

# NACAS Board Meeting Agenda

## July 20-21, 2022 - Virtual

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✓	Matt Portner, CASP	President	✓	Matt Marcial	Chief Executive Officer
✓	Neil Markley	President Elect	✓	Lillian De Lisle Stott	Chief Operating Officer
✓	Brett Jackson, CASP	Vice President	✓	Kennedy Turner	Chief Sales & Ma Officer
✓	Jared Ceja, CASP	Treasurer	✓	DJ Pepito	Chief Learning Officer
✓	Mark Ironside	Past President	✓	Beverly Hastings	Exec. Asst. & Vol. Mgr.
✓	Gheretta Harris, CASP	Central Rep	✓	Esmeralda Valdez, CASP	Guest
✓	Monica Rattigan	East Rep	✓	Adam Kuczynski	Guest (Wegner CPAs)
✓	Andy Meeks, CASP	South Rep			
✓	Lisa Goberis, CASP	West Rep			
✓	Emily Messa, CASP	Member At-Large			
✓	Martha Davidson, CASP	Member At-Large			
✓	J. Rex Toliver	Foundation President			

### Wednesday, July 20, 2022

1. Call to Order / Roll Call  
President Portner called the meeting to order at 2:01pm ET
2. Approval of April 20, 2022, Minutes  
**M/S/P Meeks / Ceja** "to approve the April 20, 2022, minutes as presented"  
12 "Yes" votes  
Zero "No" votes  
Zero Abstentions

### Strategic Issues

#### 3. 2021 Audit Review

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Mr. Marcial introduced Adam Kuczynski of Wegner CPAs, who explained their processes and procedures. Audit report is tailored to address potential risks. NACAS and the Foundation are reported together in a consolidated financial report as NACAS is the sole member of the Foundation.

A deficiency was found related to access controls and it was shared to be a common issue with organizations who transitioned to fully remote operations. The appropriate controls have since been implemented with guidance from Wegner.

**The motion** "to approve the 2021 Audit Report" comes from the Finance Committee and does not require a second.

12 "Yes" votes  
Zero "No" votes  
Zero Abstentions

#### 4. Regional Relationship Update

- Mr. Marcial gave an update on each of the regional relationships; the East Region has a MOU in place. The Central region is uniting with East for their 2023 CX, and the South and West regions have until August 12 for a decision. Regional budget concerns were discussed and noted.

#### 5. Strategic Plan Update

- Strategic plan dashboard

- Mr. Marcial provided the board the quarterly update on strategic plan goals, which are headed in the positive direction. New educational initiatives for 2023 were introduced. It was decided that future year goals will be paced against this year.
- DIAL Program
  - To meet the DEI programming goals, we have created the 2-year DIAL program, Diversity in Auxiliary Leadership, to support those who come from under-represented segments in auxiliary services to help them advance, accelerate institutional success. Sponsors have expressed interest in this program.
- LTM format
  - Mr. Marcial brought to the board recommendations for a virtual LTM in 2023 and keeping the live LTM for those years where a new strategic plan is to be developed. For Board meetings, the recommendation is for 3 in person board meetings, and one virtual. Discussion on virtual LTM vs in person and noting that it may be best to have a January in person Board Meeting vs a summer in person board meeting.
- CASP Program
  - Ms. Pepito presented the previous and current state of CASP and how to make it successful. Funding issues for a re-write would negatively affect the budget. We are due for practice analysis and rewrite, however even a partial re-write it could deplete the Certification Program fund. Revenue generation with certificate programs and competency based education is key.

