

To: NADE Board of Directors

From: Stephanie Wilson

Date: September 5, 2016

Subject: NADE New Board Meeting Minutes

Aurora, Colorado

August 17, 2016

1. **Call to Order:**

 NADE President, Tonya Scott, called the NADE 2016 New Board Meeting to order.

 Members Present: Tonya Scott, Jennifer Pounds, Dean Crawford, Marcia Shantz,

 Marjorie Garcia, Tena Fleming, Jeff Price, Alice Rich, Ayanna Conley, Julie Kujath, R.

 Todd Deshong, Melissa Williamson, Sara Winn, Jennifer Nottingham, Jacob Schwartz,

 Trish Chaplin, Sharon Summers, Stephanie Wilson.

 Absent: Bianca Roberts

**II. Recognition of Guests:**

Thomas Gautier (NC), Mary Jo McCarty (MT), Georgina Huskey (CA), Belinda Terrill (MT), Richard Clark (NC), Maria Whiting (AL), and Kate Miller (MT).

**III. Acceptance of Proxies:**

No Proxies were presented.

**IV. Introduction of New/Returning Board Members:**

Dean Crawford: SW Regional Director

 Marcia Shantz: GL Regional Director

 Marjorie Garcia: Pacific Regional Director

Tena Fleming: CCP Chairperson

Jeff Price: DDS Administrator/SSA Liaison

Alice Rich: NE Regional Director

Ayanna Conley: SE Regional Director

Julie Kujath: Treasurer

R. Todd Deshong: Constitution and Bylaws

Melissa Williamson: Membership Director

Sara Winn: Communications Director

Jennifer Nottingham: Legislative Director

Jacob Schwarz: Webmaster

Trish Chaplin: Great Plains Regional Director

Jennifer Pounds: President Elect

Sharon Summers: Past President

Tonya Scott: President

Stephanie Wilson: Secretary

**nade national officers**

|  |  |  |
| --- | --- | --- |
| **president** | **tonya Scott** | **Georgia** |
| **Past President** | **Sharon Summers** | **Tennessee** |
| **President-Elect** | **Jennifer Pounds** | **North Carolina** |
| **Secretary** | **Stephanie Wilson** | **Missouri** |
| **Treasurer** | **Julie Kujath** | **Missouri** |
|  |  |  |

**Regional Directors**

|  |  |  |
| --- | --- | --- |
| **Great Lakes** | **Marcia Shantz** | **michigan** |
| **great Plains** | **patricia chaplin** | **missouri** |
| **mid atlantic** | **bianca roberts** | **washington, dc** |
| **northeast** | **alice rich** | **new jersey** |
| **pacific** | **marjorie garcia** | **oregon** |
| **southeast**  | **ayanna conley** | **georgia** |
| **southwest** | **dean crawford** | **oklahoma** |

**chairperson – council of chapter presidents**

|  |  |  |
| --- | --- | --- |
| **ccp chair** | **tena fleming** | **alabama** |

**appointed directors**

|  |  |  |
| --- | --- | --- |
| **legislative** | **jennifer nottingham** | **montana** |
| **membership** | **melissa williamson** | **alabama** |
| **communications** | **sara winn** | **washington, dc** |
| **webmaster** | **jacob schwartz** | **montana** |

**NADE Committee Chairpersons 2016-2017**

|  |  |  |
| --- | --- | --- |
| **Committee** | **Chair** | **state** |
| **Awards** | **giana anderson** | **missouri**  |
| **constitution & bylaws** | **r. todd deshong** | **washington** |
| **dds administrators/ssa liaison** | **jeff price** | **north carolina** |
| **elections & nominations** | **Erin P. Vincent** | **Illinois** |
| **hearings officer** | **Kyle lawrence** | **virginia** |
| **medical consultant** | **J. Scott Pritchard** | **Oregon** |
| **national disability professional week** | **marcia golden** | **north carolina** |
| **non dues revenue** | **Cynthia Thompson** | **Oklahoma** |
| **organ donation/transplant** | **hope shaw** | **TENNESSEE** |
| **professional development** | **Dr. Sharon brady-bland** | **michigan** |
| **professional relations officer** | **Shiba nixon** | **michigan** |
| **retirees** | **marty marshall** | **michigan** |
| **strategic plan** | **terri klubertanz** | **wisconsin** |
| **support staff committee** | **glenda dunn** | **georgia** |
| **systems** | **michael pringle** | **georgia** |

**V. Approval of Agenda:**

The agenda was presented for review. There were six items added to the agenda.

Jennifer Pounds motioned to accept the agenda with the new additions, Dean Crawford seconded. Motion carried, there was no discussion.

**VI. Minutes of Previous Meeting:**

Jennifer Pounds moved to dispense reading of minutes. Dean Crawford seconded

motion. Motion carried, there was no discussion.

**VII. Old Business (Old Board Items Tabled):**

1. **Recruitment/Retention**

Handouts regarding ideas for discounts, recruitment, and Retention was shared. Several ideas and discussions were shared concerning this matter.

