President Redwine called the meeting to order at 2:00 p.m.

1. Approval of February 19-20, 2016 Minutes
M/S/P Reynolds/Ceja “to approve the February 19-20, 2016 minutes as presented.”

2. Treasurer’s Report
   - Mr. Garcia reported that the Finance Committee Meeting was held recently in Charlottesville. The Education Foundation treasurer and past president also attended. Discussions began on the 2017 budget process. There will be a follow up call in April and then the Finance Committee will meet in person at the Central/West Regional Conference in Boulder in June.
   - The committee made the decision to close the SunTrust account that is costing the association monthly fees, as this account is no longer being funded.
   - The committee began discussions on an investment strategy.
   - The board was asked to approve changing the account holder name on the Fidelity investment from former interim CEO, Eleanor Mower to the current CEO, Kelsey Finn.

   M/S/P Kwaterski/North “to approve the Fidelity account signatory change from Eleanor Mower to Kelsey Finn.”

   Action item:
   - Mr. Dastoli to send the Fidelity signature document to President Redwine and Mr. Garcia to sign.

3. LTM Follow-up
Mr. Welty covered the highlights from the LTM survey. The overall rating has improved from the previous year. The highest rated events were the Business Partner Task Force presentation and the Inclusive Excellence Task Force presentation. Las Vegas continues to be the preferred location for this event, but the group would like to move the event to a different hotel.

Ms. Finn reviewed the action items list that was created following the LTM. Discussion was held on whether this list should go out to all LTM attendees.

**Action item:**

- The NACAS National Office will update the action items list to include completed dates and post this in the NACAS Lounge.

An offer has been extended for a 3-year contract with Caesar’s to hold LTM events on their properties the next three years. The room rate of $129 would include the room, the resort fee, a breakfast buffet and a hospitality suite. The option is for The LINQ Hotel & Casino or the Flamingo. There were two timeframes offered: the 3rd week of February (same date pattern as previous LTMs) at the Flamingo the first year and the LINQ the next two years or the last week of January/first part of February at the LINQ all three years. The group agreed on the earlier dates at the LINQ. NACAS would need to begin planning in early December. Ms. Finn will move forward on signing the contracts.

4. **Program Priorities/Fundraising Initiatives for 50th Anniversary**

- Mr. Looney reviewed the list of 50th Anniversary fundraising ideas that include scholarships, professional development, research/further auxiliary services and individual recognition. The board is looking to create a campaign around something special that would encourage members to donate.
- Ms. Finn noted that Ryan Ernst has been working on research on companies to help support campaign initiatives for NACAS. Categories or priorities for fundraising are needed to create an RFP.
- The NACAS board needs to set the priorities and then work with the Education Foundation and the Director of Business Development to implement them.
- Mr. Looney suggested looking at how NACAS could benchmark auxiliaries in general.

**Action item:**

- Ms. Finn to work with Ryan Ernst and the new Director of Business Development to flesh out the fundraising ideas and come back to the board with a recommendation.

5. **Certification Exam**

- Mr. Looney reviewed the proposed changes to the CASP exam content outline that was included in the board materials.
- Bookstores and commercial retail were combined and automated vending machines was added to the content.
• Discussion was held on why housing and parking were not included in the exam content and the message that this sends to members regarding being inclusive. The Commission had surveyed the respondents on housing and parking/transportation, but the data did not support that these operational areas are consistently within the scope of auxiliary services professionals’ areas of responsibility.
• Facilities knowledge requires transferrable skills that are used in other areas, such as housing. A suggestion was made to be inclusive of these transferrable skills when developing the exam.
• Marketing CASP is the key to communicating the message.

M/S/P Garcia/Wahr “to accept the proposed changes to the CASP exam content as presented by the Certification Commission.”

6. Organization Structure Update
• Ms. Kwaterski reported that a smaller group met recently and were tasked to show the differences of being one organization or five organizations. The advantages of becoming one organization are being updated and will be shared with the regions. The regional representatives will submit a document to Ms. Finn this week to include regional roles.
• Ms. Kwaterski noted that the board needs to make a decision on how to proceed.
• Ms. Finn noted that this will be presented at the 2016 regional conferences.
• A Memorandum of Understanding on the services that the NACAS national office would provide and responsibilities of staff would help to build confidence with the regions.

Action item:
➢ President Redwine and Ms. Finn to present to the regional boards at their regional conferences on what it would look like if we became one organization and what steps they would like to see to get there.

7. Upcoming Vacant Board Positions
• Ms. Kwaterski noted the four positions that will need filled during the October annual conference:
  ➢ Vice President – West region
  ➢ Treasurer
  ➢ At-large – Inclusive Excellence
  ➢ South Representative (appointed by the South region)

• It was noted that Mr. Garcia is eligible to re-up for another three-year term as treasurer.
• Ms. Reynolds will get with the regional presidents regarding committee positions that need to be filled.

