

**NASSCED Board Meeting
Reston, VA
February 9-10, 2002**

1. President Les Anderson called the meeting to order at 10:00 and welcomed the board members and reviewed the meeting agenda. Present were: Les Anderson, Colby Cochran, Kelly Neiber, Patti Ireland, Phyllis Martin, Hugh Rossolo, Bud Weiser, Kathy Coll, Rocco Marano, Donna Clark

2. Minutes: The minutes from the December meeting, 2001 were approved as corrected.

3. Financial Report Revenue total is \$10,580.00 and actual expenses are \$9,912.69 Account balance is \$24,813.30 as of 2/8/02 Les then reviewed the financial statement and disbursement of checks. He specifically reviewed the costs of the NAWD charges and made recommendations for next year to include a continental breakfast for Friday morning for the board and reviewing room charges and AV equipment needs. There was a motion by Colby, and Bud seconded it to approve the financial report, and it passed.

3.1 Mailing List Les reviewed the mailing list and explained the categories.

3.2 Proposed 2002-2003 proposed Budget Les reviewed the revenue and expenses to maintain a balanced budget. We reviewed the necessary expenses for the organization. \$5300.00 of reserve expenses included: member shirts, member meals, scholarships, state president shirts. Rocco then discussed the costs of this meeting and asked if expenses could be shared. In our present budget there is not a line item for this planning meeting to cover food and hotels, and we decided to put it under item 310 as planning meeting expenses for \$5000. It will be put in as a reserve expense for this year and up for discussion by the membership. On a motion by Kathy and seconded by Bud, the motion carried.

3.3 Membership Dues: The current dues are \$50. On a motion by Phyllis and seconded by Colby, the motion was to maintain the price of dues and it carried.

4. NASSCED Meetings

4.1 Meeting Evaluation for 2001 Phyllis then shared the ideas for future meetings and a large amount of responses asked for roundtable discussions and a clearinghouse of materials from states. For mixers it is recommended to do one completely new one and the other emphasis be for more of information seeking type of idea or really getting to know one another. Another suggestion was to have a meeting of new executive directors with the NASSCED Board or some type of orientation to this group. Invite the new ED to the NASSCED Board meeting to come in @ 10:30 am and then Patti could meet through the mentoring program and orient

them to our organization. On registration form put the invitation to attend this meeting, if it is your first time. The plan for 2002 is to ask Phil G. to do some icebreakers and then Maris A to do some roundtables on various topics and then into regional meetings.

4.2 NASSCED Meeting Site in 2004 We are looking for a bid from the east for 2004, and we need to promote this idea.

4.3 2002 NASSCED Meeting, Virginia Beach The meeting will be on Friday, June 28 with a luncheon at the Officer Club at 11:30am. There will be a van available for this board to go early to the meeting. The executive directors need to not sign up for assisting with student led workshops on this day.

5 NAWD and NASSCED Winter Meetings

5.1 Financial Responsibilities and Liability In Ca., Genel will sign all hotel contracts and any penalties will be absorbed by NAWD. There was a discussion following about requiring a letter of agreement between the two groups asking to see the BEO for the meeting and then sign off by our organization as far as our needs. This is also needed with the hotel expenses listed. Genel has asked to have a dinner on Thursday at Magic Castle in Hollywood, and it is a dinner and magic show for entertainment at a cost of \$60 inclusive. It will include an hour bus ride with some folks doing icebreakers on the way there. A question will be who is taking care of the bus expense. Hearing the bus time, the board reached consensus that the group does not want to do this based on the fact it is Thursday night, and there is a 2 hour bus ride involved. Les will email Genel and tell her to look for a second option. There was quite a lengthy discussion about NAWD and NASSCED and who offers what in program. A discussion of time is look at the Friday afternoon time for curriculum sessions. Hugh volunteered to work on this idea and then get someone from southern Ca. to work with him. Program should not be break out sessions but available to all ex directors with a question and answer at end. We would have one session before lunch and two sessions after

Sample schedule (Thursday)

- 8:00 -11:30: Executive Board meeting
- 10:30: new executive directors invited to meeting
- 12:00: registration
- 12:30: introductions and mixer
- 1:00-4:00: business meeting
- 4:00-5:00: regional meetings
- 5:45: leave for dinner

