President Garcia called the meeting to order at 2:01 p.m. and welcomed new board members, Mark Ironside, Deborah Huebler and Melissa Moore.

Approval of October 12, 2018 Minutes  
M/S/P Vieira/Greene “to approve the October 12, 2018 minutes as presented.”

Approval of October 13, 2018 Minutes with the Regional Presidents  
M/S/P Huebler/Barry “to approve the October 13, 2018 minutes as presented.”

**Strategic Issues**

**Benchmarking RFP**
- Ms. Pepito gave an update on the benchmarking RFP process. Phone interviews were held with three candidates and staff is evaluating the proposals. A formal recommendation will be made at the January meeting.

**IRS Update**
- Ms. Finn noted that NACAS received the revocation letter from the IRS, effective October 25, 2018 NACAS will no longer be recognized as a 501(c)3 and has self-proclaimed as a 501(c)6. All official paperwork is the process of being filed.
- The NACAS Office will be working with the regions to move them to 501(c)6 status as well. The Foundation will remain a 501(c)3.
- The Articles of Incorporation will be updated to reflect the above changes and put before membership for final vote at the Annual Business Meeting during the 2019 C3X Conference & Expo.

**NACAS Retirement Plan**
- Mr. Dastoli reported that the TIAA 403(b) retirement plan needs to be terminated, as NACAS is no longer eligible to contribute to this type of plan as a 501(c)6. NACAS’ attorney recommended a safe harbor 401(k) plan for staff and Hermitage was chosen as NACAS’ retirement plan advisor.
• A Board resolution is required to terminate the 403 (b) plan, and a resolution is recommended to establish a 401 (k) plan. Upon termination of the 403 (b) plan, all staff plans will become individual contracts.
• Effective November 1, 2018 - February 28, 2019, NACAS will make employer contributions to a new 401(k) plan through Vanguard (10% of salary for eligible employees). Ms. Finn noted that historically NACAS has contributed 10% of the employee’s salary into their plans which is comparable to what other CHEMA organizations are doing. Once the 401(k) safe harbor is established, employees may contribute to their plan as well. Hermitage will meet with NACAS staff to advise on options available.
• The Finance Committee will review the retirement plan and all NACAS benefits during their meeting in April.

Proposed Changes to Section 512 of Policy Manual
• Ms. De Lisle reviewed the proposed changes to section 512 of the NACAS Policy Manual related to employee retirement benefits. Board action is required to update the NACAS Policy Manual to reflect these changes.

M/S/P Barry/Vieira “to update the NACAS Policy Manual Employee Retirement Benefits section 512 as presented.”

Ms. Moore abstained from voting.

M/S/P Harris/Ironside “to terminate the NACAS 403 (b) Pension Plan effective October 25, 2018 and establish a safe harbor 401 (k) Plan as outlined in the resolution presented.”

Review & Adjustment of Strategy
Treasurer’s Report
• Ms. Vieira reviewed the 2018 year-end projections. Projections are on target to reasonably meet budget expectation.

2018 C3X Conference Recap
• A final detailed report on the C3X financials will be included with the January Board meeting materials. Ms. Vercellone noted that C3X revenue was higher than last year, but the target budget was not reached.
• Conference attendance was higher in 2018 as compared to last year, including 191 first time attendees.
• Mr. Turner reported on exhibit sales and that we are seeing a slight increase.
• Ms. Pepito shared the post-conference survey results with the Board. Overall C3X achieved 79% satisfaction, which indicates 79% of attendees were either very satisfied or satisfied with their experience. Several new ideas were implemented at the 2018 C3X and based on the results of the survey, NACAS will adjust in 2019.

Policy Determination: Public & Operational
New Board Orientation
• Ms. Finn noted that Mr. Ironside and Ms. Huebler participated in a four-hour remote virtual Board orientation. Both noted that the training was very useful to them.

Routine Board Business
2019 LTM Schedule
• President Garcia reviewed the LTM schedule of events and encouraged board members to attend any regional board meetings that may be held in Las Vegas.

NACAS Office Update
• Ms. Finn reported that past president, Bill Redwine designated his Newton Award funds to be split between the David H. Lord Award for Exemplary Community Service and the Hassmiller CASP Scholarship.
• Interviews are being conducted for the registrar and events coordinator position. Plans are to fill this position by the first of the year.
• The NACAS Office will be closed for December 24 – January 1 for winter break.

NACAS Foundation Update
• Ms. Moore reported that the online NACAS Store is open and will be marketed through the holiday season. Additional logoed items will be added soon.
• The Foundation will be approving their updated Articles of Incorporation and Foundation Bylaws next week.
• The campaign goal of $500,000 was met during the C3X 2018 NACAS Conference & Expo in Orlando. A subcommittee was formed to look at new ideas for what is next for annual giving for the Foundation.
• The Foundation executive committee is reviewing term of officers and this will be presented in January during the Foundation meeting.

CCBO Update
• Ms. De Lisle noted that NACAS is on track to transition everything over to CCBO by December 14th. Ms. De Lisle will remain the executive director until this date and then Katie Coon will assume the position. Notifications will go out to the CCBO membership.
• The new management association is Beacon.

Other Business
• Mr. Eggleston noted that the Certification Commission is reviewing the CASP exam and will bring proposed next steps to the Board in January.

M/S/P Barry/Vieira “to adjourn at 3:25 p.m.”

Respectfully submitted,

Kelsey Harmon Finn
CEO

Marcia Oakley
Executive Assistant