



North Carolina Association for Developmental Education

Executive Board and Officers

Emily Moore, President
Jennifer Leigh, President-Elect
Wes Anthony, Past President
Torrey Burden, Secretary
John McHugh, Treasurer
Wes Anthony, Professional Liaison
Jessica Blake & Cherise Millsaps, Conference Co-Coordiators

Emily C. Moore, NCADE President
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2015-2016

Tammy Bishop, Awards Chair
Laura Kalbaugh, Membership Chair
Wilson Jones, Webmaster
Allison Flowers, Eastern Regional Chair
Ashley Parrott & Kim Walaski, Central Regional Co-Chairs
Kris DeAngelis, Western Regional Chair
Joanne Matz & Jami McSwain, Conference Registrars

EXECUTIVE BOARD MEETING MINUTES

Meeting Location: Via Conference Call

Friday, April 22, 2016

2:30 p.m. – 4:00 p.m.

Members Present: Emily Moore, President; Wes Anthony, Past President; John McHugh, Treasurer; Jessica Blake, Conference Site Co-Coordinator; Cherise Millsaps, Conference Site Co-Coordinator; Tammy Bishop, Awards Chair; Laura Kalbaugh, Membership Chair; Allison Flowers, Eastern Regional Chair; Ashley Parrott, Central Region Co-chair; Kris DeAngelis, Western Chair; and Joanne Matz and Jami McSwain, Conference Registrars

I. CALL TO ORDER

President Emily Moore called the Executive Board Meeting to order at 2:45 a.m.

II. APPROVAL OF MINUTES

No minutes received for this meeting. Will be sent out when received.

III. REPORTS

- **Treasurer Report:** John McHugh
 - Documents sent via e-mal
 - Discussion: No questions. Board expressed gratitude for the treasurer's hard work. Motion moved to approve the treasurer's report; properly seconded; and the motion carried.
- **Awards:** Tammy Bishop
 - Awards deadline will be May 1, 2016. We hope to have many submissions this year
 - Laura will send an email reminder to all members.
- **Membership:** Laura Kalbaugh
 - As of today, we have 186 paid, current members.
 - An additional 33 people have elapsed memberships within last three months.
- **Professional Liaison:** Wes Anthony
 - New relationships established with several organizations.

- Plans to work with TYFY soon.
- Conference Coordinators: Jessica Blake and Cherise Millsaps (Report given by Cherise)
 - Booth has been secured for NCCCS.
- Conference Registrars: Joanne Matz and Jami McSwain
 - Google docs has worked well.
 - Receipts for registration will be sent after the conferences.
- Web Site – Wilson Jones, Webmaster
 - No report given.

IV. **OLD BUSINESS**

- **To Do Lists**
 - Talking points/position statement. (To be included in summer retreat).
- **2016 NCADE Spring Regional Conferences**
 - Spring Regionals were successful.
 - The Board thanked Regional Chairs for their work.
 - Concern: One child attended the Central Regional Conference.

Discussion: Developing a policy regarding children attendees for the future along with a requirement that all presenters be registered for the conference.
- **2016 Board Retreat**
 - Two day retreat beginning on Friday, July 21, 2016 through Saturday, July 22, 2016 at the Drury Inn in Greensboro.
 - Headcount needed by June 21.
 - Agenda needs to be established. Survey will be sent to members for input. Items to be included: creation of a position statement; creation of a form letter for legislators; planning a meeting with legislators.

Discussion: Suggestion to extend the board meeting hours to 10:00 am – 2:00 pm on Friday to allow more time to accomplish the agenda.
- **2016 NCCCS Conference**
 - Jennifer is working to finalize details with Dr. Hunter Boylan for luncheon speaker.

V. **NEW BUSINESS**

- **NCADE Membership Cards**
 - One request received.

Discussion: Board decided not to pursue voting to implement state membership cards. The demand is not high enough to justify the expense.
- **Increasing the value of NCADE membership**
 - Suggestion made to consider expanding the membership by offering a free membership to adjuncts.

Discussion: Board, as a whole, felt this would not be cost effective.

 - Suggestion made to expand the reach of NCADE to Student Success Areas, possibly by changing the name of the organization.

Discussion: Most board members felt that the name should not be changed. The board decided to table the discussion and consider the issue of increasing membership at the retreat.

VI. **OTHER BUSINESS**

- **Advertising**
 - Advertising in the Journal of Developmental Education (JDE)
 - Wes will send information on the costs.

- **NADE Insurance**
 - Due May 1st.
 - Motion by John that we purchase insurance through NADE; motion seconded by Laura; all present voted in favor; and the motion carried.
- **NADE Activity Report**
 - Due May 1st.
 - Emily will submit the report.

VII. NEXT MEETING

- The next meeting is scheduled to be held during the retreat on July 21-22.

VIII. ADJOURNMENT

- **Motion:** moved for dismissal; properly seconded; and the motion was carried that the meeting be adjourned.
- The meeting was adjourned at 3:30 p.m.

Minutes were compiled from the notes of Emily Moore.

Respectfully submitted,

Torrey M. Burden, Secretary