Sample schedule: (Friday)

- Breakfast on own
- 8:00: Executive Board meeting
- 8:30-10:00: Business meeting
- 10:00-10:15: break
- 10:15-11:30: session 1
- 11:30-1:00: lunch by regions for business (we pay)
- 1:00-2:15: session 2
- 2:30-3:45: session 3
- 3:45-4:15: region business, reaction, reflection, evaluation
- 4:30-5:30: meeting with new board members

Some ideas for sessions: liability and legal issues (cya); Someone in Ca., marketing (sya) Jim Finnemeyer, curricular material (eya)

Parade of Ideas: programs, state structure – Susan Fortin.

6 State President's Shirts Colby has volunteered to organize the shirts and shared an information sheet with us. He will send out this information by mail to all executive directors and have returned by May 15, 2002. He will package the shirts and bring them to the conference. Forms will also be put on the website.

7. NASC Meeting Jan. 11-14, 2002 from Les Anderson

7.1 NASC Conference Virginia Beach no update there since December

7.2 NASC Bid for 2005 Conference There is not a bid for 2005 or 2006 NASC Conference and that is a concern. If there is bidding in January, 2003 then a site visit has to be done this summer and a recommendation is needed before it goes to the NASC Board in January. The bid application will be required to be in by June 1, 2002. The ideal bids will come from the east or Midwest, but will be accepted from all areas.

7.3 Middle Level Advisor of the Year Award Marquita Thomas sent all executive directors an email asking us to embrace this award process. Les shared some of the requirements. This information will be shared at the June meeting with all members.

7.4 NASC Membership Due Rocco shared that the NHS Board voted to pass a \$55 due, and the NASC Board voted to pass a \$65 dues, because there was a feeling not to raise dues next year. He shared the various letters that would be sent to principals. Rocco said that the Student Leadership Network invoices are still going out and that the Illinois Attorney General is close to prosecuting.

7.5 NASC National Conference Financial Les shared that a focus group was brought in to look at conference direct expenses and this information will be shared in Donna's updated report.

7.6 Warren E. Shull Award Participation: There are 37 states that participated in the Warren Shull Award this past year. There was discussion on how to improve these numbers. If states are recognizing people on state level, they need to notify NASC.

8. DSA Report: Rocco Marano and Donna Clark

NASC Focus Group: Donna explained the composition of the focus group for the NASC Conference and shared the results of the ranking priorities for various conference items or functions from A(high, necessity) B(medium, nice but not necessary) C(low, not necessary, only if donated). This information was also shared with the NASC Board, and they had agreement with the focus group. Donna then shared a breakout of the fees according to category as far as what is covered by DSA and what is covered by the host school as done by Tony Tylenda of New York and his future conference. We then had bottom line figures to review of what it costs to run a conference and to see that the current fee does not cover cost. Donna then did a break down of advisor and student costs of real costs for the conference and those figures far exceed the current fee. There was quite a discussion on solutions to this dilemma. There was a recommendation that there be a fee increase and a cut back in programs, and that there be accountability and if the host school wants to go over and above, it's up to them to find the funding. These breakdowns will be shared with ex. directors in each region by board members. Based on these figures, what do they want to do will be discussed at the June meeting.

NASC Membership Dues: Rocco: Rocco shared cutbacks in personnel and programming in NLTC etc. and the reaction of the NASC Board to financial records. There was a request for more information by the NASC Board, so decisions can be made on an informed basis and in a cooperative manner. This will be provided for their next meeting. Rocco asked if we should be in the business of NLC? If so, why and how do we maintain the integrity of the program?? One important need is for the states that don't have summer workshop programs, this program is essential. These workshops teach life skills and we need to look at the national education standards that are being met at these camps. Donna surveyed the group for how many states have their own training, and it was noted that 16 states don't have a program. Think about how your state uses the NLTC and suggestions you have and bring ideas to the June meeting. The board offered suggestions concerning the NASC website: ie articles from the Leadership magazine, curriculum etc.

