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To: NADE Board of Directors

From: Tonya M Scott

Date: October 15, 2021

Subject: NADE Old Board Meeting Minutes, Virtual Meeting August 31, 2021 and September 14, 2021

**Call to Order:**

NADE President Marjorie Garcia called the meeting to order.

Marjorie thanked everyone for all they have done during this time. Marjorie recognized Tonya Scott (NADE Secretary, Trish Chaplin (NADE Treasurer) and Billie Thomas (Southwest Regional Director) for being the last to remain in their positons and thanked them for their service.

Present: Marjorie Garcia, Melissa Williamson, Kristina Burbank, Jennifer Nottingham, Trish Chaplin, Jennifer Pounds, Korin Gary, Billie Thomas, and Michelle Wade

Absent: Sara Winn, Tonya Scott, Gina Schwartz, and Sabrina Sternchuss

**Reading of Prior Minutes:**

Jennifer Pounds motioned to dispense the reading of prior minutes. Second: Melissa Williamson. Motion carried.

Additions to Agenda: There were no additions to the agenda noted.

**Reading of the Reports:**

Sara Winn, NADE Past President, report needs correcting to reflect Michelle Wade was elected to the Great Lakes region. Marjorie will have this corrected.

(ADDENDUM: Report was corrected by NADE Secretary Tonya Scott and resubmitted to the board). Motion passed.

Executive Reports: Melissa Williamson made motion to dispense with reading of remaining executive reports; Kristina Burbank second. Motion passed.

Regional Director Reports: Kristina Burbank made motion to dispense with the reading of the regional directors reports; Melissa Williamson second. Motion passed.

CCP Report: Melissa Williamson made motion to dispense with the reading of the CCP report; Kristina Burbank second. Motion passed.

Directors Reports: Billie Thomas made motion to dispense with the reading of the directors reports; Kristina Burbank second. Motion passed.

Committee Reports: Jennifer Pounds made motion to dispense with the reading of the committee reports; Melissa Williamson second. Motion passed.

Old Business:

A. Strategic Plan Revisions – Adopt/Revise (See NADE Strategic Plan Attachments)

Continuation of Motion brought from August 2019; the basis for the resubmission was to update the plan to include board-approved changes between 2017-2019. The board agreed to table this discussion to the New Board Meeting 2021 and all “potential action items” would require the discussion and approval of the General Membership.

B. Elections/Nominations: President Elect, Treasurer, Secretary, Mid-Atlantic RD, Great Plains

Nominations are due by September 30, 2021. Marjorie Garcia will do email blast to membership regarding elections/nominations and will specify responses go directly to Elections Chair, Molly Turnbull. Motion was made by Kristina Burbank to accept the nominations due date; Melissa Williamson second. Motion passed.

Another email blast will go out October 5, 2021 notifying membership that elections will open October 5, 2021 through October 15, 2021 by 5:00 pm Pacific time. Kristina Burbank motion to accept election period; Korin Gary second. Motion passed.

C. NADE Training Conference Update (Vermont 2022):

Kristina Burbank motion to change dates from July 2021 to new date July 31-August 3, 2022; Trish Chaplin second. Motion passed.

The following information is to be continued at the next meeting, which is scheduled for Tuesday, September 14, 2021 at 2:00pm.

**Old Board Meeting resumed Tuesday, September 14, 2021:**

Call to Order: NADE President Marjorie Garcia called the meeting to order at 11:02 PST (2:02 EST).

Present: Marjorie Garcia, Sara Winn, Tonya Scott, Trish Chaplin, Jennifer Nottingham, Jennifer Pounds, Melissa Williamson, Billie Thomas, and Michelle Wade.

Absent: Gina Schwartz, Kristina Burbank, Sabrina Sternchuss’

D. Restructuring Survey Results (see attachment): Responses from the restructuring survey were reviewed/discussed. There were three (3) comments out of one hundred and eleven (111) responses that indicated they had not seen/reviewed information regarding the restructuring. Jennifer Nottingham will submit an article to be published in the *Advocate*. This article will provide detailed information regarding restructuring.

F. Finances: Trish Chaplin provided information detailing the current expenses for NADE. There was detailed discussion regarding reducing cost, including Korin Gary’s willingness to forgo attending training conferences. Hybrid meetings are being researched for future meetings.

G. Webmaster Contract (see 2021 contract): There were no changes to cost/expenses for the contract. A vote was taken electronically, prior to the meeting, to accept the contract.

**New Business**

1. eBlasts: Frequency, Uses, and Feedback: eBlasts will be utilized to communicate information to the members. The eBlast should be sent to active members only. There is no need to update the verbiage in the bylaws regarding the new electronic technology
2. MS Teams - Uses (local, regional, national): Members are strongly encouraged to utilize MS Teams for meetings.
3. Membership Dues Renewal: A detailed discusson was had regarding membership renewals. Based on the NADE membership bylaw, one must be a member in good standing, meaning dues are paid/current. It is imperative that board, chapter president verify that members are current with membership before holding any position or participating in NADE activities. President Marjorie Garcia will appoint interim members for any position that is not currently covered. Jennifer Pounds agreed to send information to the regions.
4. Elections: Currently there are several vacancies for the NADE Board (President-Elect, Secretary, Treasurer, Mid-Atlantic Regional Director, Great Plains Regional Director. The elections chairperson will be contacted regarding whether any submissions received.
5. NADE Top Issues 2022 – This was tabled to the NADE Mid Year 2022 Meeting.

**Action Items:**

1. Jennifer Nottingham will submit an article to Korin Gary for the Advocate – Due September 24, 2021.
2. Cost of Business Card Price report to Korin Gary – Due September 24, 2021.
3. Marjorie Garcia will appoint interim regional directors for Mid Atlanta Region and Great Plains Region.
4. Marjorie Garcia will complete NADE committee chairs appointments for 2021-2021.
5. Marjorie Garcia will notify members of the elections (postponed due to lack of candidates.

**Tabled Items:**

1. NADE Tope Issues 2022
2. Revisit Payment for membership on website.
3. Review/update charges for the Communications Director.
4. Strategic Plan Updates

Meeting was adjourned at 3:30pm.

Minutes respectfully submitted by: Tonya Scott, 10/15/2021.