President Redwine called the meeting to order at 2:05 p.m.

1. **Approval of December 9, 2015 Minutes**

M/S/P Mills/Reynolds “to approve the December 9, 2015 minutes as presented.”

2. **Treasurer’s Report**
   - Mr. Garcia noted that the auditors will be in the office the second week of February to begin the 2015 audit.
   - The IRS auditor will be in the office February 1st. NACAS’ auditors will assist with this.
   - President Redwine reported that the Finance Committee will meet in Charlottesville in March. The Education Foundation president and treasurer will be part of this as well to work closer together on finances and budget planning.

3. **NACAS National Office Update**
   - Ms. Finn reported that the Institute for Managers (IFM) begins today in Louisville.
   - Salesforce training for the new database is in progress with the staff. The launch is planned for February 16th.
   - The Leadership Team Meeting (LTM) schedule is being developed.
   - NACAS is closing out the books for 2015.
   - The Business Partner Task Force held its first conference call last week. The task force is made up of several business partners, regional board members and staff.
• Ms. Finn is working with the UVA Foundation on the office space lease agreement. The rent will drop a little this year and will not increase next year. Moving the national office to a new location has not been budgeted. The plans are to stay in the current space this year.
• Mr. Garcia noted that a meeting was held with the regional treasurers. Conversations will continue on the NACAS reorganization. He and Ms. Finn are tasked with putting together how the NACAS National Office and the regions can work together.

4. 2020 Annual Conference Site Selection Recommendation
• Ms. Finn and Ms. Vercellone conducted a site visit recently at the Hilton Anaheim in California. Ms. Vercellone reported that the hotel meets all of our hospitality needs. She noted that rates will increase in 2020 and beyond. The lodging per diem rate for Orange County is $150. Ms. Reynolds noted that some schools allow twice the per diem rate. Others noted that if they stay at the conference hotel, their institution will reimburse them at the conference hotel rate.
• The food and beverage minimum is well below what we need.
• The convention center will only be used for the exhibit hall.

M/S/P Le Gros/Garcia “to accept the rates and location for the 2020 conference as submitted.”

5. LTM Update
• The planning committee held its first conference call to begin drafting the schedule for the LTM.
• Meetings will not begin before 8:30 am on any given day.
• Discussion will be held on the organization structure of NACAS. There will be meetings by position and time will be allotted for committees to meet face-to-face. The membership survey results will also be discussed. There will be an overview of the newly formed Business Partner Task Force and planned next steps.
• President Redwine is seeking a speaker, Dave Coleman for the LTM at a greatly reduced fee.

6. 2015 Priority Action Plan Update
• The Priority Actions spreadsheet is posted in the Board of Directors community in the NACAS Lounge. This will be discussed in more detail at the LTM.

7. Committee Updates
• Mr. Wahr noted that all committees have not updated their five-year plans.
• The committees were reminded recently to get their budget requests in for 2017.
• The committees were advised that the Board would like to have vice chairs on each committee. They were asked to discuss this on their next committee call.
• Mr. Welty reported that the Data Curation Task Force held their first call today. He has been tasked to look into vendor opportunities.
• Mr. Bradie reached out to the Inclusive Excellence Task Force as a follow up to the survey. The results are to be discussed at LTM, however there was not 100% Board participation. He will send out a reminder to the Board with the link to complete this important survey to find out how we can standardize inclusive excellence.
• Those that serve on the 50th Anniversary Task Force that are going attend the LTM will meet in Las Vegas.

8. Internet Costs and Resort Fees at Annual Conferences
• Internet and resort fees for the 2016-2019 conferences were shared with the Board.
• Discussion was held regarding the 2017 resort fees at The Broadmoor in Colorado Springs. Ms. Reynolds inquired if these fees could be included in the conference registration fees.

Action item:
➢ Ms. Finn and Ms. Vercellone will go back to The Broadmoor and come back to the Board with options regarding resort fees.

