

# **NASSCED Mid-Winter Board Meeting**

## **Sheraton Suites at Cypress Creek - Fort Lauderdale, Florida**

### **February 15, 2015**

#### **I. Welcome and Remarks**

President Lou Miller called the meeting to order at 9:04 a.m. Board Members Present: Paul Branagan, Region 1; Lou Miller, Region 2; Lola Richbourg, Region 3; Doug Erickson, Region 4; Mike Musil, Region 5; Mary Hahn, Region 6; Charisse Hilton, Region 7; Terry Hamm, Region 8; Past President Michelle McGrath, Region 4; Secretary/Treasurer Les Anderson, Region 4.

#### **II. Approval of Agenda**

President Lou Miller reviewed the agenda and asked for changes and additions. Terry Hamm-TX moved and Doug Erickson-MN seconded the motion to approve the revised agenda. (passed)

#### **III. Review and Approval of Minutes**

Charisse Hilton-UT moved and Lola Richbourg-SC seconded the motion to approve the minutes of the NASSCED December 4-5, 2014, General Membership Meeting and December 3, 2014, Board Meeting. (passed)

#### **IV. Financial/Membership Reports - Les Anderson, Secretary/Treasurer**

##### **A. State of Finances (2/15/14)**

-Revenue: \$12,622.00

-Expenses: \$11,569.41

-Account Balance: \$26,275.01

Les reviewed the financial statement and disbursement of checks. Charisse Hilton-UT moved and Paul Branagan-MA seconded the motion to approve the financial report. (passed)

##### **B. Membership Report and Dues**

Maine, Vermont, Kentucky, Idaho, Ohio and Hawaii, and are not represented with membership dues. The dues will remain at \$50 as indicated in the proposed budget.

##### **C. Proposed Budget**

Les Anderson-ND presented a draft of the 2015-2016 proposed budget. The budget projects a starting balance of \$25,000 and an ending balance of \$21,000. It is recommended NASSCED maintain an ending budget balance of at least \$20,000. The proposed budget will be presented, to the general membership for approval, in June at the 2015 NASC Conference NASSCED general membership meeting in Albuquerque. Mike Musil-NE moved and Mary Hahn-NM seconded the motion to approve the proposed budget with recommended changes. (passed)

#### **V. Committee Reports/Board Responsibilities g**

President Lou Miller reviewed committee assignments and responsibilities.

##### **A. Strategic Plan** - Paul Branagan-MA, Region 1

Paul shared an updated copy of the strategic plan.

##### **B. Web Site** - Lou Miller, NJ, Region 2

Lou shared the new NASSCED app and explained how to download on a smart device.

##### **C. Evaluation** - Lola Richbourg-SC, Region 3

Lola shared a copy of the evaluation of the 2014 NASSCED winter meeting in Scottsdale. The overall comments in the different categories are good and the recommendations for change are highlighted. The evaluations will be shared with the membership at the summer NASSCED meeting in Albuquerque in June.

##### **D. Mentoring/Recognitions of New Directors** - Doug Erickson, Region 4

Doug asked for ideas and suggestions for recognitions and mentoring. The board members were asked to contact Doug regarding changes in their region. The mentors will be assigned at the general membership meetings in June and December.

##### **E. Awards & Recognition** - Mary Hahn, Region 6

Mary will recognize the retired/retiring executive directors at the June meeting in Albuquerque. If any directors are aware of a retirement please contact your region board member.

Retirements:

Lola Richbourg-SC (March 2016)

**F. Partnerships** - Charisse Hilton, Region 7 & Mike Musil, Region 5

Charisse and Mike will develop a draft copy of a policy for NASSCED partnerships/agreements.

**G. Speaker Showcase/Hospitality** - Terry Hamm, Region 8

Terry will work with Jim Finnemeyer-NAWD and Roberta Bittel-NY to contact speakers and provide hospitality. If any member has a suggestions for a showcase speaker please contact Terry.

## **VI. NASSCED Strategic Plan**

### **A. Year Three - where we've been, where we are, where we've going**

Lou shared an update of the process.

### **B. Strand Reports & Discussions**

- a. Relationships - Mary Hahn & Doug Erickson
- b. Membership - Paul Branagan & Les Anderson
- c. Collaboration - Lou Miller & Mary Hahn
- d. Leadership - Michelle McGrath & Les Anderson
- e. Partnerships - Charisse Hilton & Mike Musil
- f. Resources - Lola Richbourg

### **C. Updating the CPR Card**

Paul discussed the CPR card and asked for updates. The board reviewed the CPR card and made the appropriate changes.

### **D. Facilitating the Next Phase**

Lou reviewed board responsibilities for the next phase of the Strategic Plan.

