NACAS BOD Meeting Minutes  
May 18, 2015

NACAS Board of Directors:  
Kathryn Le Gros  President  ☑
Bill Redwine  President Elect  ☑
Diane Reynolds  Vice President  ☑
Carlos Garcia  Treasurer  ☑
Jean Kwaterski  Past President  ☑
Scott Seagren  Central Representative  ☑
Peter North  East Representative  ☑
Eddie Mills  South Representative  ☑
Neil Markley  West Representative  ☑
David Looney  Member at Large  ☑
Chris Bradie  Member at Large  ☑
Matt Sirinek  Education Foundation President  ☑

NACAS National Office Staff:  
Eleanor Mower  COO  ☑
Caleb Welty  CM&IO  ☑
Dianne Hamilton  Director of P.D.  ☑
Sneha Pokharel  Financial Manager  ☑
Marcia Oakley  Executive Assistant  ☑

President Le Gros called the meeting to order at 3:02 pm.

1. Approval of Agenda
   M/S/P North/Garcia “to approve the meeting agenda.”

2. Approval of April 22, 2015 Minutes
   M/S/P Sirinek/Markley “to approve the April 22, 2015 minutes as presented.”

   Approval of April 6, April 16 and April 29, 2015 Minutes
   M/S/P Garcia/Reynolds “to bundle and approve the three sets of minutes from April 6, 16 and 29, 2015.”

3. Financial Report
   • Mr. Garcia reported that we need to concentrate some efforts into corporate sponsorships in order to make budget. Ms. Mower and Mr. Welty have taken steps to follow up with business partners on exhibitors and sponsorships for the annual conference.
   • The March financials were reviewed to include first quarter revenue and expenses.
   • Mr. Garcia reported that the Finance Committee is looking at the draft audit report.
   • The Finance Committee will meet on May 30th in San Diego prior to the West Regional Conference.

M/S/P Seagren/Reynolds “to accept the first quarter financial report.”

4. NACAS National Office Update
   • Ms. Mower reported that Tiffany Margerum took a management position with another company. Jasmine Lewis will come on board as Ms. Mower’s administrative assistant on May 26th.
   • Ms. Mower is working on the job description for the Director of Corporate Relations position that is still open. Mr. Sirinek and Business Partner Committee chair, Tony Lynch are reviewing the description and will provide comments. Alternate plans to support the business partner target goals for conference are underway.
• The draft audit is complete and will be reviewed at the Finance Committee meeting.
• NACAS has filed for an extension for the tax return, as it needs to be reviewed by the Board.
• Ms. Mower and Mr. Welty on working getting quotes for a consultant for the member needs assessment.
• Ms. Hamilton sent a CPE and CASP credit instruction packet to the regions to support their regional conferences.
• Registration is open for the Senior Executive Institute (SEI) which will be held at the Follett Headquarters in Chicago, July 29-31, 2015.
• Ms. Hamilton conducted a site visit at the University of Cincinnati for the Advanced Institute for Managers (AIM) which will be held March 22-25, 2016.
• NACAS Attorney, Jeff Leiter reviewed the Fonteva database contract and then it was signed by Ms. Mower. Fonteva representatives will meet with the NACAS staff this week to conduct a two day business process review.
• 67% of the annual conference booths have been sold. Personalized emails were sent out to 200+ exhibitors from 2013 and 2014 to market the booth sales in San Antonio. The NACAS staff is making personal phone calls to last year’s sponsors, offering them first right of refusal.
• Ms. Hamilton and her team reviewed the annual conference education proposals and 104 sessions have been blocked.
• The 2016 Annual Conference Committee is in place and appointment letters were sent. The first site visit will take place in Indianapolis June 17th-19th.
• The 2019 contracts for the annual conference were signed. The annual conference will take place November 10-13, 2019 at the Sheraton and the Phoenix Conference Center. Jeff Leiter reviewed the contracts.

Action item:
- Ms. Mower to send a letter to the auditors to put them on notice that they have not been timely with responding and meeting the timeline.

Old Business
5. Follow up from LTM
• Committee chairs and regional presidents were sent an email from President Le Gros with three attachments (Strategic Plan Summary, Priority Actions spreadsheet and the 2015 NACAS Action Plan Matrix) requesting updates on finalizing each committee’s/region’s plans going forward in order to carry out the specific tasks to meet our strategic goals, and to provide updates to the Board.
• Ms. Mower cross-walked the LTM follow-up task list to the Strategic Plan. She will funnel the relevant tasks to the NACAS committees.
• The action items from the March & April 2015 minutes were reviewed.

Action items:
- President Le Gros, Ms. Reynolds and Ms. Mower to follow up with the request made to the committee chairs and regional presidents before the July 14th CCC meeting.
- President Le Gros & Ms. Mower to prioritize the LTM tasks before the July board meeting.

