President, Bill Redwine called the meeting to order at 11:05 a.m., introduced the NACAS Board of Directors and expressed his appreciation to them for the time that they spend supporting the Association.

1. Establishment of a Quorum
   • Parliamentarian and Past President, Frank Mumford reported that we have a quorum.

2. Approval of November 3, 2015 Minutes
   M/S/P Keith Wassum, UNC - Charlotte/Bill Ballard, University of Vermont “to approve the November 3, 2015 minutes as presented.”

3. NACAS State of the Association
   • NACAS CEO, Kelsey Finn gave a brief overview of where the Association is heading and how NACAS can help support students on campus.
   • Ms. Finn listed the names of the NACAS National Office staff.

4. Treasurer’s Report
   • Treasurer, Carlos Garcia reviewed the highlights and challenges from 2016.
     o In addition to a new CEO, three new director position were added in business development, member engagement and administration.
     o NACAS is hopeful to continue a relationship with CCBO, while exploring new opportunities in marketing, research, and online courses.
   • Mr. Garcia reviewed the Statement of Activities through September 2016 and gave an overview of the 2017 Budget Proposal.

The motion to approve the 2017 Annual Budget comes forward from the Finance Committee and does not require a second.

M/S/P “to approve the 2017 Annual Budget as presented.”

5. Proposed National By-laws Amendments
   • Jared Ceja, West regional representative to the Board presented the proposed amended National By-laws which included showing a relationship between national and the regions per the request of NACAS’ auditor.
   • Rich Steele, South regional president stated that on behalf of the regional presidents, they have discussed the proposed by-laws and are in agreement for the need of a legal definition of the relationship with the regions and national. However, there were three elements that the regional presidents felt should be postponed and decided upon at a later date.
1. The reference to a regional affiliation agreement – the regions should have the opportunity to develop this fully at their regional conferences before it is incorporated into the By-laws.

2. Adoption of national's policies and procedures for the regions – these should also be reviewed at the regional conferences and attached to the affiliation agreement as a part of the relationship.

3. The Board of Directors' ability to revoke the charter of a region – policies and procedures need to be created on how this can be done, as well as how a region could separate from national if they chose to.

Mr. Steel noted that this was a consensus discussion between the national Board of Directors and the regional presidents before the start of the conference and is a friendly, cordial recommendation.

M/S/P Bob Barry, University of Wisconsin - Whitewater/Peter North, Gettysburg College “to accept the proposed amendments to the proposed National By-laws as presented by Mr. Steele.”

M/S/P Mark Kraner, George Mason University/Andy Meeks, Northern Kentucky University “to approve the proposed National By-laws as amended.”

6. Regional Presidents Reports:
   NACAS Central
Bob Barry introduced the Central Board. The Central Board is reviewing their regional by-laws to conform to national's format. Documents are being analyzed to outline the national versus regional way of planning conferences, etc. The Board is looking to create a policy and procedures manual to make consistent the changes between leadership. The joint 2016 regional conference with the West region was very successful. The 2017 regional conference will be held June 11-14 in Minneapolis and will be held in Chicago in 2018. Central's membership has dropped to 130 member institutions. At the end of the fiscal year, the Central region was financially healthy with a balance of $78,000.

NACAS East
Mark Ironside asked the East Board to stand to be recognized. The 2016 East regional conference in Burlington was successful. A full audit was conducted this year and East is changing their by-laws. Current assets are $307,662 which is a 13.6% increase from last year. Funds are held in money markets and CD accounts in Virginia and Burlington, VT. The budget this year includes funds for the Board to meet face to face at conference sites, and funding to the NACAS Education Foundation. The 2017 regional conference will be held June 18-21 at the Hilton oceanfront in Virginia Beach. The 2018 regional conference will be held at Sarasota Springs and back in Virginia Beach June 16-19, 2019. The Call for Programs for the 2017 conference was released this week. NACAS East has established an education grant program to assist additional members from an institution with the cost of attending a conference when they can only afford to send one person. There are 231 members as of October 1st. East is encouraged with the marketing and membership
programs being led by the NACAS National Office. The East Board is working on updating their regional by-laws as well as assisting to develop the regional affiliation agreement. East plans to fully engage in the national branding of NACAS.