9. Officer Job description: There was a review of Article V, section B Officers. Under president responsibilities it was suggested to look at the four meetings that the president is

responsible for and look at the responsibilities that need to be accomplished and who will do what. Les will prepare new guidelines for president and treasurer for the June meeting. From the treasurer job description presented in December to the membership, it was suggested to eliminate #4 minutes etc. to secretary, # 9 organize NASSCED winter meeting etc. to president, and put a term of office for 3 years and proposed compensation of \$500 to be reviewed annually.

10. NASSCED Board Goals and Responsibilities

10.1 Mentor Program: Patti Ireland: Patti passed out a worksheet listing all new executive directors recognized in June, 2001 with their mentors. There was a listing of new executive directors to be recognized in June 2002. Patti sends a shirt and information brochure about the organization to them and assigns them a mentor. We will have 5 new executive directors to recognize in June. Patti then covered that our board responsibilities for June include bringing some type of goody from your state to put in a welcome bag. We will put them together just before luncheon at NASSCED conference. Mentors were assigned and a contact should be made before the conference. Make sure they get the notebook from the previous director if at all possible. If not, get the notebook information from Les and the notebook from Donna Clark.

Clem Dugan asked Patti to do a survey of executive director to look at how they differ in the various states. We reviewed the survey and made revisions. It will be sent out on March 1 by email and then returned by March 15. Patti will then bring results of the survey to the group in June.

10.2 Honorary Membership and History: Colby handed out a listing of all honorary members and their addresses with dates voted on. He has gone through the minutes and this is the most updated list of people. Ardis Kiker and Clem Dugan have been nominated for honorary membership. On a motion by Kelly, and a second by Colby, the motion passed. We will vote on this in June. There was a discussion of guidelines for honorary membership. Associate membership be offered to retiring executive director and paying dues at half of the dues. Do away with honorary status or hold as is.

10.3 Web site: Les - The site is up and running and Les asked for any other suggestions.

10.4 Handbook: Phyllis - Notebooks are available and all up to date.

10.5 Scholarship: Kathy - shared the scholarship list update and then a spread sheet of 2001 and 2002 of the rotations and who used what scholarship and what states intend to use them. Kathy mentioned a concern about the Jam Award with the

middle level NLC being closed down should we add some other type of leadership opportunity for this award. On a motion by Patti and seconded by Colby, a motion was made to add the Lead Conference to the JAM Award, & Dale Hawley Award to allow a student and their advisor to attend, and it passed. This information will be updated for the June meeting.

10.6 Current Policy and Programs: Les

10.7 Awards and Recognition: Colby - Clem Dugan and Mimi Brothers are retiring, and he will take care of recognition at the June meeting. Colby also provided a sheet with the terms of service of the board members. Les discussed the possibility of recognizing executive directors for longevity. Les would track it through the membership registration. On a motion by Bud and a second by Kelly, it was moved to recognize the executive directors who have 20+, 25+, 30 years of service and award a clock or award pin . The motion carried. It was then moved to present the award in December by Phyllis and seconded by Patti, and this motion passed. It was then discussed to announce the winners at the June meeting and then award in December. The motion was then amended to do the announcement in June and presentation in December, and the motion then passed. It was suggested to contact Herff Jones for the award possibilities, and Bud said he would make this contact.

10.8 Evaluation: Phyllis - There was a discussion of types of questions that would benefit the next conference hosts. Examples: format of programs vs. specific programs, off site trips, registration, host family pick-up etc. Are we surveying for the next years or evaluating the conference? We then evaluated last year's format and made changes to the document and made it more specific to the executive directors. We decided on topics and Phyllis will send us a copy for review. It will be passed out and done at the NASSCED meeting.

Review of meeting responsibilities:

- Agenda for December meeting: Les
- Program for December: Hugh
- Honorary members: Colby
- Evaluations and email: Phyllis
- Contact Clem and Dennis for longevity awards: Les
- Job description for president and treasurer: Les
- Minutes: Kathy
- Survey of Ex Dir: Patti
- Scholarship: Kathy
- State shirts for presidents: Colby
- Modify focus group categories: Donna
- Send information to all regions about NASC focus information: all

- Digital pictures directory: Kathy
- Remind ex. Dir. to wear shirts on registration day: Les

Motion to adjourn at 2:40 by Phyllis and seconded by Hugh to adjourn the meeting.

Respectfully submitted,
Kathy Coll, NASSCED Secretary