## **Review & Adjustment of Strategy**

### **6. Treasurer's Report**

- Quarter 2 2022 Financials
  - Mr. Ceja highlighted the areas of change in revenue and expenses. Financial position is steady, although affected by the market turn.
- Finance Committee Update
  - Recommendation to move cash to investments
    - Currently NACAS has a very strong cash position, so the Finance Committee recommends moving some cash to investments. Discussion occurred on whether to contribute one large sum or to make incremental contributions. The Finance Committee has also discussed researching investment advisors to manage the investment portfolio.
    - **M/S/P Meeks/Portner** "to move \$65,000 cash to investments on a monthly basis July-October 2022, and increasing to \$70,000 monthly in November and December 2022; these funds will not be moved to restricted reserves at this time."  
12 "Yes" votes  
Zero "No" votes  
Zero Abstentions
- 2023 budget process
  - Timeline
    - Mr. Ceja explained the 2023 budget process; the draft budget will be presented at the next meeting, after the finance committee review. The final budget will be presented at the C3X board meeting, then if approved will go forward to the Annual Business Meeting for approval by the membership.
  - Strategic plan initiatives

- Mr. Marcial reviewed potential new expenses and revenue opportunities for 2023 including certificate programs (LMS) and professional education events.

## Thursday, July 21, 2022

✓	Matt Portner, CASP	President	✓	Matt Marcial	Chief Executive Officer
✓	Neil Markley	President Elect	✓	Lillian De Lisle Stott	Chief Operating Officer
✓	Brett Jackson, CASP	Vice President	✓	Kennedy Turner	Chief Sales & Ma Officer
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### **Policy Determination: Public & Operational**

#### **8. Nominating Committee Report**

- Slate of Leadership nominations update
  - Mr. Ironside reported that the committee received multiple, competitive nominations. In order to align with the Board's previous discussions of ensuring a diverse skillset and experiences to align with the Board's current initiatives, the decision was made to have the candidates complete the matrix and then go through a short interview with the nominating committee.

#### **9. Award Committee Report**

- Slate of Award Nominations
  - Mr. Marcial reported the committee has submitted the winner slate for the 2023 awards for approval. Discussion on the awards and how the winners should be supportive of NACAS and institutions.
  - **MSP Harris/ Markley** Motion to approve slate of winners as presented
    - 10 "Yes" votes
    - Zero "No" votes
    - 2 Abstentions

#### **10. NACAS Policy Review**

- Ms. Stott explained the why and goals of the policy review, so that the policy manual puts forward best practices for both board and staff. The goal is to make clear the operational vs board directive policies and also to clarify what is covered in the by-laws. Discussion was opened among the board members for questions and clarification before the review begins.

## **Routine Board Business**

### **11. CCC Quarterly Report**

- Committee nomination update and timeline recommendations
  - Ms. Messa reported committee recruitment has been slow, and so they recommend extending the recruitment through C3X; each chair will also reach out to encourage submission. The extension of committee recruitment through C3X in future years is recommended to engage more members.

### **12. NACAS Office Update**

- C3X – Board Events
  - Mr. Marcial and Ms. Hastings reminded the Board Members of the C3X meeting dates and time.
- Discussion: Political & Social Issues
  - Mr. Marcial sought the opinion of the Board members regarding official NACAS statements on political and social issues. Mr. Turner explained this is a staff request, but not a common member or business partner request. Mr. Marcial feels that direct impact on the membership may indicate a statement. Mr. Portner suggested providing resources without a statement may be a better option.
- Staff update – Lynette Smith – Director of Regions
  - Mr. Marcial reported that Lynette Smith started June 2. She was able to join the May staff event and attend two of the CX's and has stepped quickly into the support of the regions.
- CHEMA Spring Meeting
  - Mr. Marcial attended the event and found the other associations are sharing many of the same challenges and concerns NACAS is experiencing.
- NACAS membership proposal to AOA
  - Proposal was submitted to AOA to present a system wide membership with NACAS, but they are not able to move forward with the proposal at this time. However, AOA and NACAS will continue to maintain a strong relationship and represent their respective organizations at each other's conferences.

### **13. Foundation Update**

- Slate of Foundation Board nominations update
  - Mr. Tolliver reported that the slate of nominees for the Foundation is moving forward and will be finalized in the upcoming weeks.

### **14. Adjourn**

- Housekeeping – Reminder that the next meeting will be September 14.
- **MSP Messa/Davidson** “to adjourn the meeting” at 3:13pm ET