**NACAS South**

Rich Steele asked the South Board to stand to be recognized. There were 313 attendees at the 2016 South Regional Conference at the Walt Disney World Swan and Dolphin resort where they set a record with over 65 business partners. Future regional conferences will be held in New Orleans April 23-26, 2017, in Charleston in 2018 and in San Destin in 2019. The South region has 189 members (goal is 200). South is very strong financially. They exceeded their bottom line budget by $40,000 which is reinvested in grants and scholarships. The South region will be hosting the NACAS Institute for Managers (IFM) and will offer the first 10 NACAS South IFM participants a free NACAS South Regional Conference registration.

**NACAS West**

Julie Crea asked the West Board to stand to be recognized. The goals of the West region this year were recruitment, professional development and communication with their members. Full West Regional Conference scholarships were doubled, Host committee scholarships were initiated, and regional educational sessions. West held a wonderful joint conference with Central in 2016 including professional development opportunities, networking, and was financially successful. The 2017 Regional Conference will be held June 4-6 in Orange County, CA. The Call for Programs is open and Ms. Crea invited members to submit proposals and share their expertise. The West region has 122 members (challenging due to being geographically spread out.) West has hired an intern to build a non-member list. This person is looking at current West member institutions and researching institutions that are not currently members for the West board to reach out to. West has strong reserves and they are investing back into their membership. The 2018 West Regional Conference will be held in Coeur d'Alene, Idaho.

7. **Education Foundation Report**

- Education Foundation president, Matt Sirinek noted that the Education Foundation is the official fundraising arm of NACAS and is committed to funding the educational programs. Support comes from business partners, the regions and institutional members with funds for CASP, scholarships, awards etc.
- The 2016 Robert “Bob” DeMoss golf tournament and the first ever king pin (duck) bowling tournament raised over $28,000. The raffle raised $4,285 and the silent auction raised $16,606. Both of these fundraisers exceeded amounts raised last year. Foundation members Matt Portner led the golf tournament, Laura Stevens led the bowling tournament and Tony Lynch led the raffle and silent auction.
- The Flip-a-Coin fundraiser will be conducted at the Celebration Luncheon. Over $11,000 raised during the 2016 Regional Conferences (nearly double what was raised in 2015.)
- Mr. Sirinek recognized business partners in the audience and introduced the Education Foundation Board of Directors. New Foundation board members are
Mary Perry from Follett Higher Education Group and David Wahr as the NACAS Board representative. Mike Ellis left the Foundation Board to transition to the NACAS Board of Directors.

- Mr. Sirinek thanked the NACAS National Office staff – Chris Dastoli, Kennedy Turner, Ashley Vercellone, Ryan Ernst, and Marcia Oakley for their assistance to the Education Foundation.

8. **Nominating Committee Report**
   - Frank Mumford presented the 2016-2017 Slate of Officers:
     - Mike Ellis – Vice President (West)
     - Carlos Garcia – Treasurer (3-year term)
     - Gheretta Harris – At-large Member (3-year term)
     - Connie Davis – South Region Representative (3-year term)

   - There were no nominations from the floor. The motion to approve the slate of officers comes forward from the Nominating Committee and does not require a second.

   **M/S/P “to accept the slate of officers as presented.”**

9. **New Business**
   - There was no new business.

   **M/S/P Cindy McClanahan, Georgia College and State University/Tony Lynch, California State University, Fullerton “to adjourn the meeting at 11:44 a.m.”**

Respectfully submitted,

Kelsey Harmon Finn
CEO

Marcia Oakley
Executive Assistant