 **B. Bandwidth**

Jake Schwartz reported that bandwidth cost is $50 but he does not think we need it.

Internal member email is built-in, it just needs to be switched on. Jennifer Pounds made

a motion to set up emails for board members using NADE.org by September 1st. Dean

Crawford seconded motion. There was no discussion, motion carried.

 **C. Non-Dues Revenue**

Cynthia Thompson is new chair. Current markup is $1-2 on inventory. Proposal was made to increase mark up by 30%. Different products and shipping methods were discussed. Cynthia has until September 1st to get prices for products discussed as well as investigating gradient pricing for shipping unless problems arise and deadline needs to be extended. Jake will update the website. Julie Kujath made a motion to mark up items by 30% and Marjorie Garcia seconded motion. There was no discussion, motion was carried.

**VIII. New Business:**

1. **CCP Meeting:**

Thomas and Tena presented information from the CCP Meeting, which discussed membership issues. There was discussion regarding the adversities faced by members regarding job duties and ways that NADE can give support to members.

**B. Review of Charges:**

Board members were provided a copy of their positions and duties. Additional duties

added to the position of Secretary are: obtain proxies before board and general

membership meetings and submitting approved minutes and reports to the webmaster to

add to the website. Duties added to Treasurer are: reconcile bank account with monthly

statement, collect and process all mail dues and intercept directly into membership

database, which should be audited monthly to ensure accuracy. Dean Crawford

moved to accept charges as amended and Trish Chaplin seconded motion. There was no discussion, motion carried.

**C. 2016-2017 Budget:**

NADE Treasurer, Julie Kujath, provided detailed revenue/expenditure information for the

2016-2017 budget. The board reviewed the entire budget. Expected revenues were

discussed as well as disbursements. After clarification of past budget/expenses as well

as upcoming expenses, the board reviewed the budget, line item by line item and agreed upon various increases/decreases. Miscellaneous revenue was added from contingency holding in account for remainder of attorney fees to include IRS filing fee. Budget was balanced. After much discussion concerning decreases and increases as well as offsetting attorney fees, Dean Crawford moved to accept budget as proposed and Jennifer Pounds seconded. There was no further discussion, motion carried. The board approved the proposed 2016-2017 budget.

**D. Continuation of the Ad Hoc Tax Committee:**

Tonya Scott proposed continuation of this committee until Todd Deshong completes the

assignment. Completion of assignment will occur when the attorney files with the IRS.

Committee members are: Todd Deshong, Thomas Gautier, Marcia Shantz, Julie Kujath,

and Jennifer Nottingham.

**E. Creation of NADE Network for CDI Caseworkers:**

Todd Deshong and Jennifer Pounds discussed avenue for recruitment of CDI members

and networking for those members. Tonya proposed starting and ad hoc committee.

**F. Creation of Website Ad Hoc Committee:**

It was determined Jake Schwartz will create a committee as the appointed director. There is no need for an additional ad hoc committee.

**G. Volunteers to Serve on the NADE Committees:**

Regional Directors will solicit for volunteers and get with Tonya Scott by September 15, 2016.

**F. Price of Conference CD:**

Sara Winn suggested cost of $15. Conference CD has not provided profit in the past. It

was suggested that the CD be sold at cost to the chapters to assist with recruitment.

Additional suggestions included selling access to a locked site and downloading CD. It

was recommended that further investigation into this option was needed first.

**H. Regional Forum on Website:**

Trish Chaplin suggested a forum on the website as a way for regional directors to

communicate with each other. Jake will make a guide for the forums.

**I. Awards Criteria:**

Jennifer Pounds reported that the criteria for certain awards has been reduced for the

past few years. Jeff Priced agreed to research and report at the Mid-Year Board Meeting.

 **IX. Other Business:**

**A. Mid-Year Board Meeting 2017:**

 The meeting will be held at Royal Sonesta Hotel in Baltimore, MD. The dates will be

2/22/17 to 2/25/2017. Travel dates will be the 22nd and 25th.

**B. 2018 Conference:**

Julie Kujath discussed difficulty in distinguishing member from non-member in regards to

the conference fee. Two prices are given but tools are not given to the chapters to verify. The bid for the 2018 conference should be submitted by Virginia in the coming weeks. Sara Winn will email when received. Member from Baton Rouge, LA, inquired about hosting a conference in LA.

**C. Relief Fund:**

Recent flooding in Louisiana has caused hardship on a NADE member as damage was

sustained to her home. Discussion was had about utilizing different fundraising methods

as well as discovering if other members were affected. AL indicated that they have a

relief fund in their account. Dean Crawford will investigate and coordinate. He will send

information to Tonya.

**Adjournment:** Motion was made by Dean Crawford to adjourn. Motion was accepted. NADE

President, Tonya Scott, adjourned meeting.

Meeting Minutes Submitted by: Stephanie Wilson, NADE Secretary

Meeting Minutes Approved by: Motion was made by Jennifer Pounds to accept the minutes and Ayanna Conley seconded.