



Minutes Executive Board Meeting

March 5th, 2021

Executive Board Conference Call

The Board convened at **2:00 pm** Eastern

Present: Denise Lujan, Meredith Sides, Dan Nelson, Glynis Mullins, Carol Mueller, and Annette Cook

Guests: John Craig, Mary Monroe-Ellis

Absent:

1. Review of Minutes (Board)

Motion to approve the minutes from the February 5th virtual Zoom meeting

First: Meredith

Second: Carol

Discussion:

Motion passed 6-0

2. President's Report (Denise Lujan)

- Update on the installation of new officers: The Board agrees to move forward with officers' installation during the April board meeting. The installation will take place virtually due to the conference taking place in June. Annette will send a doodle poll to confirm an April date that works for the new and current board members.
- Discussion on chapter restructuring conversation included conferences, website design, guidelines, and board positions. Suggestion to have more discussion about chapter restructuring during the leadership congress in June. Allowing the organization's leaders to lay out a plan of action is valuable to the Executive Board.

3. President Elect's Report (Meredith Sides)

- Updates on the meeting with Network Chairs: presentation of a revised planning report date for 2021. Network chairs are appreciative of the fee waivers opportunity for the upcoming 2021 virtual conference. The Board approved giving fee waivers to all network chairs. Suggestion to move the Program to Promise article to May. The Board agrees

with the reasonable timeline. Discussion to spread out the reports along with submitting reports to the newsletter.

- Discussion about the approval of the NOSS awards. All members of the Board approved the awards via email correspondence. Suggestion to ask Tammy Bishop about shipping the plaques to the individual winners since the 2021 conference is virtual. More discussion regarding the Program of Promise recognition and selection process. More discussion at the May board meeting. Include the May 1st deadline in the April newsletter.

4. Vice President's Report (Dan Nelson)

- Chapter grant request: Conference waiver for President of Tennessee chapter to attend the conference. Request for funds is not needed!
- GRADE (GROSS): Dan received an email inquiring about the process to renew the Greater Rockies chapter.

5. Secretary's Report (Glynis Mullins)

- Updates: A change in the March newsletter format. The Board approved the newsletter addition that will include the President's letter instead of sending the President's letter at a separate time of the month.

6. Treasurer's Report (Carol Mueller)

- The Board reviewed the Treasurer report located on the shared drive.
- Current Balance: \$326,830.74

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

- Executive Assistant
 - Membership and Google stats: reviewed by the Board.
 - Officer duties file: Encouraged the Board to keep updating the document.
 - The Board will share the proposed new institutional membership levels at Leadership Congress.
 - i. Proposed levels are as follows:
 - 1-5 members for \$350
 - 6-10 members for \$700
 - 11-15 members for \$1050
 - 16-20 members for \$1400
- Conference Manager
 - 2021 Conference update: Conference registration is ongoing.
 - Concurrent sessions: Responses have been outstanding! Reviewers are working hard!
 - Suggestion to market the conference on our networking platforms.
 - Postcard costs: Consider the cost to design and print postcards for the announcement of the 2021 conference. Put on hold for now!
 - Update regarding the non-member rate for the conference.

Motion to change the non-member rate to \$250

First: Annette

Second: Meredith

Discussion:

Motion passed 6-0

- Math Summit update: Decided to split over two days. Four sessions on Monday and four on Tuesday! Suggestion to host the math summit as the pre-conference in Atlanta. The Board agrees this would be a great asset to the conference. Lumen is sponsoring the Math Summit! Awesome!
- 2022 Conference: Theme: ReUniting for Student Success!!! We like it!

Next meeting: TBA at 2 pm Eastern

Meeting adjourned at 4:02 pm Eastern