

**NACAS Education Foundation
Board of Directors Teleconference Meeting
May 16, 2012**

In attendance: Marti Gray, Bill Shiba, Teri Bump, Dave Kratzer, Patty Eldred, Frank Mumford, Jeff Pittman, Charlie Figari, Mike Ellis, Ron Martel (NACAS Board liaison)

Absent: Ken Ramey, Mary Perry, Matt Sirinek, Monica Stoch, Jim Jenkins

Guest: Keith Chapman

Staff: Bob Hassmiller, Jeff Perdue, Abby Tammen, Marcia Oakley

President Gray called the meeting to order at 2:03 p.m. and welcomed everyone.

Review of Minutes

M/S/P Pittman/Kratzer “to accept the February 21-22, 2012 meeting minutes as written.”

Financials

Mr. Perdue reported that member donations are down a little compared to last year. The final audit and governance letter was sent to the board. Mr. Perdue requested that he be contacted with any questions. It was discussed at the February meeting to adjust the 2012 budget to increase Certification support from \$80,000 to \$90,000, as well as adding a \$4,200 line item to hire part-time help from August-October. No action was taken on these items. President Gray stated that she wanted to wait on updated numbers from Dr. Hassmiller before adjusting the budget for Certification. Dr. Hassmiller noted that he anticipates the year-end to be given at the summer board meeting.

Donations Update

Mr. Figari reported that \$1,040 was raised for the Foundation at the South Regional Conference’s Flip-a-Coin event. Thank you to Ms. Bump and American Campus Communities for their generous donation of the Kindle Fire prize and to those who helped to sell the beads. Mr. Sirinek will be in charge of the fundraiser at the Central Regional Conference and Dr. Pittman and Ms. Eldred will handle the East Regional Conference.

Nineteen letters were sent out on March 30th to former donors asking them to again support the Foundation. This resulted in donations totaling \$450. Thirty five letters were sent out on April 9th to those who attended the Advanced Institute for Managers. No donations have been received to date from this solicitation.

CEO Transition Update

Mr. Chapman reported that the application process closed today and Spelman & Johnson Group received over 80 applications as of the day prior. Airport interviews will be held in June at Chicago O’Hare airport and interviews with a smaller pool will be held at the National Office in Charlottesville the week of July 9th to determine the next CEO.

President Gray noted that she and Ms. Bump are currently on the Search Committee to review the 12-15 applicants and will meet in June for interviews in Chicago to recommend the 3-5 finalists to the NACAS BOD. The NACAS BOD and the Steering Committee will interview the finalists in Charlottesville in July. The board unanimously requested that Dr. Martel, Mr. Mumford and Ms. Perry represent the Foundation's interest in the final selection process of the new CEO.

Staff Updates

Caleb Welty, Director of Marketing & Technology, is updating the marketing plans with Ms. Stoch. This will be reviewed at the summer board meeting. Kim Wilbur is the new Director of Education & Certification. Dr. Hassmiller reported that 145 people participated in the free virtual roundtable on textbooks on May 15th. The part-time position for August-October dedicated to Education Foundation activities was discussed.

M/S/P Mumford/Martel "to add a part-time position from August-October to assist with Education Foundation conference events, not to exceed \$4,200."

Mr. Perdue will change the projected year-end.

Certification Update

Dr. Pittman stated that the policies and procedures have moved along and they are working on the accreditation with NCCA (National Commission for Certifying Agencies). Ms. Eldred noted that they will be ready to apply in 2015. There are four new SME's (Subject Matter Experts) and the group met at the South Regional Conference where they developed 119 new exam questions. The Certification Commission is supported by Dr. Hassmiller, Kim Wilbur, and Pam Grove from the National Office. Sharon Boyd replaced Sylvia Wilson on the Commission. It is anticipated that two new exams will be ready in approximately one month. Ms. Eldred noted that the Certification video is live on the NACAS website and Dr. Pittman has been named as Vice-Chair of the Commission. President Gray stated her appreciation for the hard work of the SME's. She will follow up with companies on partner initiatives for Certification fundraising. The NACAS Certified Auxiliary Services Professional Program case statement was provided to the board in their meeting packet. The board was instructed to send any suggestions to President Gray.

Mereese Ladson Scholarship

Marla Franco, Cal Poly Pomona, was the 2012 recipient of the Mereese Ladson Scholarship. She plans to use the funds to attend the 2013 Institute for Managers. Marla was one of six very qualified applicants. Dr. Hassmiller thanked Dr. Pittman and his committee for reviewing the applications and choosing a recipient. Mr. Mumford suggested President Gray send a letter to the East Board of Directors thanking the East members for their major support of the Ladson fund and inform them of how successful it has been.

Position on NACAS BOD

The NACAS Board of Directors is considering adding an Education Foundation board member to its board. This would be a voting position and would be limited to a non-business partner member of the Foundation. This will be reviewed again by the NACAS Board of Directors at

their summer board meeting. Dr. Martel suggested that the Foundation board be considering who they would recommend for this position.

2012 Annual Conference Update

Ms. Tammen stated that the state of Georgia requires an application to conduct raffles and this will be completed in order to conduct the Flip-a-Coin at the conference.

Mr. Kratzer reported that the committee is discussing the location of the golf tournament and will be finalizing it in August. They are working on raising funds for this event. Mr. Jenkins has advised that Sodexo will once again provide boxed lunches at no cost to the Foundation. The committee agreed to keep a joint sponsorship with the golf tournament and Texas Hold 'Em tournament. Ms. Tammen will send what is on file to existing sponsors regarding benefits (what the National Office provides vs. what the Foundation sponsorship provides.) She is open to suggested changes from the board.

Dr. Hassmiller and Ms. Bump noted that the Foundation decided not to do an Education Foundation track this year at the conference. The business partner reception will be discussed at the summer board meeting in Atlanta which begins at noon on August 1st. The meeting will conclude at approximate 10:00 a.m. on August 2nd following a meeting with the NACAS BOD and the new NACAS CEO.

Marketing/Media Update

Ms. Stock is working with Mr. Welty in the National Office to get more Foundation articles out to the membership.

There being no further business, the meeting adjourned at 2:55 p.m.

Respectfully submitted,

Dr. Bob Hassmiller, CAE
CEO

Marcia Oakley
Executive Administrative & Accounting Assistant