8. Community College Task Force Update
• Will be discussed on the next call.
9. Guam & Puerto Rico – change regions?
   - President Redwine noted that there are currently two institutional members that would be impacted on changing regions – the University of the West Indies and Sistema Universitario Ana G. Mendez. The primary contacts for both universities were contacted and they are pleased with the consideration of changing their region because of geographical location and to make travel and regional conference attendance easier.
   - The East and South regions agree on the proposed changes.

M/S/P Kwaterski/Ceja “to move the University of the West Indies in Jamaica and Sistema Universitario Ana G. Mendez in Puerto Rico, US Virgin Islands from the East region to the South region.”

10. 2021 and 2022 Annual Conference Locations
   - Ms. Vercellone reviewed the proposal to contract with Caesar’s Palace in Las Vegas, November 13-16, 2022.
   - Ms. Vercellone also reviewed the proposal to contract with Harrah’s Resort in Atlantic City, New Jersey, October 17-20, 2021. If NACAS signs both contracts by March 31, 2016, the Atlantic City CVB will give us a $15,000 rebate, and $10 per room applied to the master account.
   - The total value of concessions is a little over $200,000.

M/S/P Kwaterski/North “for Ms. Vercellone to continue with joint contract negotiations with Harrah’s in Atlantic City, NY in 2021 Caesar’s Palace in Las Vegas in 2022.”

11. Summer Board Meeting Plans
   - Ms. Finn noted that the conference contracts include holding summer board meetings at the conference locations. The idea is to hold the summer board meeting 1 ½ years prior to next year’s conference. Room rates would be guaranteed and food and beverage is included in the contract. This would allow the board and staff to have impact on the conference the following year. This pattern will begin summer 2017.

M/S/P Ceja/Garcia “to hold the summer board meeting 1 ½ years prior to the next year’s conference at that conference location.”

12. NACAS National Office Update
   - Ms. Finn reported that Hans Weichhart has accepted the position of Director of Administration and will begin April 15th; Corey Salem has accepted the position of Director of Member Engagement and will begin April 18th. Both will attend the NACAS South Regional Conference. Mark Morrison has accepted the position of Director of Business Development and will begin May 4th where he will be part of the site visit at Colorado Springs. Ryan Ernst will also attend and transition the business partner work. Mark joins NACAS with nine years of association experience, direct business development experience from individual giving, events, activities and sponsorship experience
• There are three finalists that will interview next week for the Education Program Coordinator position.
• The Web & Technology Coordinator position announcement will post this week with the hopes of filling this position by mid-May.
• The Business Partner Task Force approved a new sponsorship benefit package that increases the number of sponsorship opportunities from six to eight. The group agreed to change the names of the sponsorship levels from precious metal names to higher education names. The group also agreed to establish a Business Partner Mentor Program for the 2016 Annual Conference.
• Mr. Welty noted that NACAS is putting together a branding RFP to send out the beginning of May with the goal of having responses back the end of June. NACAS is looking at a whole new branding refresh to present to the board in November/December, and then to reveal to the volunteer leaders at the 2017 LTM to gain buy-in from the regions and committees. More information to follow during the next call.
• Ms. Finn noted that the 2019 Annual Conference dates in Phoenix, AZ have changed to November 3-6. NACAS received concessions for changing the dates.
• Ms. Finn noted that she attended the CCBO spring board meeting and the staff is in the process of putting together numbers, purpose and the priorities of what our future with CCBO looks like.

M/S/P Ceja/Reynolds “to adjourn the meeting adjourned at 3:56 pm.”

Respectfully submitted,

Kelsey Harmon Finn
CEO

Marcia Oakley
Executive Assistant

Future Meetings & Topics

April 27, 2016 – Quarterly financials, dashboard, CCC update, final report - Inclusive Excellence, Community College Task Force update, 50th Anniversary campaign, Guam – change region from East to West?, Naylor agreement, branding update, CCBO update

May 11, 2016 -

June 22, 2016 – summer board meeting agenda

August 3-5, 2016 Summer Board Meeting in Nashville – Quarterly financials, 2017 draft budget recommendations, board and committee nominations, decision for 2017 summer board meeting location, dashboard, proposed 2017 NACAS board calendar

August 24, 2016 -
September 21, 2016 – 2017 final budget review, 2016 annual conference reports, 2017 LTM planning, Regional Presidents & NACAS Board of Directors meeting agenda

October 7, 2016 in Indianapolis – Quarterly financial statements, 2017 budget approval, conference reports from sister organizations, dashboard

October 8, 2016 – joint meeting with Regional Presidents

October 12, 2016 in Indianapolis -

November 16, 2016 – Board exit survey results, next year’s CHEMA conferences (collateral material needed, determine speaking/active role, list to determine who will attend what conference)

December 14, 2016 – 2016 budget projections, 2017 LTM schedule of events

(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
Summer 2016 – Navigating the Rising Cost of Education
Fall 2016 – Conference Edition
Winter 2016 – Leadership

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 3-6, 2019
Sheraton Phoenix Downtown
Phoenix, Arizona

(Note: quarterly NACAS and Education Foundation financial statements and the NACAS BOD dashboard to be provided in January, April, July and October)
NACAS 52nd Annual Conference
November 8-11, 2020
Hilton Anaheim
Anaheim, CA

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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