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To: NADE Board of Directors

From: Tonya M Scott

Date: August 21, 2018

Subject: NADE Old Board Meeting Minutes, Arlington, Virginia

August 12, 2018

NADE President, Jennifer Pounds, called the meeting to order at 9:00am.

Present: Jennifer Pounds, Sharon Bland-Brady, Tonya Scott, Julie Kujath, Meredith Rogan, Trish Chaplin, Alice Rich, Marjorie Garcia, Thomas Gautier, Billie Thomas, Ayanna Conley, Todd Deshong, Jeff Price, Melissa Williamson, and Sara Winn

Recognitions of Guests:

William Travis Price – (Michigan)

Acceptance of Proxies:

There were no proxies received for the Old Board Meeting. There were several proxies received for the General Membership Meeting. This information will be noted in the General Membership Meeting Minutes.

Review of the Agenda, Additions, Deletions, Approval:

The agenda was reviewed, new line items were added; motion was made to approve the agenda by Julie Kujath, with new additions; Thomas Gautier seconded; motion passed.

Minutes of Previous Meeting:

Julie Kujath motioned to dismiss the review of the previous meeting minutes, Trish Chaplin seconded; motion passed.

Opening Remarks By The President:

Jennifer Pounds express her appreciation to the board and thanked everyone for their assistance and support during this past year. Jennifer provided a brief overview of her tenure as NADE President.

Review of Reports:

Reports were submitted electronically to the board in advance to be reviewed, with the exception of the Treasurer’s Report, which was submitted at the meeting. Jennifer Pounds requested all board members provide a brief overview of their reports.

Executive Officer Reports: The reports were presented/reviewed. Marjorie Garcia motioned accept the reports. Billie Thomas second; motion carried. There was no discussion.

Regional Directors’ Reports: The reports were presented/reviewed. Julie Kujath motioned accept the reports. Ayanna Conley second; motion carried. There was no discussion.

Council of Chapter President Chairperson Report: The reports were presented/reviewed. Marjorie Garcia motioned accept the reports. Julie Kujath second; motion carried. There was no discussion.

Appointed Directors’ Reports: The reports were presented/reviewed. Julie Kujath motioned accept the reports. Billie Thomas second; motion carried. There was no discussion.

Committee Reports: Todd Deshong presented the following reports: Constitution/Bylaws, Ad Hoc Tax, and Ad Hoc CDIU. Thomas Gautier motioned to accept the reports presented and waive the reading of the other reports and accept the reports as written. Trish Chaplin second; motion carried. There was no discussion.

Old Business:

1. Tax Status Update – Todd Deshong presented a detailed update of the NADE tax status. NADE has 501(3) C status, as of January 2018 and should follow the guidelines 501(3) C. NADE Bylaws are the governing guidelines; it is strongly recommended all chapters should be following the same guidelines. Todd will work on the chapter bylaws templates and send out to the chapters.
2. Moratorium on mandatory board travel – Todd Deshong and Ayanna Conley provided information regarding providing a moratorium on board travel. Ayanna shared that she sent out a questionnaire to the chapter presidents regarding the funding for the CCP position and the continued need for this position. Seventy-five percent of the response approved of not funding the CCP position. Jeff Price provided a historical overview regarding the history of the CCP Chair position. In order to remove the CCP position from the NADE Board, it would take a 2/3 membership vote. Todd Deshong advised caution regarding the elimination of the CCP position as a board funded position. Other means of eliminating funding included not making attendance mandatory for the Membership Director and Communications Chair for the midyear meeting. It was discussed that additional feedback/information regarding this matter should be obtained from the NADE members. Todd Deshong made a motion for midyear 2019 to not require the Membership Director and the Communications Director attend the meetings, as funded positions. The persons in these positions could attend, if they so choose to attend, they would be responsible for their own cost, not funded by NADE. Marjorie Garcia second. Motion carried. There was no additional discussion.
3. Issues with Online Renewals – Thomas Gautier reported that several chapters/persons had experience issues with the renewal process. Due to the difficulty and problems expressed, this could cause members to be discouraged and not renew timely or at all. Melissa Williamson explained the membership year ends June 30; if members did not renew prior to that date, they could not sign as “renewal” because the system no longer recognized them as a member. They would need to sign as new member. Unfortunately, there is not a current work-around to this problem, due to the fact the board elected not to have automatic renewal option. Regional Directors were encouraged to send out information to the chapter presidents explaining the renewal process.