The NASSCED members will be given an update regarding the Strategic Plan. The board will build some time, for this activity, into the NASSCED general membership meeting and NASC program at the NASC Conference in Albuquerque,

(The board will share a NASSCED Strategic Plan update handout for details of discussion and recommendations at our June meeting.)

## **VII. NASC**

### **A. Program Update**

Ann and Jeff did not attend the winter NASSCED board meeting.

### **B. 2015 National Advisory Council Meeting - President's Report**

Lou was invited to attend the 2015 NASC meeting representing NASSCED. Lou shared a written report with the board regarding the meeting. This report will be shared with the general membership in June.

### **C. Future of National Advisory Council**

No report.

### **D. Future of NASC Conference**

No report.

## **VIII. Old Business**

### **A. Review 2014 NASSCED Winter Meeting**

There will be a written copy of the evaluation for the general membership meeting in June.

### **B. President's Shirts for NASC National Conference**

We still have not received the t-shirts for the 2014 NASC conference and we have not paid the bill. The board decided not to provide president's shirts at the 2015 conference in Albuquerque as part of the 2015-2016 budget.

### **C. Policy Updates**

Additional Officer Responsibilities and Miscellaneous Policies:

Doug Erickson-MN moved and Paul Branagan seconded the motion to approve the recommended changes to the NASSCED board policies excluding the section under state presidents for NASC. (passed)

### **D. NASSCED History (Don Perkins)**

Mike Musil-NE moved and Terry Hamm-TX seconded the motion to approve Don Perkins request to work on the NASSCED history. (passed)

## **IX. New Business**

### **A. Proposed 2015 Goals for NASSCED Board**

The strategic plan will take the place of the NASSCED board goals.

### **B. NASSCED Mobile App**

An updated NASSCED app will be shared with the membership in June.

### **C. Newsletter Update - Sandy Ginger (via Skype or E-mail)**

The board will reach out to the membership and encourage directors to contribute to the newsletter. A big thank you goes to Sandy Ginger-NV.

### **D. NASSCED Apparel**

The board will continue to provide the opportunity for members to purchase NASSCED shirts as part of the winter meeting registration.

### **E. College Credit for Advisers/Students Attending NASC Conference**

Michelle McGrath-WI indicated she would contact Ann Postlewaite-NASC regarding opportunities for college credit for attendees of the national conference.

### **F. NAWD/NCSA Discussion - feedback for Jim Finnemeyer**

Lou Miller will continue to work with Jim Finnemeyer regarding NASSCED's relationship with NAWD. Jim asked what NAWD can do to increase NASSCED members participation in their program following our winter NASSCED meeting. It was suggested that NASSCED members be given a significant reduction in registration.

### **G. Summer Meeting Structure**

Lou Miller and Doug Erickson will work with Ann Postlewaite-NASC regarding our meeting at the NASC conference.

### **H. Speaker Showcases for 2015 & 2016 Winter Meetings**

The board will continue to work with Jim Finnemeyer-NAWD to develop this program.

### **I. 2015 Winter Meeting Site - Sheraton at the Falls in Niagara Falls, NY - Roberta Bittel**

Dates: December 3-4, 2015

-Board Meeting: Thursday, December 3, starting at 8 a.m.

-General Membership Meeting: Thursday, December 3, starting at 1:00 p.m.

- The registration fee will remain at \$150 which will include lunch on Friday and the dinner on Thursday night. Additional lunches will cost \$35 and additional dinners will cost \$50 per guest.

The board is changing the start times for the board meeting and the membership meeting to help cut the cost for members attending the conference.

### **J. Approval of 2016 Meeting Site - Madison, WI**

Dates: December 1 to December 2, 2016

Site: Madison, WI

### **K. Call for bids to host 2017 Winter Meeting (West)**

Dates: November 30 to December 1, 2017

Site: West

### **L. Endorsements - should we be doing it...do we need a policy?**

This agenda item is part of the strategic plan.

### **M. NASSCED Mid-Winter Board Meeting Expense & Future Locations**

NASSCED will continue to budget for the expenses for this meeting. The board member (or their region) is responsible for part of the transportation. NASSCED will pay for some meals and two hotel nights. The dates and site will be finalized after our winter meeting in New York.

### **O. Lifetime Membership**

Charisse Hilton-UT moved and Mike Musil-NE seconded the motion to approve Lola Richbourg-SC for Lifetime Membership. (passed) Terry Hamm-TX moved and Mary Hahn-NM seconded the motion to approve Michael Roland-FL for Lifetime Membership. (passed) Lou Miller will contact Michael and Lola regarding their selection.

## **X. Topics From the Floor**

None needing board action.

Mike Musil-NE moved to adjourn the February 15, 2015, NASSCED Board Meeting. Meeting adjourned at 4:00 p.m.

Respectfully submitted,

Les Anderson, Treasurer