



# Minutes Executive Board Meeting

**September 5-6, 2019**  
**Executive Board Face-to-Face**  
**Nashville, TN**

The board convened at 1:19 p.m. Central

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

Guests: None

Absent: Denise Lujan and Wes Anthony

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

Motion to approve the minutes from the July Board Meeting.

First: Patrick Saxon

Second: Annette Cook

Motion passed 4-0

## **2. General Discussion Items**

- Discussion about Networks and Committees. Discussion about some possible changes to the Awards Committee Chair job description and duties at the conference. The NOSS President will now be giving out the awards at the conference, with the Awards Committee Chair handing the President the plaques/awards. “Serve in an advisory capacity to the Executive Board” will be added to all of the duties of each committee/Network chair. The reports should also say that each committee/Network/chapter did what they said they would do in their May reports. Discussion about a general cultural change with the chairs taking initiative within their committees.
- Patrick will be writing up some of these things to discuss at Leadership Congress.
- The Board needs to discuss maybe every other meeting what the Networks and committees need to be doing.
- Take a picture of the board and planning team on the planning visit in Nashville to share on social media.

Motion to adopt the revised proposed Conflict of Interest policy.

First: Meredith Sides

Second: Carol Mueller

Discussion

Motion passed 4-0

- Meredith will add the wording of the policy to the PPH.

### **3. President Elect's Report (Patrick Saxon)**

- More discussion about Networks and Committees. Discussion about process for replacing unresponsive Chairs. In question is the International Committee Chairs, who have not responded to any of Patrick's emails. He will be sending a final warning email with a deadline for response in order for them to remain in the position.
- We also have a new Online Network Chair.
- Discussion about a potential Career Services Network.

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

- Discussion about deadline for budget
- \$331,678.19 is current balance between all of the accounts
- Discussion about the event cancellation insurance that NOSS has.

#### Motion to adjourn.

First: Annette Cook

Second: Meredith Sides

Motion passed 4-0

Meeting adjourned at 3:42 p.m. Central

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September 6, 2019

Meeting commenced at 9:34 a.m. Central

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

Missing: Denise Lujan

### **5. Vice-President's Report (Wes Anthony)**

- Update on NJ NOSS Chapter creation—There are 25 members, they have elected a board, and they have written bylaws. Wes and Annette will be checking memberships with NOSS. They are planning a conference in October.
- Chapter grant request: Type A grant from SCOSS (South Carolina Organization for Student Success) for Wes Anthony to attend their conference and be the plenary speaker as a board member.

#### Motion to approve the Type A grant above.

First: Patrick Saxon

Second: Carol Mueller

Motion passed 5-0

- Chapter reports are also finally coming in to Wes.
- Discussion about chapter names

### **6. Secretary's Report (Meredith Sides)**

- Discussion about PPH. Meredith is re-doing the PPH format and getting rid of a lot of redundancy. She will have a draft to show the board at the December in-person meeting.
- Articles for newsletter from committees, Networks, and chapters
- Meredith will be talking to the groups during the afternoon Leadership Congress part about MailChimp and Canva.
- Discussion about directors' and officers' liability policies. Those have been paid.
- CLADEA is asking that everyone come in one day early. Patrick, as our CLADEA representative, would probably need one day's expenses.
- Review of the new conflict of interest policy.

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

- Discussion about conference fee waivers. The “preferred deadline” to use the fee waiver is November 15. Patrick and Wes will be encouraging those getting waivers to register early.
- Discussion about Practitioner to Practitioner editor getting a fee waiver to the conference, which was approved by consensus.
- There are 34 people already registered for the conference.
- Discussion about conference exhibits and sponsorship opportunities—Annette, Mary Z., and Cathy have worked hard to come up with alternative opportunities to sponsor besides just having a conference booth. Discussion about spacing issues.
- Discussion about program and sessions. Discussion about a co-requisite panel as a pre-conference institute.
- Elections—the deadline for nominations is Sunday, September 15. One person has been nominated for Secretary (and has accepted the nomination), and one person has been nominated for President-Elect (we are waiting to hear if the nomination is accepted).
- Process for transition of officers: duties, documents, etc. Annette has created a sheet for all of the board members to add their duties, when they must be completed, etc. to ease transitions between board members. Everyone is to add items to their corresponding tab.
- Future webinars—discussion about keeping an eye on the webinars and trends about how many people are signing up for them and whether we should move to charging less for webinars or offering them for free. We will make a determination later.
- We are using Formstack for many things, including conference proposals. Formstack has doubled the price of Annette's current subscription. \$395 would be our half of the cost if we are willing to pay for the Formstack subscription.

### Motion to have NOSS pay for half of the cost of an annual subscription to Formstack.

First: Annette Cook

Second: Meredith Sides

Motion passed 5-0

- Discussion about mission, goals, and values.
- Chapter webpages—7 of 26 (27%) chapters had a not great or missing website. Discussion about hosting chapter pages on the NOSS website. Discussion about moving forward with a pilot of this project.
- Discussion about the Standards and Evaluation Committee. Discussion about having a specific conversation with those who have contributed to the “new” Guides as soon as

possible. Discussion about meeting with the Chair of the Standards and Evaluation Committee at the NOSS 2020 conference.

- Discussion about another face-to-face meeting this year possibly December 5-6

Meeting adjourned at 3:41 p.m. Central