



# Minutes Executive Board Meeting

**December 6-7, 2019**  
**Executive Board Face-to-Face**  
**Huntsville, AL**

The board convened at 8:43 a.m. Central

Present: Denise Lujan, Patrick Saxon, Wes Anthony, Meredith Sides, Carol Mueller, and Annette Cook

Guests: None

Absent: None

---

## **1. Review of Minutes**

Motion to approve the minutes from the September Board Meeting.

First: Carol Mueller

Second: Annette Cook

Motion passed 6-0

## **2. General Discussion Items (Friday)**

- Google ads update--665 clicks on our ad. Annette has added “how did you learn about NOSS” from the membership application. We are spending about \$200 a month on these ads. We aren’t charged unless someone clicks on our ad. We’ve had over 24,000 “impressions,” which means that it has popped up on people’s search page.
- Discussion about name change – Patrick says there is a lot of confusion about the name change from even members in the organization, but primarily those who might have heard of NADE or let their membership lapse. We need to figure out how to make sure that more people are informed. Discussion about paying email addresses for \$1800 for people who received the mailer. Discussion about getting a quote from Schoolcraft about producing a 60 second video about the name change. Meredith will talk to Deb about this. Patrick and Meredith will work on a script/talking points for the video. Meredith will be making a graphic about the name change to put at the top of the newsletter.

Motion to purchase the email list from MDR for \$1800.

First: Annette Cook

Second: Denise Lujan

Discussion

Motion tabled

- Chris Gilmer and the National Institute for Historically Underserved Students – Denise and Patrick were invited to this institute.
- Discussion about doing a waiting list for NOSS conference presentations and poster sessions. “We have received an overwhelming response to our conference for people wanting to attend and present and have opened up a waiting list for concurrent and poster sessions.” – Annette will make a new formstack form for this.
- Membership guidelines for newsletters—in order to vote, the PPH states that election ballot goes out to members or those whose lapse is two months or less. We are going to make this consistent that it is always two months.
- Discussion about having a card or magnet to hand out to general people and one to hand out to exhibitors. Annette is going to have something ready for the 2020 conference to hand out to attendees.
- Professional Development Committee--Denise is going to talk to Tammy Donaldson and explain to her the mistake that occurred regarding this committee.
- Career Network and Retention Network -- requested by members—We will be putting out a call to the membership for chairs for these networks. Will go in the January newsletter. Johari Barnes will be asked to write the Retention Network description since she suggested it. Annette is sending Meredith the Career Network description.
- Discussion about proposed Bylaws change for Treasurer position on Executive Board

Motion to send a proposed bylaws change to have an appointed Treasurer with voting rights and a four year term.

First: Annette Cook

Second: Denise Lujan

Discussion

Motion passed 4-1-0

- Discussion about details of what to send to membership. Three month overlap for the elected Treasurer and the appointed Treasurer so that the new Treasurer can be adequately trained. Discussion about introducing this topic in person at the 2020 Leadership Congress and Business Meeting. The announcement will be in the February and March newsletter (in order to announce to members 30 days+ before the vote). Send email in April including this vote and any other necessary changes to the bylaws, etc. If approved, the application process would start in mid-April 2020.
- Discussion about having written goals. Discussion about having a Leadership Congress activity to come up with NOSS goals and values (top 3).
- Discussion about CLADEA request to newsletter dissemination of highlighted research
- Discussion about CLADEA wanting to know about student success initiatives. For example, our Programs of Promise (a recognition program).
- Future webinars—Three recent scheduled webinars had to be postponed due to low interest. Discussion about making the webinars free instead of paid. Discussion about creating a YouTube channel and having invited members or guests do a 10-15 minute video. Do this at the conference to save money. Annette will be checking with AV company about potential cost and also discussing this all with the conference committee.
- Regarding the 2020 conference budget, we are hoping to break even due to the property being a Gaylord, which is very expensive.
- NOSS 2019 conference budget update

- Extensive discussion occurred about the FY2020-2021 budget. The Board discussed each line item one by one. Discussion about a monthly or bi-monthly report on the expenses/income.