New Business

1. Website contact information, [nade@nade.org](mailto:nade@nade.org) – This email address is no longer valid. This email address was established under Jake Schwartz and we do not have the access/passcode information for it. Jennifer Pounds will check with DreamHost, as well as webmaster, Amanda Underwood, regarding the possibility of resetting the access/passcodes.

**Addendum:** Jennifer Pounds contacted Amanda Underwood; Ms. Underwood is able to reset accounts access/passcodes in DreamHost.   She will provide Sharon Brady with dummy passwords; once she completes this action, the board can go in and change passwords individually.  Sharon Brady will share this information with the board once Ms. Underwood notifies her.

1. AmazonSmiles Charitable Donation Program - Marjorie Garcia shared information regarding this program. Amazon offers members the ability to support their non-profit organizations when ordering items via Amazon. This would be a great way of providing funds to Non-Dues Revenue. Marjorie Garcia made a motion to establish an AmazonSmiles Account for NADE; Julie Kujath will be responsible for establishing the account. Billie Thomas second. The motion passed. There was no discussion.
2. Regional Monies – Julie Kujath discussed the need to continue to have regional monies at the NADE level. Julie Kujath proposed the regional funds be transferred back to the regions to handle as the regions see fit. Trish Chaplin second. Discussion: Most of the regions no longer have regional accounts; how would this money be governed, were just a few of the questions raised. This motion was tabled to New Board Meeting, in order for the Regional Directors to discuss with the members during the regional caucus.
3. Speaker Assignments – Conference speaker assignments were assigned. The articles are due to Sara Winn by close of business, September 7, 2017. All SSA speaker articles must be approved by the speakers before submission. Please submit your articles directly to the President Sharon Bland-Brady.
4. Failure To Cooperate - The Alabama chapter requested additional clarification regarding the Failure to Cooperate Policy. This is an area that is currently being address by the Office of Policy; NADE has no impact on policy.
5. Enhance RECONs – The Alabama chapter requested NADE’s stand on this matter. The NADE Board does support the RECON process. This matter is still be reviewed/assessed by SSA.
6. Durational Denials – Alabama wants to have durational denials eliminated. This is part of policy. There was no information/rationales/supporting documentation for this request. Without any detailed information, this subject could not be adequately discussed or addressed.

Other Business:

1. Update on NADE National Training Conference 2019 Atlanta, Georgia SSA – Ayanna Conley, Chair for the conference, reported the conference is scheduled for August 17-21, 2019. The location will be the Crowne Plaza Atlanta Midtown. The hotel rate is $148+taxes. An agency wide contest is being utilized to determine the theme for the conference. Meetings will be scheduled once Ayanna returns to the office to start the process for the conference. More detailed information will be provided at the midyear board meeting.
2. Budget Update – Outgoing treasurer, Julie Kujath, provided a detailed overview of the NADE budgetary process. Julie completed a thorough review of the NADE budget up to the current date, as well as provided assistance regarding the budget for next year. Julie was thanked for her outstanding service and dedication to NADE during her tenure as treasurer. Julie assured the board that she will continue to be available to mentor the incoming NADE treasurer.
3. Tax Status – Maria Whiting provided the board with a copy of the PowerPoint presentation that she would be utilizing for the NADE General Membership Meeting. Maria wanted to share the information with the board first, in order to clarify any questions they might have prior to the general membership meeting. Maria provided an in-depth reporting of the tax status for NADE. NADE has 501(3)C status. Individual chapters are not under NADE’s 501(3)C status. Each chapter should have an EIN#.

Items Tabled To New Board:

* Discussion of future midyear meetings
* Add to charges: “Each chair will be responsible for checking the website emails on a monthly basis (minimum)
* Regional Monies – Regional Directors will discuss this matter at the regional caucus and report back the decisions of the regions.

Review of Action Items:

* SSA/Speaker Assignments are due to Sara Winn by close of business, September 7, 2018.
* Jennifer Pounds will contact Amanda Underwood regarding resetting access/passcodes for the [nade@nade.org](mailto:nade@nade.org) website. If the access/passcodes cannot be reset, Jennifer will inquire if new address can be established. Jennifer will report information back by August 24, 2018.
* Julie Kujath will establish a NADE AmazonSmile account by September 30, 2018.

Jennifer Pounds, NADE President, adjourned the meeting.

Minutes submitted 8/21/2018 for review by: Tonya M Scott, NADE Secretary