NADE Board minutes from the April 11, 2014 NADE Executive Board Conference Call.
   
   Motion made by: Denise Lujan
   
   Second: Patrick Saxon
   
   Motion passed.

2. Status of the 2013/14 Minutes and Posting Minutes to Web Site
   
   **Discussion:**
   
   Email Request has been sent to Jacqui Gaiters-Jordan for the 2013 board meeting minutes. No minutes have been received as of the NADE Executive Conference Call.

3. Executive Assistant Update
   
   **T. Paul**
   
   **Web Site Discussion**
   
   **Discussion:**
   
   The transition to the new Management System will start taking place. Carol O'Shea will start transferring the NADE business material to Peak Management Solutions for Associations, PMSA. One question brought up was the issue of the NADE Website. Taunya is going to work with PMSA on determining if PMSA could maintain the NADE Website and add it to the contract. Estimated cost would be $250/month.
4. Conference Assignments/Travel

NCLCA Update
Cert. Council Summer Meeting Request

Discussion:

NCLCA: Jane Nueberger asked about whether NADE was presenting during for NADE's guaranteed session at the NCLCA conference in Albuquerque. If not she would like to present. Jane Nueberger has stated that she can help run the NADE booth while at the conference. Patrick Saxon will be representing CLADEA at the conference. The NADE Executive Board agreed that she could present. The question was brought up as to who would pay for her travel; NADE or the NADE Certification Council?

Certification Council Summer Meeting Request: The Certification Council has asked that Gwenn Eldridge attend their summer planning meeting July 11-14, 2014. The NADE Executive Board agreed that Gwenn should attend the meeting.

5. Summer Budget Meeting Update

Discussion:

Taunya Paul is working on an agenda for the meeting. All but Denise Lujan has made travel arrangements to arrive in Boone, North Carolina.

6. Immediate Past President Report

Discussion:

a) Reading/Math Summit at 2015 Conference
   - The IRW summit will most likely be on Saturday and offered as a Post-Conference. By doing this the meeting space is cheaper and is already included in the contract. Patty Levine-Brown will update once finalized.
   - Still looking for participants to present; however are not planning on paying anyone for being a part of the IRW summit.

b) NSIOD
   - Patty Levine-Brown and Denise Lujan will be attending the NISOD conference in Austin and working the Exhibitor Booth.
   - Patrick Saxon has the NADE table cloth and will mail it to Patty Levine-Brown in order to take to the conference.
   - Denise Lujan will make copies of the NADE fact sheet as well as a flier for the NADE 2015 conference to hand out at the conference.

c) NCADE Invitation
   - Patty Levine-Brown has applied for a grant to cover travel to this conference which will be held in October.
d) Pathways Reimagined
   - Patty Levine-Brown will be in Charleston May 22, 2014 to speak at the event.

e) Glossary of Terms
   - Patty Levine-Brown is working on developing a glossary of terms for RIDE; Research in Developmental Education. Will keep us updated.

7. President Report

   Discussion:

   a) Appointment letters
   - All Appointment letters to Committee and SPIN Chairs have been sent out.

   b) 20 Million Minds Foundation Update
   - Taunya Paul stated that this attending the meeting was a good opportunity share information with others around the country.
   - California is starting to build Emporium style math courses.
   - One topic of conversation was regarding adjuncts with emphasis around training. Idea was suggested to write an article regarding ideas for training adjuncts for the newsletter.

   c) CRLA Partnership for Reading/Writing Summit
   - Patty Levine-Brown and Taunya Paul are working with Lori Saxby on the IRW summit. Once more details are finalized will share the information.

   d) Executive Assistant Finalization
   - Contract has been signed and the transition will start in the next few weeks.

   e) Teacher Credentials
   - The board needs to take a look at what we recommend in terms of teacher credentialing. Patrick Saxon stated that most states have an Accrediting Body and suggested that we could put together a list of credentials from them and help guide the training.
   - Patty Levine-Brown suggested developing a developmental training program.
   - Gwenn Eldridge suggested writing an article for the fall Newsletter.
   - No action was taken at this time.

   f) On Course reciprocal agreement request
   - On Course has asked for a reciprocal agreement with NADE. In this case, it would be with a particular author. The Board is discussing.

8. President-elect Report

   Discussion:

   a) Committees-Newsletter Updates
   - Gwenn Eldridge is working on the Newsletter and it should go out in early June. Gwenn proposed moving to an e-format so that members get the newsletter electronically. If we were to use something such as Constant Contact there would be a small fee for tracking.
   - Patrick Saxon states that as of right now there is no one in charge of social media and this is an ongoing issue. It either has to be assigned to a board member or
committee member. He suggests however, that PMSA takes on the social media aspect of the board communication.

- Margie MacDonald suggests that Taunya Paul ask PMSA about social media. She would like them to be an active participant in this task.

b) **SPINS Update**

- Gwenn Eldridge stated that the Chair of Advising and Counseling is resigning. In her place she nominated Patrick Reid of Mesa Community College in Arizona.

**Motion:** Approve the nomination of Patrick Reid of Mesa Community College for the Chair of Advising and Counseling.

**Motion made by:** Gwenn Eldridge

**Second:** Margie MacDonald

**Motion passed**

c) **Certification Council- Type C Grant**

- The Certification Council asked if they can apply for a type C grant to attend a workshop. In the way that it is currently written they cannot apply, they would like clarification.

