

NACAS Education Foundation
Board of Directors Meeting Minutes
September 16, 2015
2:00pm – 3:30pm ET

In attendance: Matt Sirinek, Ken Ramey, Nancy Becerra, Teri Bump, Frank Mumford, Jim Jenkins, Dave Kratzer, Bill Redwine, Melissa Moore, Tony Lynch, Eleanor Mower

Absent: Mike Ellis, Maria Hoagland, Mary Perry, Laura Stevens, Dan Adams

Staff: Emily Welty, Sneha Pokharel

Meeting called to order at 2:07pm ET.

July Minutes

M/S/P Moore/Kratzer to approve "July 22-23 minutes with 'New' adjusted to 'Newton' and the addition of Dan Adams as the Foundation representative on the NACAS 50th Anniversary Campaign".

Financials

Unaudited Year to Date

- The Foundation is waiting to receive \$30,000 in sponsorship commitments from Barnes & Noble College and Shop 24.
- Administrative expenses will be less than budgeted in 2015 so the Foundation expects a savings in that category.

2015 & 2016 Budget Review

- Will discuss during the Board meeting in October.

Auditor Letter

- The auditors listed a significant deficiency in the internal control letter due to the auditors preparing the financial statements in addition to conducting the audit. In response to questions by the Foundation, the auditors sent a letter explaining that, for their firm, the statement reflected their standard practice.
- The Foundation agreed to accept the explanation and not submit a letter in response.

NACAS Education Foundation Coordinator Updates

Past President Challenge

- Revenue numbers have increased from last year and participation numbers are tracking similar to last year.

Donor Reception

- The Foundation will determine if this event will occur at a particular time or if it will be an informal after hour's event taking place in the Foundation President's suite.

Future conference fundraising activities

- A timeline was presented for Foundation fundraisers. These timelines will be used by next year's committees for proper planning and coordination of events.

NACAS National Office Update

- 2015 Annual Conference registration is tracking ahead of the last several years. This year there will be events for senior management and emerging professionals at the conference.
- The member needs assessment has been completed, and is referred to as the Member Loyalty Study. The National Office is working with the NACAS board to conduct a formal presentation of the results and findings.
- In 2015 NACAS did not host any institutes. Three institutes are scheduled for 2016 and registrations for all three are open on the website.

NACAS Board of Directors Report

CEO Search update

- In August, the search committee conducted interviews of the selected qualified candidates for the search committee. Three finalists were selected to be invited to Charlottesville for face to face interviews. These interviews are scheduled the second to last week of September.
- There is currently a taskforce group working on a transition plan for the new CEO.

NACAS Org. Structure Review Task Force Update

- NACAS and the Foundation shall engage in further discussions on how to clarify both roles, as well as discuss recommendations by legal counsel for the NACAS board to appoint Foundation board members.

MOU Update

- NACAS and Foundation responsibilities will be clearly defined in this document.
- Both boards agreed to review and approve the MOU before it takes effect.

Bylaws Committee Update

- This document will be reviewed for approval during the October board meeting.
- Goal is to provide language for regional roles, past president role, and to codify a nominations process.

Board Succession Plan

M/S/P Kratzer/Becera to appoint “Mr. Mumford as the chair of the nominating committee”.

Committee Reports

Silent Auction/Raffle/Flip-a-Coin

- Silent Auction planning is going well and the committee is getting good responses to their donation asks that are being sent out.

Golf

- Have secured sponsorships from Sodexo, Coca-Cola, Aramark, and Chartwells
- 25 golfers registered to date

Sponsorship

- No report given.

Campaigns/stewardship

- Will be reported on during the October board meeting.

Annual Giving Campaign

- Ms. Moore will lead this campaign and work with Mr. Welty on marketing.
- The board requested a historical account of Newton and Lord award winners and how they were recognized.

2015 & 2016 Board Calendar

- The October board meeting will take place 5:30-7pm on Saturday, October 31 at the Annual Conference.

Meeting adjourned at 3:31pm ET.

Respectfully submitted by:

Eleanor Mower
Interim CEO