



Minutes Executive Board Meeting

July 26, 2019

Executive Board Conference Call

The board convened at 10:00 a.m. Central

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

Guests: None

Absent: Wes Anthony

1. Review of Minutes (Board)

Motion to approve the minutes from the June Board Meeting.

First: Carol Mueller

Second: Annette Cook

Motion passed 5-0

2. President's Report (Denise Lujan)

- Elections—Discussion about the upcoming election. We need to send out an email to the membership about this and also put it in the newsletter. We are targeting two weeks from now to send out this email. Discussion about making sure the job descriptions accurately reflect that the job entails.
- Update on O'NET to get the tutoring professional description. There was a robust response to this opportunity to contribute to the work.
- Letter has gone out to reciprocals. Denise has had a response from three of them and suggested that we find some time to meet with them at our conference. Annette and Meredith will look at some times on Thursday and Friday of conference week.
- Denise was invited to go to a conference in NY by Nikki Edgecombe. It will be at no expense to NOSS.
- Discussion about the AC and H&H contract.

3. President Elect's Report (Patrick Saxon)

- Discuss about budget request from the Standards and Evaluation Committee.

- The Online Network chair has stepped down, and Patrick is still looking for someone to replace her.

4. Secretary's Report (Meredith Sides)

- NOSS Awards—Discussion about the Gladys Shaw award, which has criteria that needs to be more specific. Meredith will be sending some criteria suggestions to the board this coming week. Further discussion about the Outstanding Research Award. We will be adding Hunter Boylan's name to the research award.

5. Treasurer's Report (Carol Mueller)

- \$340,480.83 total in our accounts as of today.
- Discussion about the Executive Assistant's contract and making the updates that were decided in May.

6. Conference Manager/Executive Assistant's Report (Annette Cook)

- Discussion about items on the website that should be viewable by the public or under Members Only. Everything is going to be moved to Members Only now (P2P, Newsletters, Minutes, Annual Reports)
- 2020 update—15 people already registered for the conference; already over 100 concurrent sessions accepted; general update about exhibits -- Mary Zimmerer, the Exhibits Coordinator, sent a "save the date" email, and we are still waiting to get prices on the additional sponsor options we'd like to offer; people are working to secure that information ASAP from Fern and Freeman (Gaylord's required provider for some items); discussion about some concurrent proposals submitted by organizations that may or may not be pushing a product.
- Discussion about the election process and document. Annette and Meredith will be working on this.
- Pre-conference institute ideas: Nikki Edgecombe or related person (Annette will reach out) and someone from the Dana Center.

Meeting adjourned at 11:22 a.m. Central