

North Carolina Association for **Developmental Education**

Executive Board and Officers

Jennifer Leigh, President
Ashley Parrott, President-Elect
Wes Anthony, Past President, Professional Liaison
Torrey Burden, Secretary
LaKisha Cherry, Secretary-Elect
LaRonda Lowery, Treasurer
Cherise Millsaps, Conference Site Coordinator

Jennifer, NCADE President c/o Pitt Community College P.O. Drawer 7007 Greenville, North Carolina 27835 (252) 493-7744

www.ncade.net

2016-2017

Tammy Bishop, Awards Chair Laura Kalbaugh, Membership Chair Kris DeAngelis, Webmaster Lucretia White, Eastern Regional Chair Gabriella McCutchen, Central Regional Co-Chairs Krysten Buchanan, Western Regional Chair Joanne Matz & Jami McSwain, Conference Registrars

EXECUTIVE BOARD MEETING MINUTES

Monday, June 5, 2017

Wake Technical Community College – Northern Wake Campus 6600 Louisburg Road, Building F, Room 215, Raleigh, NC

10:30 a.m. - 2:30 p.m.

<u>Members Present:</u> Jennifer Leigh, President; Wes Anthony, Past President; LaKisha Cherry, Secretary-Elect; Ashley Parrot, President- Elect; LaRonda Lowery, Treasurer; Lucretia White, Eastern Regional Chair; Gabriella McCutchen, Central Regional Co-Chairs; Torrey Burden, Secretary and Tammy Bishop, Awards Chair

I. CALL TO ORDER

President Jennifer Leigh called the meeting to order at 10:30am.

II. APPROVAL OF MINUTES

Wes Anthony motioned to approve the minutes from the February 10th meeting and Gabby McCutchen seconded them, so the minutes were approved.

III. REPORTS

- Treasurer Report: Currently there is \$10,837.34 in the NCADE checking account and it is currently \$24,307.48 in savings.
- Awards: Tammy Bishop notified there were 2 nominations for the Kellogg scholarships from NCADE. The two applications were for Dustin Sharp and Tammy White.
 - i. Jennifer motioned to award both applicants with the scholarship and Wes 2nd that motion.
 - **ii.** Tammy also notified the board that Lucretia was nominated for the Hilda P. Barrow award. Jennifer motioned for her to receive the award and LaKisha 2nd

- the motion. Tammy also suggested that we add an amendment to this motion to forward the name for the NADE award.
- **iii.** Hilda Barrow will be invited to the luncheon to present the award and NCADE will pay for her luncheon/mileage. If she would like to attend the conference, she will be responsible for it on her own.
- **iv.** Jennifer will put the scholarship opportunities in the upcoming newsletter to increase future applications. She will link the NCADE award on the email within the newsletter as well.
- **v.** Jennifer will ask Kris to make the link for all awards to send notifications directly to Tammy Bishop via email going forward.
- Professional Liaison: Wes Anthony
 - Wes Anthony suggested that Patty Levin Brown join the professional liaison committee of NCADE. Jennifer motioned to deny her as an addition and Tammy 2nd the motion to deny.
 - **ii.** Ashley also suggested the implementation of a media release so that pictures taken at subsequent events for publication on the website. In the future, this form will be a part the registration for NCADE.
 - **iii.** The Executive Board discovered that NCADE does not have a mission statement so it was decided that an email exchange begin by President Jennifer Leigh using the established by-laws.
 - **iv.** TyFi decided they did not want to join with us in 2019 but did want to stream our conference to their members this coming year. Jennifer motioned to deny their streaming request and Tammy 2nd the motion.
- Membership: Jennifer Leigh for Laura Kalbaugh
 - v. Currently there are 179 up to date members of NCADE and 36 that have lapsed.
 - **vi.** Jennifer suggested that we offer membership opportunities to high school instructors that may teach 1st year students in developmental studies.
 - vii. Tammy suggested that NCADE partner with NCAE, so Wes will try to work on offering a reciprocal agreement with them by providing presentations at their conferences and offer them discounted membership (\$5.00). Also invite them to our conference in October but they would have to pay full price.
 - viii. LaRonda suggested that we create an online document and paid via paypal for both membership and conference registration. Jennifer said that she would ask the webmaster if she could create the document and place the link on the NCADE website.
 - ix. LaKisha suggested to contact all universities in the state are contacted to offer a chance to become members of NCADE. Jennifer stated that she gain a listserv from Laura to make with contact all developmental studies departments via email.
- Webmaster: Jennifer Leigh for Kris DeAngelis
 - i. Lucretia and Gabby were supposed to send pics and information updates to Kris for the web update after the regional conference but Gabby was unable to due time constraints. However, Lucretia forwarded her information during the executive meeting.

ii. Gabby also suggested that the board focus on getting the NCADE website ADA compliant but adding additional pictures and headings in addition to using webaim.org.

IV. OLD BUSINESS

 All officers will email all board duties in detail to Jennifer by July 15th to update the NCADE manual.

V. <u>NEW BUSINESS</u>

Re-designing Regions

- In an effort to increase participation within the regions it was proposed that NCADE be split into 2 regions instead of 3.
- Gabby suggested that if we do split into 2 regions then each region could need a chair and co-chair on site for regional purposes.
- However, Tammy suggested that we leave the regions the same but have 2 regional conferences. The West will remain as it is and the East and Central will combine.
 Jennifer motioned to accept this suggestion into the by-laws and Torrey 2nd the motion.

Open Positions

- Joanna Bullock (AB Tech) has expressed interest in becoming the Western Chair for this coming year and Maria Sarah (Wayne CC) in the Eastern region.
- Jennifer motioned to elect Dustin Sharp as President- Elect for the coming year. Gabby
 2nd the motion.
- Jami McSwain has resigned from Conference Registrar for this coming year. However, after the board reviewed the duties of the conference registrar Jennifer motioned the position be eliminated. LaKisha 2nd the motion. The Secretary-Elect will executed the associated duties and if the position is vacant will be assigned to the Secretary.

Fall Conference (October 5th & 6th)

- The theme for this year's conference will be "Embracing the Challenges of Living in a World of Constant Change."
- Robin Oz will be the keynote speaker and the Guest Speaker will be Patty Levin Brown. As of today grants have been take care of and both women have been paid.
- Currently the conference fee for vendors will be \$150.00, \$95 for members, and \$105 for non-members. This fee will include breakfast and lunch. However, Jennifer motioned to increase the fee to \$100 for members and \$125 for non-members. Wes 2nd that motion.
- The next Fall Conference will be October 3rd and 4th, 2019.

VI. **NEXT MEETING**

- The next meeting will be Wednesday, October 4th at 6:30pm during Fall Conference.
- Location: TBA

VII. ADJOURNMENT

• **Motion:** Jennifer motioned for dismissal; properly seconded by Torrey, the meeting was adjourned at 2:30 p.m. at Red Bowl Asian Bistro after lunch.

Respectfully Submitted,

LaKisha D. Cherry, Secretary- Elect