



To: NADE Board of Directors  
From: Crystal Bach  
Date: March 4<sup>th</sup> 2016  
Subject: NADE Mid-Year Board Meeting Minutes,  
Royal Sonesta Harbor Court Hotel  
Baltimore, MD  
February 25<sup>th</sup> and 26<sup>th</sup> 2016

NADE President Sharon Summers called to order the NADE Mid-Year Board meeting at 8 a.m. on Thursday February 26<sup>th</sup> 2016.

Present: Sharon Summers, Tonya Scott, Jeff Price, Julie Kujath, Crystal Bach, Jennifer Nottingham, Thomas Gautier, Melissa Williamson, Alice Rich, Marcia Shantz, Marjorie Garcia, Kimberly Underwood, Dean Crawford, RuAnn Parker, Sara Winn, R. Todd Deshong. Absent: Jennifer Pounds.

Recognition of Guests:

Meredith Rogan – NADE member from Roanoke VA.  
Anne Graham – Strategic Plan Committee Chairperson.

Acceptance of Proxies:

One Proxy from Southeast Regional Director Jennifer Pounds to Southwest Regional Director Dean Crawford.

Review of Agenda, Additions, Deletions, Approval:

Agenda was reviewed, no new/additions/deletions; motion by to approve agenda by Jeff Price, seconded by Julie Kujath. Motion passed.

Review of Minutes of Previous Meeting (August 2015):

Motion to dispense with reading of the minutes and approve minutes made by Jeff Price, seconded by Julie Kujath. Motion passed.

Refresher Training on Parliamentary Procedures/Roberts Rules of Order:

Presentation made by Constitution and By-Laws Chairperson R. Todd Deshong.

Opening Remarks by the President:

President Sharon Summers thanked the members for their service and also cautioned members on how they speak of NADE to others. She said others perception of NADE is based upon their perception of members when they speak of NADE and NADE members. She said we all have a responsibility to present NADE in a positive manner. She urged members to come to the Board if they have issues. She said she knows members would not be here if they were not positively engaged in NADE and their chapters. President

Sharon Summers thanked Jeff Price, Jennifer Nottingham, and Tonya Scott for their experience and assistance. Plans are underway for DC trip with Jennifer Nottingham and Tonya Scott. They will meet with the SSA Commissioner on March 18<sup>th</sup>.

#### Review of Reports:

##### Executive Officers Reports:

Reports briefly given by each officer. Motion to approve reports made by Jeff Price, seconded by Melissa Williamson. Motion passed.

##### Regional Director's Reports:

Each Regional Director spoke briefly about his/her report. The NADE Secretary received approval to make minor change to one report. Motion to approve the reports made by Julie Kujath, seconded by Melissa Williamson, motion passed. New Regional Director for Mid-Atlantic Region SarahWinn provided her complete report which was not available prior to the meeting convening. Motion to accept the Mid-Atlantic region report made by Jeff Price, seconded by Thomas Gautier, motion passed.

##### Council of Chapter Presidents Chairperson Report:

Thomas Gautier spoke briefly about his report and gave advice on the new website. Motion to approve the report made by Julie Kujath, seconded by Jeff Price, motion passed.

##### Appointed Director's Reports:

President Sharon Summers indicated there is no Communications Director Report and that position has not yet been filled. Motion to dispense with the reading of reports and approve reports made by Dean Crawford, seconded by R. Todd Deshong, motion passed. Jennifer Nottingham spoke briefly about Legislative issues. She noted upcoming DC visit March 14<sup>th</sup> through 18<sup>th</sup> will have a lot of discussion on phasing out of the Single Decision Maker. She pointed out that we cannot do anything about this as Congress has approved this, now we have to help NADE move forward. Melissa Williamson briefly spoke about Membership. Motion to approve reports made by Julie Kujath, seconded by Thomas Gautier. Motion passed.

