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

1. Approval of Agenda
   M/S/P North/Kwaterski “to approve the agenda with an amendment of moving the CEO Search Update to the Executive Session at 4:15 pm.”

2. Approval of August 26, 2015 Minutes
   M/S/P Kwaterski/Garcia “to approve the August 26, 2015 minutes as presented.”

3. NACAS National Office Update
   • Ms. Mower reported that the CCBO Annual Conference was very successful. The new CCBO website was unveiled at the conference.
   • All three NACAS Institutes are posted on the website and registrations are open.
   • The specially called board meeting to review the NACAS Needs Assessment is set for October 7th. The formal presentation of the study will be conducted by Dr. Larry Seibert, the lead researcher.
   • Ms. Mower reported that Ms. Pokharel has accepted a new position in public accounting and will be leaving NACAS. Her last day will be October 16th. Ms. Mower acknowledged her service to NACAS and the Board thanked her for her many contributions.
   • Ms. Mower reviewed the Recommended Dashboard Metrics and Mr. Welty reviewed the NACAS Performance Dashboard. It was suggested that percentages be relevant to the graph. It was also suggested if possible, to include the drive-in numbers for each region. However, it was noted that obtaining accurate data from the regions might be a problem to effectively do this. It was also noted that a different metric to reflect the topic “learning” needed to be included on the dashboard, instead of counting the number of Education Foundation
donors. That suggested metric should be one that the Education Foundation tracks. Ms. Mower was asked to find a more relevant metric for this particular category.

**Action Item:**
- President Le Gros will work with Mr. Welty on presenting the NACAS Performance Dashboard during the Annual Business Meeting at the conference.
- President Le Gros will work with Mr. Garcia on the budget portion of the dashboard.

### 4. Financials

- Mr. Garcia gave a PowerPoint presentation on the 2016 Budget. The 2015 Highlights & Challenges include:
  - New AMS system purchased
  - Conference exhibit booth sales expected to exceed budget by $100,000
  - New CEO search in progress
  - Planned 2015 Institutes did not take place
  - NACAS tv is negative impact on 2015 projections
  - Corporate sponsorship
  - President scholarship added to 2015 projections – This year’s president scholarship will occur this year and five president scholarships from 2011 through 2014 will occur next year. Pursuant to section 203 of the NACAS Policy Manual, “the CEO shall consult with the NACAS Board to set up a scholarship donation (from NACAS) on behalf of the outgoing national President at his or her institution. The amount will be recommended by the NACAS Board at the summer Board meeting.”
  - Bad debt from 2012 & 2013 written off
- Ms. Mower inquired if the negotiated $25,000 on back rent should be included in the highlights as unexpected expenses and it was agreed to include it in the final presentation.
- The 2016 Budget Proposal includes an average of 6% rate increase in institution dues over all FTE categories and a 6% increase in business partner dues; annual conference registration rates at a 3% increase (delegate rate will increase from $675 to $695); and, as a new proposed revenue source, three new professional development workshops are included in the proposed budget,
- Mr. Garcia reviewed the Statement of Activities that included the Audit 2014, Budget and Projected 2015 and the Budget 2016.
- 2016 Personnel expenses include full staffing and a 2% performance pool.
- There was concern about including Foundation revenue and the corporate sponsorship revenue in the 2016 budget, as they are unknown. The Foundation will vote on the $95,000 support requested from the NACAS Board during their October 31st board meeting.
- Activities/projects not funded in the budget include:
  - Per policy, budget yearly investment reserves: $50K/year
  - BOD Development & Retreat: $10K
  - Fulltime dedicated Membership Manager in NACAS Office for membership development: $50K estimate
  - Funds for a Community College Member scholarship
  - Technology support – money to support new AMS investment: $67K
Additional staff support in the event the decision is made to “centralize” operational needs for NACAS: TBD

M/S/P Garcia/North “to approve the proposed 2016 Budget to present to the membership to vote on in November at the Annual Conference.”

• Discussion was held about the addition of $50,000 to the investment reserves not included in the 2016 Budget. Ms. Kwaterski suggested that the $50,000 is not the correct amount (there are other funds/reserves stipulations also in the investment policy) to be budgeted, but if we have extra money, then we would move it into reserves according to the investment policy. Mr. Seagren and others suggested that if it is policy, then we should plan for having that money available (budget) to invest.
• The list of unbudgeted items will be on the next month’s agenda to resolve. It may result in changing the budget for 2016.

5. NACAS Organization Structure Review Task Force Update
• Ms. Kwaterski reviewed the recommendation of attorney Jeff Leiter regarding switching NACAS from a 501(c)3 to a 501(c)6.

M/S/P Sirinek/Reynolds “to pursue to switch NACAS from a 501(c)3 to a 501(c)6.”

6. Annual Conference Updates
• These items were not discussed on the call.
  2015 Update
  a. Regional Presidents & NACAS BOD Meeting Agenda
  b. November LTM Agenda
  Future NACAS Conferences – 2020-2022

7. Logo & Branding
• Mr. Welty presented the updated NACAS conference logo and branding for NACAS PowerPoint. He noted that NACAS needs to be consistent with branding.
• The NACAS annual conference is about innovation, inspiration, connection, education, new ideas, and networking.
• The NACAS “The Connections That Count” logo and the conference logo would be used on all marketing materials.
• The Board liked options one and three, but would like to see a mockup of both logos similar to what ASAE uses for their conference logo.

Action item:
  ➢ Mr. Welty to post a mockup of the logos in the Lounge for the Board to review and approve (quickly).

8. NACAS/Education Foundation MoU
• This was not discussed on the call.

9. Proposed 2016 NACAS Board Calendar
• This was not discussed on the call.

10. Review Board Gantt Chart
• This was not discussed on the call.

M/S/P Kwaterski/Redwine “to move into Executive Session at 4:25 pm to discuss personnel matters.”
• Notes of the Executive Session are kept in the office of President Kathryn Le Gros.

M/S/P Kwaterski/Sirinek “to come out of Executive Session at 4:45 pm.”

M/S North/Redwine “to adjourn the meeting at 4:45 pm.”

Respectfully submitted,

Eleanor Mower
Interim CEO

Marcia Oakley
Executive Assistant

Future Meetings

October 30, 2015 (Friday) - (all day meeting in San Antonio) 8 am - 5 pm. - quarterly financial statements, 2015 Priority Actions Plan updates, 2016 budget approval, CEO Transition Team update, committee structure review update, Education Foundation and NACAS relationship document draft, next steps for organization structure review, CCBO and NACAS relationship, conference reports from sister organizations, committee mandates (including PD committee), 2016 LTM planning, 2016 summer board meeting location, Executive Session minutes approval

October 31, 2015 (Saturday) - Joint meeting with Regional Presidents

November 4, 2015 (Wednesday) - (post-conference meeting in San Antonio) 7 - 8 am, Board development exercise leading up to the LTM

December 9, 2015 (Wednesday) – 2015 budget projections, 2016 LTM Schedule of Events, Data Curation Task Force update

January 2016 – review all committee five year plans that were due to the National Office by December 15th

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

College Services Magazine
Themes
Fall 2015 – Conference Edition
Winter 2015 – Leadership
Spring 2016 – Sustainability
Summer 2016 - Compliance
Leadership Team Meetings

• November 2015 Meeting at Annual Conference in San Antonio
  Sunday, November 1st, 8:00 – 10:30 am

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

Future Annual Conferences

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

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

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