NACAS 47th Annual Business Meeting Minutes
San Antonio, TX
Tuesday, November 3, 2015

President Kathryn Le Gros called the meeting to order at 11:01 a.m.

1. Establishment of a Quorum
   - Parliamentarian and Past President, Jean Kwaterski noted that there were 757 eligible NACAS members at the conference and reported that we have a quorum.

2. Approval of October 7, 2014 Minutes
   M/S/P Julie Payne-Kirchmeier, Northwestern University/Evanston/Andy Meeks, Northern Kentucky University “to approve the October 7, 2014 minutes as presented.”

3. NACAS State of the Association
   - President Le Gros presented the 2015 State of the Association and noted that three areas were focused on this year, which she provided details and examples:
     - Governance
     - Implement the Strategic Plan
     - General Operations – the dashboard representing progress in our strategic pillars was reviewed
   - The 2015 Annual Conference is tracking well ahead of other annual conferences. The San Antonio conference is the highest attended conference in NACAS history!
   - Kelsey Harmon Finn will begin as the new NACAS CEO on January 11, 2016.

4. Treasurer’s Report
   - Treasurer, Carlos Garcia reviewed highlights and challenges from 2015. He noted that the three Institutes did not take place this year, resulting in $62,425 in unrealized revenue.
   - Mr. Garcia thanked the NACAS National Office staff for keeping expenses down and helping to increase revenue.
   - Mr. Garcia gave an overview of the 2016 budget proposal.
   - The 2016 budget includes approximately $2.5 million in revenue and $2.4 million in expenses. Mr. Garcia expects $63,435 bottom line net to
contribute to reserves.

- Mr. Garcia thanked former NACAS financial manager, Sneha Pokharel for her assistance the past couple of years.

The motion to approve the 2016 Annual Budget comes forward from the Finance Committee and does not require a second.

**M/S/P “to approve the 2016 Annual Budget as presented.”**

5. **Regional Presidents Reports**

**NACAS-Central**
Cheryl Crouch introduced the Central Board. She reported that the Central regional conference was very successful with 28 first timers, which is a record. There were 68 delegates and 28 business partners represented. They held a successful drive-in at the University of Cincinnati. Plans are in the works to hold a joint regional conference with the West region June 12-15, 2016 at the University of Colorado-Boulder. This is the first ever joint regional conference. The Central region is hosting the NACAS Annual Conference next year in Indianapolis, October 9-12. Central has 151 member institutions, of which six are new this year. Central is financially sound as a region.

**NACAS East**
Mark Kraner introduced the East board. He reported that the East hosted four “On the Road” drive-in events this year, which were very successful. Each had 20-30 in attendance. The goal for East is to provide sponsorships and awards for East members to attend Institutes, regional and annual conferences. The East region is in very good financial shape.

**NACAS-South**
Rich Steele introduced the South board. He noted that the South regional conference was most successful. Attendees included 325 delegates and 63 business partners. The 2016 South regional conference will be held at the Walt Disney resort which is adjacent to Epcot, where educational sessions will be held. Future South conferences will be 2017 in New Orleans, 2018 in Charleston, SC and 2019 in Sandestin, FL. South currently has 203 member institutions, of which 16 are new this year. South has strong state associations. They held a successful drive-in with the University of Alabama. The South region is financially sound and is
committed in rebuilding the membership base by providing scholarships and grants. They will be giving three CASP scholarships and three full grants to first timers to attend the regional conference. Rich recognized South members that received awards at this Annual Conference:

- Nikki Godfrey – South Regional Rising Star Scholarship
- Sharon Turner - Silver Torch Award
- Melissa Moore - Regional Mentor Award
- Charlie Figari - Robert F. Newton Award for Distinguished Service

**NACAS West**

Frank Mumford introduced the West board. He announced that the West board recommended Jared Ceja as the incoming West Regional Representative to the Board of Director. Frank recognized West member, Glenna Muncy as the recipient of the West Regional Rising Star Scholarship. This past summer, West sent out a professional development survey to find out what the hot topics were for the regional members. As noted above, West will hold a joint conference in 2016 with Central. West provides CASP scholarships which pay for the exam fees (if the member passes the test) and provides two regional scholarships as well. The 2015 regional conference in San Diego was successful with over 200 delegates and a record of 83 business partners in attendance. The West region has 143 institutional members and a very strong treasury.

6. **Education Foundation Report**

- Matt Sirinek reported on the Foundation's fundraising initiatives, including CASP, scholarships and awards.
- The Foundation funded two new projects this year – The Emerging Professionals Program and the NACAS Needs Assessment.
- The 2015 Golf Tournament raised approximately $13,000, after expenses, the Raffle raised over $5,000 and the Silent Auction nearly $12,000 (both the raffle and silent auction amounts were up from last year.) The Flip-a-Coin fundraiser will be conducted during the Celebration Luncheon at the conference.
- The Education Foundation By-Laws were changed to ensure Foundation representation from each region, to create the office of past president to build in succession from president to past president like the NACAS Board of Directors, and to formalize the nomination process.
- A Memorandum of Understanding between NACAS and the Education
Foundation was created and approved by both boards.

- Matt introduced the Foundation Board of Directors, including new members Eddie Mills, Matt Portner, and Russell Markman. Outgoing board members are Mary Perry, Ken Ramey and Dave Kratzer.

7. **Nominating Committee Report**
   - Jean Kwaterski introduced the Nominating Committee members and presented the 2015-2016 Slate of Officers:
     - David Wahr – Vice President (Central)
     - Jared Ceja – West Region Representative (3 year term)
     - Lorelle Davies - 2017 Annual Conference Chair (2-year term)
     - Kerri Demeri – 2018 Annual Conference Chair (3 year term)
   - There were no other nominations from the floor.

   The motion to approve the slate of officers comes forward from the Nominating Committee and does not require a second.

   **M/S/P “to approve the 2015-2106 Slate of Officers as presented.”**

7. **New Business**
   - There was no new business.

   **M/S/P Kim Berry, Penn State-Berks/Mark Kraner, George Mason University to adjourn the meeting at 11:45 am.**

Respectfully submitted,

Eleanor Mower
Interim CEO

Marcia Oakley
Executive Assistant