##### Committee Reports:

The NADE Secretary received approval to make a minor change to one report. Report from Awards Committee was noted to be missing criteria for the Director's Award. Members were advised that since no change had been made to that criteria this award was not included in the report. No reports from Non-Dues Revenue Chairperson and Professional Relations Officer. Motion to dispense with reading of the reports and approve the reports made by Jeff Price, seconded by Julie Kujath, motion passed.

Speaker assignments were made.

### Old Business:

1. Tax Status/Bylaws – Julie Kujath noted that 23 states have submitted some form of application/documentation. She noted the need to re-contact Tax Attorney regarding form verbatim and new Federal Tax Laws that have changed since initial conversations. Tax Ad Hoc committee was reinstated to address/clarify tax issues. R. Todd Deshong is the chair, other committee members are Thomas Gautier and Julie Kujath. Suggestion made for possible flow chart for chapters to follow.
2. Status of EINs for NADE Chapters – Julie Kujath noted EIN is a Federal issue, Incorporation is a State issue. She said you do not have to incorporate to have EIN. Regions still needing to contact NADE Treasurer include Mid-Atlantic, Northeast, and Southwest.
3. Regional Treasuries to be turned over to the NADE Treasurer by 01/01/2016.
4. Website Data Base to be turned over to the NADE Treasurer by 11/01/2015.
5. Website Project completed – President Sharon Summers noted she has spent a lot of time communicating with Amanda Underwood. She indicated some of the procedures we planned were not possible due to the progression of the website development, such as migration of the data base to the new website. The data base had to be manually input. She also said there are some things that can be changed or added with no additional cost for Amanda Underwood.
6. 2016 NADE National Training Conference update – Aurora, Colorado - Ruann Parker.
7. 2017 NADE National Training conference update – Detroit, Michigan – Marcia Shantz.
8. Regional Directors to seek volunteers to serve and those who want to train as webmaster back-up. Jennifer Nottingham indicated Montana employee, Jacob (Jake) Schwartz is learning the process of webmaster and this training is covered in the contract with Amanda Underwood. President Sharon Summers urges RDs to call prospective volunteers, not rely on emails
9. Closing of chapters in the Southwest Region – Dean Crawford. He advises that two Louisiana chapters had agreed to become subchapters of Shreveport but now he has had no contact with them and they have no active members so he recommends closing those two subchapters (Baton Rouge and New Orleans). About Texas, he recommends keeping those chapters open. The Texas issue has been tabled to the Old Board meeting set for August 2016.

### New Business:

1. Communications Director – two possibilities in a member from Virginia and a member from Washington DC. Korin Gary will continue to publish The Advocate, however the Summer Edition will be her last issue.
2. Website tools for recruitment/chapter resources/updates/glitches. If you are having problems getting into the membership section, send email to President Sharon Summers.

3. Webmaster charges/training/back-up webmasters. Discussion was made to have the charges written under the next Board's term 2016-2017 after the webmaster is fully trained.
4. Roles of Membership Director/Treasurer/Webmaster in light of new website functions. Julie Kujath as NADE Treasurer says system is what she wanted. Melissa Williamson said the biggest change is putting actual reports together.
5. Corporate Members – will continue to have their websites displayed in advertising in The Advocate; however their website information will not be displayed on the new NADE website. Motion to not display corporate members on the website home page made by Julie Kujath, seconded by Dean Crawford, motion passed.
6. Storage of pertinent reports and historical data – Tonya Scott noted Historian position was discontinued and now what should NADE do with this information. President Sharon Summers has sent an email to Amanda Underwood to determine if new website has capability to store this information and what about information that has yet to be scanned in to a file. This may be something Jacob (Jake) Schwartz can help us with when he is trained. Storage of reports and historical data is tabled until President Sharon Summers receives response back from Amanda Underwood.
7. Rebuilding and increasing membership – Tonya Scott encouraged members to share ideas. Membership and Webmaster will work on coming up with a list of members who drop off.
8. Mentoring of potential Board Members - Tonya Scott encouraged Board Members to contact potential Board Members by phone rather than email.
9. Chapter Services Handbook-Strategic Plan changes not updated on new website – Thomas Gautier. President Sharon Summers advised this is something Amanda Underwood will need to update.
10. Hard copies of The Advocate – Melissa Williamson advised that at least one member is interested in paper copies, not electronic copies. Motion to offer a paper subscription option to the membership application at a cost which covers NADE expense by Melissa Williamson, Seconded by Dean Crawford, motion passed based on majority approval.
11. Professional Development Chairperson Dr. Bland-Brady would like a way to know which members have certification expiring so she can contact them. She would like to assist them in re-certifying. Melissa Williamson agreed to work on getting her a list of those certified or who have not renewed.
12. G-Mail accounts – President Sharon Summers opened discussion. Suggestions included starting general email accounts at something like NADE.org address. Currently G-Mail addresses previously assigned to certain Board Members are not working properly.
13. NADE merchandise – Dean Crawford suggested having Cynthia Thompson do an inventory to see what is on hand and perhaps what is needed. Discussion was postponed and not completed at this meeting.

