



Agenda Executive Board Meeting

May 25, 2018

The board convened at 9:24 a.m. CST

Present: Deb Daiek, Denise Lujan, Patrick Saxon, Mary Zimmerer, Meredith Sides, Annette Cook

Guests: None

Absent: None

9:00 a.m.-12:00 p.m.
Discussion Items

1. Review of Minutes (Board)

Motion to approve the minutes from 4.20.18 board meeting

First: Denise Lujan

Second: Meredith Sides

Motion passed 4-0

2. Conference Manager's Report (Annette)

- Discussion about the cancellation fees for the NADE conference. The proposed cancellation policy for the conference is as follows: \$25 fee if cancelled one month or more from conference start date, \$50 fee if cancelled 30-15 days from conference start date, and no refund (transfer fee of \$25 and NADE membership requirements remain the same) if cancelled two weeks from conference start date. Discussion of allowing an institution to transfer the registration to someone else with the possibility of a transfer fee of \$25.

Motion to approve the proposed cancellation policy for the NADE conference.

First: Denise Lujan

Second: Mary Zimmerer

Motion passed 4-0

- Discussion about the AC at the conference. Denise will let them know that the board already voted on limiting the AC to the institute and one guaranteed session at the conference. Based on the last conference financial report, the board is also going to be

asking the AC to come to the conference on Monday, rather than Saturday, of the week before conference. We will try to move their pre-conference institute to Wednesday (half day).

- Discussion about the conference rates. Discussion about making non-membership registration rate about \$100 more than membership registration rate. This discussion will be tabled until we try to re-negotiate the Marriott contract.
- Exhibitor fee schedule discussion. A proposal was made to charge exhibitors a flat rate and include certain perks for them to choose from. Discussion about a \$2500 flat rate fee that includes up to 4 meal tickets, a booth, etc. with options to sponsor other things like a charging station or pay for a booth upgrade. They would receive four name badges with full access to the conference. Universities would be charged \$1500 with two name badges and tickets.
- Discussion about reciprocal agreements. We are going to look at these on the June board call.
- ICW events (in conjunction with events). Some of the companies held ICW during important times during our conferences even though they were told not to do so.
- For the fall site visit in Atlanta in November, all of the committee members are being very mindful about cost and so some members aren't coming to save money.
- Ignite session/teaching slam/pie event (participant idea exchange). This might be a great thing for the Networks to do at the conference (instead of the traditional meeting at the conference).
- Discussion about 2021. Possibility of doing a joint conference with some of our sister conferences. Possibility about moving our conference to a university rather than a hotel.
- Webinar Update. Annette has been doing a wonderful job with setting up the webinars and the system. We have confirmed webinars several months in advance, including people like Vincent Tinto, David Arendale, etc. Gwenn's IRW webinar brought in a total of \$1400. There was a question about indemnification in the contract, though the board is very unclear about why or how that would be an issue.

Motion to approve charging people \$40 for webinars after they occur.

First: Meredith Sides

Second: Denise Lujan

Motion Passed 4-0

- McCabe—general updates discussed, discussion about whether we need cancellation insurance, and Denise is going to ask the Texas coordinating board to help sponsor the McCabe conference.
- PPH and Bylaws edits—These are emailed from Annette, and Meredith will make these changes
- MailChimp account—Meredith and Annette will update the mailing list every three months or so.

12:30 p.m.-1:30 p.m.

Lunch

1:45 p.m.-4:30 p.m.

3. President's Report (Deb)

- Guidebook update—Annette and Jenn Hulehan have reviewed different options instead of Guidebook. Crowd Compass was an option, but costs three times more than Guidebook. Guidebook is providing a three year agreement for \$1500/year.

Motion to approve Guidebook.

First: Meredith Sides

Second: Mary Zimmerer

Discussion

Motion passed 4-0

- General discussion about the JDE. The board wants to know what specific North Carolina law Hunter is referencing about online advertising if we moved the journal to being totally online. Discussion about putting a blurb about the JDE on the home page. Discussion about how much NADE can pay. We are tabling the discussion until tomorrow so we can consider it further.
- J Casp estimates that it would cost about \$40,000 to run a fully-online peer-reviewed journal.
- Discussion about the transition plan. Discussion about bylaws.

Meeting adjourned at 5:15 p.m. CST