

# NACAS Foundation Meeting Minutes

## May 9, 2018

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<input checked="" type="checkbox"/>	Matt Portner	President	<input type="checkbox"/>	Kelsey Harmon Finn	CEO
<input checked="" type="checkbox"/>	Melissa Moore	Vice President	<input checked="" type="checkbox"/>	Marcia Oakley	Executive Assistant
<input type="checkbox"/>	Laura Stevens	Treasurer	<input checked="" type="checkbox"/>	Chris Dastoli	Director of Finance
<input type="checkbox"/>	Matt Sirinek	Past President	<input checked="" type="checkbox"/>	Kennedy Turner	Sr. Dir. of Business Dev.
<input checked="" type="checkbox"/>	Nancy Becerra	Director (BP)	<input checked="" type="checkbox"/>	Ashley Vercellone	Sr. Dir. of Operations
<input type="checkbox"/>	Teri Bump	Director (BP)	<input checked="" type="checkbox"/>	Lillian De Lisle	Assoc. Executive Director
<input type="checkbox"/>	Aubry Wooten	Director (BP)			
<input checked="" type="checkbox"/>	Mary Perry	Director (BP)			
<input checked="" type="checkbox"/>	Mark Kraner	Director (East)			
<input checked="" type="checkbox"/>	Dan Adams	Director (South)			
<input checked="" type="checkbox"/>	Eddie Mills	Director (South)			
<input checked="" type="checkbox"/>	Bill Redwine	Director (South)			
<input type="checkbox"/>	Tony Lynch	Director (West)			
<input type="checkbox"/>	Ryan Ernst	Director (West)			
<input checked="" type="checkbox"/>	Carlos Garcia	Director (ex-officio, voting)			

FINAL 8-1-18

### **Call to Order / Roll Call**

President Portner called the meeting to order at 2:02 p.m.

### **Approval of April 11, 2018 Minutes**

**M/S/P Kraner/Moore “to approve the April 11, 2018 minutes as presented.”**

### **Strategic Issues**

#### **Campaign for the Future Update**

- Mr. Turner noted that the South region exceeded their Flip-a-Coin goal and raised funds from their golf tournament for the campaign.
- \$409,102 has been pledged to the campaign as of the end of March. A link was provided to the donor prospect list.
- Mr. Turner asked the Board members if everyone had access to the Prospect document ([https://docs.google.com/spreadsheets/d/1EOYQcBBWs\\_xhXFgnV4LnbzBmIUkWjZ\\_iwnhoRFJtvFE/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1EOYQcBBWs_xhXFgnV4LnbzBmIUkWjZ_iwnhoRFJtvFE/edit?usp=sharing)). Board members should be (1) filling out column D to “draft” prospects each month and (2) typing the date they reach out to the prospect in column B. Mr. Portner stated this would be used for tracking the strategic goals.
- Mr. Turner announced that Mr. Ernst had added May prospect in the Prospect document and Board members can begin assigning themselves names for May reach out.

### **Review & Adjustment of Strategy**

#### **Treasurer’s Report**

- Mr. Dastoli reported that the joint Finance Committee meeting was held April 5-6 in Charlottesville, VA. The next in-person meeting will be in Saratoga Springs prior to East CX to continue work on the 2019 budget.
- The quarterly financials, dashboard and audit were reviewed. It was recommended that the dashboard not show NACAS sponsorship dollars as operating revenue given that it is a passthrough and does not stay within Foundation funds. There were no issues with the audit.
- The motion to approve the 2017 audit comes forward from the Finance Committee and does not require a second.

## **M/S/P “to approve the audited 2017 financials.”**

### **2018 Fundraising Events**

#### Regions

##### South Golf Outing Results

- Mr. Mills noted that there were approximately 20 golfers in the tournament and most were business partners. There was \$7-8K received in sponsorships, with approximately \$3,200 in net proceeds going to the Foundation.

#### Flip-a-Coin Fundraisers

- Ms. Moore noted that South reached their flip-a-coin fundraising goal of at least selling 165 sets of beads. South increased the maximum number of beads that a person could buy from two to three this year and conducted this event during breakfast. South raised \$3,426 during flip-a-coin, which included a donation of \$500 from Firehouse Subs.

#### C3X

##### Top Golf

- Ms. Vercellone noted that next steps are being planned on Top Golf and the Raffle.

##### Golf Tournament

- Mr. Turner noted that a landing page is being built out this week for the website to promote the golf tournament. Additionally, it will be promoted in other C3X materials, NACAS Today, etc.
- Potential sponsors for the tournament include KASA and Chick-fil-A.

##### Raffle

- Mr. Turner noted that a tier-model is being planned for raffle ticket sales, with larger value items requiring a higher priced ticket. Communication will go out to C3X exhibitors soon. Business partners that donated items in 2017 will be solicited again.

### **Policy Determination: Public & Operational**

#### **Routine Board Business**

##### **Summer Board Meeting Agenda Topics**

- President Portner noted that if there are additional items that are not listed on the future topics portion of the agenda for the summer board meeting to let him know. Ms. Moore suggested adding board job descriptions. Ms. De Lisle noted that this will be included in the Policy Manual and will work with Ms. Moore on this section.

#### **NACAS Board of Directors Report**

- Mr. Garcia reported that a testing group for the NACAS Marketplace has been reviewing the site and it is scheduled to go live on May 25<sup>th</sup>.
- Membership has increased to 701 institutions (goal for 2018 is 720)
- The NACAS board approved their 2017 audited financials.
- The NACAS board voted to move \$100,000 from unrestricted cash into the Future Operation Reserve.
- The NACAS board will be discussing the future relationship with CCBO during the summer board meeting. CCBO has grown their membership this year by 11 institutions.
- A donation in memory of past NACAS executive director, Manny Cunard, was sent to Old Colony Habitat for Humanity from NACAS.
- On behalf of past presidents, Bill Redwine and Diane Reynolds, \$2,500 scholarship donations were sent to Morehead State University and Virginia Commonwealth University.
- Mr. Garcia and Ms. Finn will be attending the CHEMA spring meeting in Cleveland May 29<sup>th</sup> – June 1<sup>st</sup>.

**NACAS Office Report**

- Ms. De Lisle reported that the Hassmiller addendum has been finalized to provide full scholarship amounts for the Hassmiller CASP scholarship application fee.
- C3X 2018 Conference & Expo registrations are pacing well. The joint NACAS and Foundation board and staff dinner will be held on Friday, October 12th.
- Hotel rooms have been reserved for Foundation board members. The Foundation board meeting will begin on Friday, October 12<sup>th</sup> at 4:30 pm (note that there will be a joint Executive Committee meeting at 3:15 pm).
- Staff attended the Institute for Leadership and Management (ILM) and the South Regional Conference in Charleston last month. There were 18 attendees at ILM, which was a great size for interaction and discussion. This was the largest regional conference ever at South.
- A Foundation Policy Manual is being created by Ms. De Lisle, Mr. Sirinek, Mr. Dastoli and Ms. Oakley and will be presented at the summer board meeting.

**M/S/P Adams/Kraner “to adjourn the meeting at 2:51 p.m.”**

Respectfully submitted,

Lillian De Lisle  
Associate Executive Director

Marcia Oakley  
Executive Assistant