Other Business:

1. NADE's Top Issues for 2016: Budget, Unified Process, DEA – CAL & QDD, Customer Service Improvements, Reduction in 15 year work history, Disability Program Integrity, Medical Improvement Review Standard (MIRS), Timely Revisions to the Listings of Impairments, Support re-examination of Disability Programs Regarding Utilizing Benefits Once Received and Failure to Follow Prescribed Treatment, and Salary and Benefits.
2. 2018 NADE National Conference – perhaps Alabama, Montana, or Virginia are possibilities. Meredith Rogan and Sarah Winn will check into Virginia.

#### Tabled Items:

1. Historical items – can they be scanned in or need to go to a Cloud? Waiting to hear back from Amanda Underwood.
2. Inventory of Non-Dues Revenue items – should this be done?
3. Update charges in Chapter Services Handbook – tabled to Old Board Meeting.
4. Louisiana and Texas chapters/subchapters – close or inactivate some of them, tax status changes, tabled to Old Board Meeting.

#### Action Items:

1. Preliminary assessment by Tax Ad Hoc committee to be presented to President Sharon Summers by April 1<sup>st</sup>. Request for something in writing by conference in August.
2. Each Board member to come up with ten ideas for discounts or incentives for recruiting and retaining members, turn in to Tonya Scott by Old Board meeting August 2016.
3. CCP Chair Thomas Gautier will email President Sharon Summers in the next week about the Chapter Services Handbook updates, for her to pass along to Amanda Underwood.
4. Membership Director Melissa Williamson will email President Summers in the next week about the certification list for her to pass along to Amanda Underwood.
5. President Sharon Summers will forward on SSA Associate Commissioner Ann Robert's email encouraging each state to send at least one person to National Conference.

#### Guest Speakers:

Thursday February 25<sup>th</sup> 2016 –

Gina Clemmons, Associate Commissioner, Office of Disability Policy (ODP)  
Melissa Spencer, Deputy Associate Commissioner, ODP  
Dan O'Brian, Director, ODP/Office of Vocational, Evaluation and Process Policy  
Cheryl Williams, Director, ODP/Office of Medical Policy  
JoAnn Forman, Medical Listings Team member under Ms. Clemmons

Friday February 26<sup>th</sup> 2016-

The Honorable Patrick P. O'Carroll, SSA Inspector General  
Andrew Cannarsa, Public Affairs Specialist, Office of Communications  
Nancy Berryhill, SSA Deputy Commissioner of Operation  
Ann Roberts, SSA Associate Commissioner, Office of Disability Determinations

Motion to adjourn by Jeff Price, seconded by Julie Kujath, motion passed. President Sharon Summers adjourned the meeting at 3:57 p.m. Friday February 26<sup>th</sup> 2016.

Minutes submitted 03/07/2016 by: Crystal A. Bach, NADE Secretary

Minutes approved: 04/05/2016