6. Priority Actions status
• A membership needs assessment survey needs to be done, as well as a new Certification Practice Analysis. It was determined that both surveys can be done in 2015. The date has not been set for the Practice Analysis to go out, and it will not go out to the entire membership. More specifics on the plans will be provided after conversation with consultants and the PD Committee.

Action item:
- The NACAS National Office to send out communication to the membership so that they will expect both surveys.
• Ms. Mower and Mr. Welty are talking to several consultants on the expectations for a membership needs assessment. The Board and the Membership Committee need to be involved to get a full range of questions for the assessment.
• The last needs assessment was done a couple of years ago before the CEO search.

Action items:
Ø Ms. Mower will contact Angela Peterson, Membership Committee chair to obtain a few names to form a group to work on the survey. Ms. Reynolds, Mr. Looney and Mr. Seagren will assist on this.
Ø President Le Gros will share the results of the last needs assessment with the Board.

7. 50th Anniversary Committee update (committee chair name?)
• President Le Gros read Ms. Kwaterski’s written report. Those who have volunteered/been appointed to serve on the 50th Anniversary Committee are:
  o Ron Martel
  o Lee Vasquez
  o David Lord
  o Frank Mumford (West region)
  o Deborah Huebler (West region)
  o Matt Sirinek (representing the Foundation)
  o Mark Kraner (East region)
  o Stephon Knox (East region)
  o Cheryl Crouch (Central region)
  o Julie Copeland (Central region)
  o Sean Duggan (South region)
  o One more person to be named by the South region
  o Whoever is appointed as the new West representative to the Board will serve as the liaison to this committee
• Ms. Kwaterski has sent out a request to Ron Martel to see if he would consider chairing this committee.

M/S/P North/Garcia “to approve the list of names presented for the 50th Anniversary Committee.”

8. NACAS Policy Manual
• The NACAS Policy Manual with recommended changes submitted by Ms. Kwaterski was included in the board materials.

M/S/P Reynolds/Redwine “to approve the recommended changes to the NACAS Policy Manual.”

9. 2016 LTM Proposed meeting location
• Ms. Mower reported that the Embassy Suites Las Vegas is holding space for the 2016 LTM at $119 + tax per night for February 16-20, 2016 (Tuesday thru Saturday), but we would need to commit now. This would be the same set up as the 2015 LTM with the Education Foundation Board of Directors meeting first.

M/S/P Reynolds/Sirinek “to hold the LTM space in Las Vegas based on Ms. Mower’s research to date.”

New Business (from last meeting)

10. Task Force Updates
  Community Colleges
• President Le Gros reported that task force chair, Jared Ceja submitted a written report that was included in the board materials. A survey was conducted and recommendations were included in the report, including a proposed fee structure. The group is recommending that we continue the relationship with CCBO. The NACAS Board will determine at the summer board meeting if the contract with CCBO will continue.

Inclusive Excellence
• Dr. Bradie reported that the task force has held three calls. The group has determined that a standing committee is necessary. A survey was conducted with the committee chairs and the Board in 2011. The toolkit that was used in 2011 is being reviewed to send out again. The group wants to start with the task force and the leadership team as a baseline instead of sending the survey out to the entire membership. It was noted that this could be introduced at the annual conference LTM and then reviewed during the February 2016 LTM in Las Vegas. Mr. North suggested doing an inventory of opportunities that may arise before the LTM to reinvigorate the conversation.

NACAS Organization Structure Review
• President Le Gros noted that Ms. Kwaterski let her know that the NACAS Organization Structure Review Task Force will meet on May 27th. Information is being gathered from other CHEMA groups on how they work with their regions, both legally and within policy.

11. Finance Committee
• The Finance Committee met March 16-17 in Charlottesville. Additional recommendations to the budget discussions previously reported from this meeting were to:
  • Ask the Membership Committee to:
    o Review value of membership to institutions
    o Review what is exclusive to members vs. what is available to anyone – recommend changes
    o Create a list: this is what you get as a member
  • Direct staff to design and deliver aggressive corporate sponsorship program
  • Compare % of NACAS members that have CASP designations vs. membership in NACS for their accreditation and membership in purchasing association for PMAC, ASAE and their designation, etc. (Certification Commission).
• The aggressive corporate sponsorship program will be on hold until a Director of Corporate Relations can be hired.

Action items:
  ➢ NACAS staff will forward the Board requests to the membership committee and the Certification Commission, and request that these be done by the Annual Conference.
  ➢ It was also suggested that we add a section to our NACAS Lounge to see what certifications our members have and to spell out the acronyms.
  ➢ The staff could add this to the list of information that we ask members to update on their roster.