Meeting adjourned at 5:30 p.m. Central

---

Meeting commenced at 8:45 a.m. Central

### 3. General Discussion Items (Saturday)

- Further discussion about monthly Quicken reports.
- Annette will have the final conference report before the end of the year.
- 222 votes received for the election for President-Elect and Secretary. Clarification of the dates listed in the PPH for elections.

#### Motion to accept guidelines for election campaigning.

First: Denise Lujan

Second: Annette Cook

Motion passed 5-1

- Discussion about Leadership Congress. Come together for a welcoming breakfast. Then split into the smaller groups of Chapters, Networks, and Committees. The final two hours after a short break will be used for planning and goal purposes with everyone. Denise and Patrick are going to specifically brainstorm about the three things that we need to ask the groups to do. Discussion about things to do to recognize the leaders at Leadership Congress. We can discuss that part further on the January conference call.
- Annette and Meredith will work on the protocols and share with the Board when we start meeting on Sunday, March 1.
- Saturday, February 29, is when the Board comes (no meetings planned that day). We will leave Sunday, March 8.
- John Craig and JARIHE—would it be possible for him to have a few minutes at the conference during a general session to promote the journal and upcoming webinar. The Board agreed.
- Discussion about fee waivers. We have six chapters who have President-Elect (or other officers) who don't have membership. The proposal is that all of their officers must be members of NOSS before they get a fee waiver or a grant approved. The Board agreed. This will be added to the Chapter activity form. Meredith will ensure that this language is still in the PPH.
- We will plan to install the new New Jersey chapter officers during a general session.

#### Motion that President and President-Elect of the new New Jersey Chapter get a fee waiver to NOSS 2020.

First: Wes Anthony

Second: Carol Mueller

Discussion

Motion does not pass 1-5

- Extensive review of the revised PPH that Meredith is working on.
- The Board will be discussing awards with Tammy Bishop at the conference.
- Award winners will receive their check from Chase Bank at their home addresses, not a paper check at the conference.
- Discussion about re-introducing the Curtis Miles Award for Outstanding Chapter. The stipend will no longer be offered. The award is a certificate and recognition/publicity of the award. Meredith will send Tammy the updated version of this award via Microsoft Word file. We will be adding Vickie Kelly's name to the adjunct award, as well.

Motion to make the above changes to awards.

First: Patrick Saxon

Second: Denise Lujan

Motion passed 6-0

- Discussion about reciprocals and reciprocal agreement with AMATYC. Meredith needs to put list of reciprocals that we currently have in PPH, but we are going to not put the reciprocal agreement table in.
- NOSS 2021 update—The Arizona chapter has agreed to be the host chapter for us. They have decided on their liaison for the conference committee. They have proposed a theme for board approval: NOSS VEGAS: Bet on Student Success.

Motion to approve the above 2021 theme.

First: Meredith Sides

Second: Carol Mueller

Motion passed 6-0

- The 2021 Math Summit will begin at 1:00 p.m. on Tuesday of the conference week and then all day Wednesday. There will be a session in Nashville about the Math Summit on Friday (8:00-8:50 a.m.) of the conference in 2020.
- We agreed to keep our NOSS mission as “NOSS exists to assist education professionals in making a positive difference in the lives of students.”
- Discussion about recruiting more members, particularly at the conference. If you bring a first-time attendee with you to the conference, your name goes in a drawing for a one-year membership to NOSS. At the chapter meetings, we get a count of how many people are there, how many are first-timers, and how many NOSS members are in there. We can tell the chapter leaders about this at Leadership Congress. We will get “plus 1” buttons and give them out at Leadership Congress to promote this “plus 1” campaign.
- Discussion about brainstorming about what we will be doing about vendors and exhibitors.
- Need for a plan about more effectively soliciting donations to NOSS—perhaps talking to Emeritus Cabinet about taking on this job.

Motion to discontinue the McCabe Conference for the next year.

First: Annette Cook

Second: Wes Anthony

Discussion

Motion passed 5-1

Meeting adjourned at 12:45 p.m. Central.