



NATIONAL ORGANIZATION FOR STUDENT SUCCESS

## Minutes for Executive Board Meeting

**September 10, 2020**

**Executive Board Conference Call**

The board convened at 2:00 p.m. Eastern

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

Guests:

Absent: Dan Nelson

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### **1. Review of Minutes (Board)**

Motion to approve the minutes from the August 7th virtual Zoom meeting

First: Meredith

Second: Carol

Discussion:

Motion passed 5-0

### **2. President's Report (Denise Lujan)**

- Discussion about the NOSS Board elections and Treasurer's application process. The treasurer application deadline is November 1. The Vice President nomination deadline is September 30. To date, there is one nominee who has accepted and turned in the packet. Suggestion to solicit and encourage NOSS members to apply or nominate someone for the current board positions available.
- Discussion about the restructuring of NCDE & Kellogg Institute. Suggestion to partner with NOSS to restructure and applying for grants. The board will table and discuss once more information is obtained.

### **3. President Elect's Report (Meredith Sides)**

- Discussion and update on the Membership Task Force. The updates are shared and reviewed with the board.
- Discussion to move the awards deadline from November 2020 to January 2021. The board agreed this is a great idea and approves of this change.

#### **4. Vice President's Report (Dan Nelson)**

- No report

#### **5. Secretary's Report (Glynis Mullins)**

- Discussion to ask if the chapters could submit their articles for the newsletter as a Word document.
- Discussion about upgrading Canva Pro to enhance the graphics for the newsletter and announcements. The pro version is \$10 more a month. The board agreed!!

#### Motion to approve paying \$10 more a month to upgrade to Canva Pro

First: Annette

Second: Meredith

Discussion:

Motion passed 5-0

#### **6. Treasurer's Report (Carol Mueller)**

- The budget is shared and reviewed with the board. Discussion about the new format, updating minor changes and simplifying the budget items. The board is pleased with the new format—suggestion to review the budget and submit questions or concerns before the September board meeting.
- Discussion about the update on the chapter insurance policy. Discussion of some minor issues with the company. Suggestion to give the company until October to fix the problem. Suggestion to reach out to CRLA for a recommendation or referral for an insurance company as a backup plan.
- Account balance: \$337,245.12

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

- Executive Assistant
  - Discussion about webinars by some members. Suggestion to develop some guidelines for webinars if the organization will assist with promoting and supporting the webinars. Suggestion to create a matrix. Glynis will look into some examples to present to the board for review.
  - Recap discussion of there is not any applications for Treasurer yet. Deadline: November 1
  - Discussion of three crucial updates from Google.
    - i. On **September 15, 2020**, [new Groups](#) will become the default experience for all G Suite users within your organization.

- ii. We are writing to let you know that starting on **October 13, 2020**. Google Drive is making a change so that its trash behaves more consistently with the rest of our G Suite services regarding automatic deletion. This means that **any file put into Google Drive's 'My Drive' trash will be automatically deleted after 30 days**. Items in the trash will continue to consume quota.
  - iii. Please note that starting October 13, 2020, any files already in a user's trash will remain there for 30 days. After the 30-day-period **files that have been in the trash for longer than 30 days will begin to be automatically deleted**.
- Conference Manager
    - Discussion of two possible keynote speakers for the 2021 conference. The board has reviewed and researched information on Jessica Rector and Keon McGuire.

Motion to have Jessica Rector as the first Keynote speaker for the 2021 conference

First: Denise

Second: Annette

Discussion:

Motion passed 4-0

Motion to have Keon McGuire as the second Keynote speaker for 2021 conference

First: Annette

Second: Denise

Discussion:

Motion passed 4-0

- Update provided on apps for Conf Comm (deadline 9/30).
  - Update on the Showstoppers application (event cancellation insurance).
- Discussion about the conference schedule of events. A suggestion includes a state of the organization address that will allow Denise (President) to address the members.
  - Another suggestion to incorporate some fun during the business meeting, such as playing games, drawings, an award for plus 1, or any incentive to get members to attend the business meeting. The use of a catchy phrase to encourage members to attend, engage, and participate in the business meeting.

Meeting adjourned at 3:06 p.m. Eastern