1. **Call to Order**
   - President-Elect Reynolds called the meeting to order at 2:01 p.m.

2. **Approval of August 3-5, 2016 Minutes**
   - M/S/P Kwaterski/North “to approve the August 3-5, 2016 minutes as presented.”

3. **NACAS National Office Updates**
   - Ms. Finn reported that the branding search has been narrowed down to three companies. References are being checked and she hopes to make a decision by the end of the week.
   - Annual conference registration is a little behind this time last year, but on pace for budget. A targeted marketing piece will be going out early next week to member and non-member institutions within a 250-mile radius of Indianapolis.
   - Mr. Salem reported that Member Appreciation Week was held and all 737 member institutions primary contacts received a call from staff wishing them a successful semester.
   - To date, 632 institutions have renewed. The staff will again reach out before the Annual Conference to those who have yet to renew.

4. **National By-Laws Revisions**
   - Mr. Weichhart presented the amendments to the national by-laws, which require a board vote. The regional by-laws and the regional affiliation agreement will be reviewed at a later date.
   - The by-laws were amended and will presented to the general membership for vote at the Annual Business meeting.

   - M/S/P Kwaterski/Garcia “to approve the proposed national by-laws with amendments as discussed.”

   - Mr. North abstained from voting.

5. **Annual Conference Chair & Committee Descriptions**
   - Ms. Vercellone reviewed the proposed changes to the Annual Conference Committee description, as well as the chair description. The new description would eliminate having two separate committees (a Host Committee and a Program Committee) by combining them into one Annual Conference
Committee. The new committee would have one committee chair, as well as a vice chair and conduct only one site visit which would reduce expenses.

M/S/P Sirinek/North “to approve the proposed Annual Conference Committee description and Chair description with minor edits.”

Discussion was held on the summer board exercise that was conducted by Jean Frankel, Ideas for Action, LLC. Ms. Frankel is scheduled to make a presentation at the February LTM.

M/S/P Garcia/Ceja “to adjourn at 2:58 p.m.”

Respectfully submitted,

Kelsey Harmon Finn
CEO

Marcia Oakley
Executive Assistant