9. 2016 CHEMA Conferences
• The associations on the 2016 CHEMA calendar of events are tied in with NACAS/Board members who have relationships with them.
• Ms. Le Gros noted that these are opportunities for board members to attend and talk about NACAS and relationships with the other CHEMA associations.
• CHEMA provides a free conference registration and NACAS will reimburse board members for expenses.
• Connections could be made at these events and business cards given to the NACAS CEO for follow up.
• Board members were asked to coordinate with Ms. Oakley if they would like to attend one of these events.

Ms. Le Gros reported that she has resigned from her position at Camosun College and according to the Constitution & By-Laws, will no longer be eligible to serve on the NACAS Board of Directors. The Constitution & By-Laws state that the “in the event the position of Immediate Past President becomes vacant, the most recent Past President, still eligible and willing to serve, shall assume the office of Immediate Past President.” President Redwine reached out to immediate past president, Jean Kwaterski and she is willing to serve, upon approval of her boss.

10. Executive Session

M/S/P Reynolds/Garcia “to go into Executive session.”
Respectfully submitted,

Kelsey Harmon Finn
CEO

Marcia Oakley
Executive Assistant

**Future Meetings & Topics**

- **February 19-20, 2016 at LTM** – CCC updates and structure, proposed language for the Policy Manual to describe the role of the committee chairs and vice chairs,
- Employee Handbook, AOA agreement
- **March 30, 2016** - Performance Evaluation tool
- **April 27, 2016** -
- **May 18, 2016** -
- **June 22, 2016** -
- **August 3-5, 2016 Summer Board Meeting in Nashville** -
- **August 24, 2016** -
- **September 21, 2016** -
- **October 7, 2016 in Indianapolis** -
- **October 12, 2016 in Indianapolis** -
- **November 16, 2016** -
- **December 14, 2016** -

(Note: quarterly NACAS and Education Foundation financial statements and the NACAS BOD dashboard to be provided in January, April, July and October)

**College Services Magazine**

Themes
- Spring 2016 – Sustainability
- Summer 2016 – Navigating the Rising Cost of Education
- Fall 2016 – Conference Edition
- Winter 2016 - Leadership

**Leadership Team Meeting**

- **February 2016 Meeting** – Embassy Suites Las Vegas
  - February 16-20, 2016

  Tuesday, February 16th - EF Board members arrive and meet from 1:00 - 5:30 pm, followed by dinner offsite
Wednesday, February 17th - EF Board meets 8:30 am - 12:00 pm; LTM registration 12:00 - 1:30 pm and LTM 1:30 - 8:30 pm (including dinner)

Thursday, February 18th - LTM 7:00 am - 5:30 pm, followed by organized dinner groups with the regions offsite

Friday, February 19th - LTM 8:00 - 11:00 am; NACAS BOD meets 1:30 - 5:00 pm followed by dinner offsite

Saturday, February 20th – NACAS BOD meets 8:00 - 11:30 am

**Future Annual Conferences**

**NACAS 48th Annual Conference**
October 9 - 12, 2016
JW Marriott
Indianapolis, Indiana

**NACAS 49th Annual Conference**
November 5 - 8, 2017
The Broadmoor
Colorado Springs, Colorado

**NACAS 50th Annual Conference**
October 14 - 17, 2018
Rosen Shingle Creek
Orlando, Florida

**NACAS 51st Annual Conference**
November 10-13, 2019
Sheraton Phoenix Downtown
Phoenix, Arizona

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**CCBO 34th Annual International Conference**
September 24 – 27, 2016
Disney's Contemporary Resort
Orlando, Florida

**CCBO 35th Annual International Conference**
September 23 – 26, 2017
Astor Crowne Plaza New Orleans
New Orleans, Louisiana

**CCBO 36th Annual International Conference**
September 28 – October 1, 2018
Sheraton Phoenix Downtown
Phoenix, Arizona