

# **NASSCED Mid-Winter Board Meeting**

## **Westin Memphis Beale Street - Memphis, TN**

### **February 18, 2017**

#### **I. Welcome and Remarks - Charisse Hilton, President**

President Charisse Hilton called the meeting to order at 8:30 a.m. Board Members Present: Flora Sapsin (NH), Region 1; Roberta Bittel (NY), Region 2; Traci Spain (TN), Region 3; Doug Erickson (MN), Region 4; Vicki Carstens (IA), Region 5; Mary Hahn (NM), Region 6; Charisse Hilton (UT), Region 7; Terry Hamm (TX), Region 8; Past President/Webmaster Lou Miller (NJ), Region 2; Secretary/Treasurer Les Anderson (ND), Region 4. Absent: None

#### **II. Warmer - Vicki Carstens, Vice-President**

Vicki led the group in an icebreaker.

#### **III. Approval of Agenda**

President Charisse Hilton reviewed the agenda and asked for changes and additions. Flora Sapsin-NH moved and Vicki Carstens-IA seconded the motion to approve the revised agenda. (passed)

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

Vicki Carstens-IA moved and Doug Erikson-MN seconded the motion to approve the minutes of the NASSCED December 2-3, 2016, General Membership Meeting and December 1, 2016, Board Meeting. (passed)

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

##### **A. State of Finances (2/18/17)**

-Revenue: \$13,643.00

-Expenses: \$7,846.88

-Account Balance: \$29,360.86

Les reviewed the financial statement and disbursement of checks. Mary Hahn-NM moved and Flora Sapsin-NH 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 \$75 as indicated in the proposed budget.

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

Les Anderson-ND presented a draft of the 2017-2018 proposed budget. The budget projects a starting balance of \$24,000 and an ending balance of \$20,000. 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 2017 NASC Conference NASSCED general membership meeting in New Hampshire. Vicki Carstens-IA moved and Traci Spain-TN seconded the motion to approve the proposed budget with recommended changes. (passed)

#### **VI. Committee Reports/Board Responsibilities**

President Charisse Hilton reviewed committee assignments and responsibilities.

##### **A. Strategic Plan - Charisse Hilton (UT), Region 7**

The board will, with direction from Charisse, update the strategic plan later in the agenda.

##### **B. Web Site/Communications - Lou Miller (NJ), Region 2, Past President**

Lou Miller reviewed the information regarding the NASSCED app and website.

##### **C. Evaluation - Terry Hamm (TX), Region 8**

Terry shared a copy of the evaluation of the 2016 NASSCED winter meeting in Madison. 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 New Hampshire in June.

##### **D. Mentoring/New Directors - Doug Erickson (MN), Region 4**

Doug shared a short report regarding the new directors session at the winter meeting. The mentoring

program will remain the responsibility of the regional board members.

**E. Awards & Recognition** - Mary Hahn (NM), Region 6

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

Retirements:

Gary Oberste-OK (June 2017)

**F. Newsletter**- Vicki Carstens (IA), Region 5

Vicki gave an update on the newsletter. Vicki indicated that about 54% of the membership reads the newsletter.

**G. Partnerships** - Flora Sapsin (NH), Region 1

Flora will work with Jim Finnemeyer-NAWD and Susan Fortin-WA to contact speakers and provide hospitality. If any member has a suggestion for a showcase speaker or presentation please contact Flora.

**H. Resources** - Traci Spain (TN), Region 3 and Roberta Bittel (NY), Region 2

Traci and Roberta will contact new people to contribute to the resource sharing. It was the position of the board that some of the topics need to be presented every year.

## **VII. NASSCED Strategic Plan**

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

Charisse shared an update of the process.

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

- a. Relationships - Mary Hahn (NM) Region 5 & Doug Erickson (MN) Region 4
- b. Membership - Lou Miller (NJ) Region 2 & Les Anderson (ND) Region 4
- c. Collaboration - Charisse Hilton (UT) Region 7 & Vicki Carstens (IA) Region 5
- d. Leadership - Charisse Hilton (UT) Region 7 & Vicki Carstens (IA) Region 5
- e. Partnerships - Charisse Hilton (UT) Region 7 & Flora Sapsin (NH), Region 1
- f. Resources - Traci Spain (TN), Region 3 & Roberta Bittel (NY), Region 2

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

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

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

Charisse 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 at the NASC Conference in New Hampshire.

## **VIII. NASC**

### **A. NASC Program Update From NASSP**

A representative from NASC did not attend the winter NASSCED winter board meeting.

### **B. 2017 National Conference - New Hampshire**

Flora gave an update and passed out conference information. Flora will be meeting with the the NASC conference committee the end of February.

### **C. 2018 National Conference**

The conference site for 2018 has not been determined.

### **D. Future of Partnership with NASC/NASSP**

- a. What can NASSCED as an association offer NASSP that they realistically want and can not already obtain from our individual members?
- b. What can NASSP realistically offer NASSCED as an association; what are they able and willing to offer?
- c. Where do we go from here?

There was a lengthy discussion regarding the three items. Charisse will continue to communicate with NASC regarding the relationship between NASSCED and NASSP.

## **IX. Old Business**

### **A. Evaluations from the 2016 Winter Meeting - Terry Hamm**

Terry shared the evaluations from the winter meeting in Madison. There will be a written copy of the evaluation for the general membership meeting in June.

### **B. NASSCED History Project**

Don Perkins will continue to work on the history of NASSCED project. If anyone has information

regarding our history please reach out to Lou Miller-NJ.

## **X. New Business**

### **A. 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 continue to receive a significant reduction in registration.

### **B. Revised Policy - Arrangement of Winter Meeting**

Doug Erickson-MN moved and Terry Hamm-TX seconded the motion to approve the revised policy regarding the rotation for the NASSCED winter meeting. (passed)

### **C. 2017 Winter Meeting Update - Spokane, WA (host Susan Fortin)**

Dates: November 30 to December 1, 2017

-Board Meeting: Thursday, November 30, starting at 8 a.m.

-General Membership Meeting: Thursday, November 30, starting at 12:00 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.

### **D. 2018 Winter Meeting Site - Georgia**

Dates: November 29-30, 2018

Site: There will be more discussion with Laura regarding options for hotels. Charisse will reach out to Laura regarding details.

### **E. Call for bids to host 2019 Winter Meeting (Central)**

Dates: December 5-6, 2019

Site: (Central)

### **F. NASSCED Mid-Winter Board Meeting Expense, Future Dates and Location**

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 board recommended we have our winter board meetings on the weekend of president's day. The site will be continue to rotate to different locations. Las Vegas is being considered for 2018.

### **G. Lifetime Membership**

Mary Hahn-NM moved and Doug Erickson-MN seconded the motion to recommend Gary Oberste for Lifetime Membership. (passed) The recommendation will be presented to the NASSCED general membership at our June meeting for approval.

## **XI. Topics From the Floor**

### **A. Past Presidents Awards**

Terry Hamm-TX moved and Roberta Bittel-NY seconded the motion to give active members who are past presidents plaques for their service to NASSCED. (passed) Lou Miller will take care of this responsibility.

## **XII. Adjournment**

Flora Sapsin-NH moved to adjourn the February 18, 2017, NASSCED Board Meeting. Meeting adjourned at 3:30 p.m.

Respectfully submitted,

Les Anderson, Treasurer