- Margie MacDonald stated that they needed to use a type B grant. This grand is for Special Innovative Projects. The Certification council can apply for this one.

9. **Vice President Report**

**Discussion:**

a) **Chapter Updates**

- 50% of chapters have submitted their May 1, 2014 report. Margie MacDonald is contacting them to remind them of their updates.

- There are grants that have been approved but the chapters have not submitted paperwork to receive the money.

b) **Conference Planning Updates**

- Will wait for Karen Patty-Graham to give the update.

c) **New Chapter Request for Montana – Update**

- There is a new chapter request from Rebecca Rieger, Montana for a Greater Rocky Mountain Association which would include: Montana, Idaho, North Dakota and South Dakota. Margie MacDonald will work with them on filling out the paperwork.

- There is also a request from Oregon and Washington. Margie MacDonald will follow up.

10. **Treasurer Report**
Discussion:

a) **CLADEA Update**
   - CLADEA named Jack Trouchel as the leader once Russ Hodges steps down.
   - Jill Maggs was appointed as the NADE Political Liaison.
   - The CLADEA Fellows induction 2015 will happen at the NADE Conference. Patrick Saxon will work with Karen Patty-Graham on details.

b) **Budget Update**
   - Currently have good reserves.
   - As we go into transition the Certification Council wants to be accredited. Patrick Saxon proposed that we invest in this. The NADE Executive Board agreed.
   - Patrick Saxon also proposed that we invest in professional marketing materials for the NADE organization to distribute. Supplies need to be updated, pamphlets need to be developed.
   - Gwenn Eldridge stated that there was a marketing company that she is working with who would like to possibly present ideas at the June meeting. The NADE Executive Board decided that they would discuss at the June meeting and possibly invite them to the meeting in September.

c) **New Executive Assistant and Financial Control issues**
   - Patrick Saxon suggested that we write into the PMSA a list of all financials.
   - NADE always has a 3rd Party Auditor and Patrick Saxon suggests we keep it that way. NADE does not want PMSA doing all deposits, check writing, taxes and auditing.

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11. Secretary Report

   D. Lujan

   Discussion:

   Minutes for March and April have been sent to Carol O'Shea to be put up on the website.

12. Old Business/Other

   Board

   a) **Institutional Membership and Regional Chapters**
   b) **Calendar of Responsibilities Updates**
      - Taunya Paul asks that each Board Member look at the Calendar of Responsibilities and make any recommendation for changes at the June meeting.
   c) **Strategic Plan Updates**
Taunya Paul brought to the attention that as Patty Levine-Brown stepped down as President and she stepped up that it is a good time to evaluate the strategic plan. A few items to consider are:

- The goals are set for too long of a period of time.
- The organization in terms of election of officers is set up to make long term goals difficult.
- It is a huge document.

Taunya Paul recommends that we create a new strategic plan that has shorter time frame and is more succinct. She would like to spend some time at the June meeting working on this.

13. Conference Manager Update  

Discussion:

a) 2014 update

- The NADE 2014 budget is finalized. They have handled the food issues. The final report should be given within the next couple of weeks.
- Results of the Conference Survey – There was a pretty good turn out on answering the Survey Monkey. Approximately 300 responses. Electronic evaluation was a good idea. Of note on the responses:
  - The hotel was isolated
  - Food options were limited.
  - Plenary session with town Hall was unexpected; lack of scheduled speaker was confusing.
  - Awards took too long during the plenary sessions.
- Tess Baldwin did a nice job for Experient. She is leaving Experient for new job opportunities. Shawn Toliver will be working with NADE on the 2015 conference and Lauren Gilreath is taking Tess Baldwin's place.

b) 2015 update

- The space grid is done. The number of concurrent sessions that they can accept has been determined.
- The conference team has updated the conference budget and will present at the Budget meeting.
- Shawn Tolliver is waiting to hear from the hotel on the room space for the September NADE Executive Board Meeting.
- The conference team is working on meeting space for the IRW Summit.
  - It seems the cheapest option is to offer the IRW Summit as a Post-Conference Institute.
• Need to know the number of people expecting. This will help determine the room location.

  ▪ The Plenary with Dr. Ben Carson is on Thursday at lunch. Because of this the conference team is proposing moving the Emeritus luncheon as well as the Chapter and SPIN meetings. The conference team is working on scheduling.

c) 2016 update

  ▪ The President and Past-President have a committed core team of people for the conference.

d) 2017 update

  ▪ The proposed location is yet to be decided; however it will be either Oklahoma City or Kansas City.

e) 2018 possibilities

  ▪ Suggest that this conference be the NADE Board Sponsored conference with the net profits dedicated to membership benefits.
  ▪ If the conference is in Tennessee, Karen Patty-Graham proposed that OKADE and Alabama provide hospitality at the conference.
  ▪ Karen Patty-Graham has requested information from Las Vegas where the SWADE group could provide help for the conference.

f) other, including items that may arise from Board discussion and votes that pertain to conference management

  ▪ 2017 is the next item on her agenda. Working with Experient to determine the location of the conference whether it be Oklahoma City or Kansas City.
  ▪ Karen Patty-Graham stated that while there seems to be a turnover of personnel at Experient, Shawn Tolliver is working hard to keep all conferences moving forward. She still believes the contract is valid.
  ▪ Karen Patty-Graham will call in at the June NADE Executive Board Meeting.