12. Foundation Requests
• The following list came out of the last LTM on where we could use assistance from the Education Foundation:
  o Process for seeking funding update
  o Process for deciding on projects
  o Study models/recommend for globalization – fund a project – approximately $8,000
    o Could hire a local intern to do research.
  o Repository of information/archives – approximately $30,000 - $50,000
    o Could be a multi-year project for 2015 and 2016.
  o Summit of Leaders – approximately $30,000 - $50,000
Emerging professionals – approximately $3,000
Board development retreat – approximately $10,000
  - Could tack on to the Annual Conference
Membership needs assessment – approximately $12,000 - $15,000

M/S/P Garcia/Redwine “to include the request for the needs assessment in our current request to the Education Foundation and consider the other requests listed above at the next board meeting.”

13. Executive Committee
- The Executive Committee met on Friday, May 15th to discuss the charge for the search committee.
- The needs assessment was done before the last CEO search and does not need to be updated.
- The job description needs to be reviewed and updated before the next board meeting
- Need to do a review of the salary rate.
- The Executive Committee strongly recommended that we use a search firm.
- Terms of reference for determining a search committee - the committee would work with the search firm and conduct the first round of interviews and then make a recommendation of the top three candidates to the Board. The Terms of Reference document that President Le Gros distributed was accepted.
- The Board approved the committee that will be chaired by Mr. Markley and will include Mr. Redwine, Mr. Garcia, Mr. Bradie, a representative from the Education Foundation, business partner, Nancy Becerra, and two NACAS staff members. Ms. Reynolds will serve as ex-officio.
- Two search groups have asked to submit proposals, including The Spelman & Johnson Group who was used for the last CEO search. If they come in at the lower price, NACAS will use them again.
- The plan is to have the search firm in place before the June board meeting

Action item:
- Mr. Garcia will review the salary range and provide a recommendation next meeting.
- President Le Gros and Ms. Reynolds to review and update the current CEO contract for the July board meeting.

M/S/P Mills/Seagren “to adopt the committee membership and Terms of Reference for the CEO search.”
- If The Spelman & Johnson Group comes back with a much reduced fee from last time, then the Executive Committee can proceed and engage the group.

M/S/P Seagren/Reynolds “to move forward with selecting a search firm & finalize the budget before the June board meeting.”

Other Business
- President Le Gros held a scheduled conversation with CCBO president, Jami Van Ess since the NACAS CEO also serves as the executive director for CCBO. The contract with NACAS and CCBO which expires December 31, 2016, stipulates that CCBO needs to approve who their executive director is, including an interim one. Discussion was held regarding appointing Ms. Mower as the short term interim executive director of CCBO. This will be discussed on today’s CCBO Board call.
- Ms. Van Ess will be included in the search process of the NACAS CEO/CCBO Executive Director at a minimum by participating in the final interviews of the top three candidates.
- President Le Gros and Ms. Van Ess discussed the longer term relationship between the two associations. President Le Gros will let the CCBO Board know in September if NACAS wishes to
continue the relationship. CCBO will be reviewing their options moving forward and will be issuing a RFP for managing their association.

14. Executive Session

M/S/P Garcia/Redwine “to go into Executive Session at 4:38 pm.”

Purpose: personnel update

President Le Gros was the recorder of this meeting and notes are available through her.

M/S/P Garcia/Mills “to come out of Executive Session at 4:50 pm.”

Mr. North made a motion to adjourn the meeting at 4:50 pm.

Respectfully submitted,

Eleanor Mower
COO

Marcia Oakley
Executive Assistant

Future Meetings
June 24, 2015 (Wednesday) – Final Task Force reports, summer board meeting agenda
July 23-25, 2015 (Thursday – Saturday) - Summer board meeting in Indianapolis, quarterly financial statements, 2016 draft budget recommendations, board and committee nominations, new BOD orientation, 2015 Action Plan updates, decision for 2016 summer board meeting location, MOU between NACAS and the NACAS Education Foundation and designate task force, CCBO decision
August 26, 2015 (Wednesday) – 2016 final budget review, 2015 annual conference reports
September 30, 2015 (Wednesday) – 2016 LTM planning
October 30, 2015 (Friday) - (all day meeting in San Antonio) 8 am - 5 pm. - quarterly financial statements, 2015 Action Plan updates, 2016 budget approval
November 4, 2015 (Wednesday) - (post-conference meeting in San Antonio) 7 - 8 am,
December 9, 2015 (Wednesday) – 2015 budget projections, 2016 LTM schedule of events

(Note: quarterly financial statements to be provided in January, April, July and October)

Future Annual Conferences
NACAS 47th Annual Conference
November 1 - 4, 2015
Grand Hyatt San Antonio
San Antonio, TX

CCBO 33rd Annual International Conference
September 19 – 22, 2015
Tropicana Las Vegas
Las Vegas, Nevada

2015 Regional Conferences
West
May 31-June 2, 2015
Embassy Suites San Diego - La Jolla
San Diego, CA

**East**
June 7-10, 2015
Hyatt Regency Philadelphia at Penn’s Landing
Philadelphia, PA

**Central**
June 14-17, 2015
Sheraton Indianapolis City Centre
Indianapolis, IN