



**To: NADE Board of Directors**  
**From: Molly Turnbull**  
**Date: January 14, 2022**  
**Subject: NADE New Board Meeting Minutes**  
**Remote – via Microsoft Teams**  
**December 17, 2021**

**Call to Order:** NADE President, Marjorie Garcia, called the NADE 2022 New Board Meeting to order.

Members present: Marjorie Garcia, Jennifer Nottingham, Jennifer Pounds, Tonya Scott, Michelle Wade, Amber Barnes, Kristina Burbank, Patricia (Trish) Chaplin, Melissa Williamson, Sara Winn, Nicole Mayberry, Julie Kujath, Molly Turnbull  
Absent: Korin Gary

**Recognition of Guests:**  
No guests were present

**Acceptance of Proxies:**  
There were no proxies presented for the new board meeting.

**Introduction of New Members/Existing Board Members:**  
Jennifer Nottingham – President Elect  
Julie Kujath - Treasurer  
Molly Turnbull – Secretary  
Tonya Scott – Constitution and Bi-laws  
Jennifer Pounds – CCP Chair  
Kristina Burbank – Northeast Regional Director  
Melissa Williamson – Southeast Regional Director/Membership Director  
Amber Barnes – Pacific Regional Director  
Michelle Wade – Great Lakes Regional Director  
Nicole Mayberry – Mid-Atlantic Regional Director  
Patricia Chaplin – Great Plains Regional Director  
Duane Jackson – Southwest Regional Director

**Review of the Agenda/Additions/Deletions/Approval:** The agenda was presented for review. The following addition was contributed:

1. Mentorship for New Board Members – Jennifer Nottingham.

It was motioned to accept the agenda, and seconded. There was no further discussion. Motion carried.

**Minutes of Previous Meeting:** It was moved and seconded to dispense with the reading of the previous minutes. There was no further discussion. Motion carried.

**Introduction/President's Remarks:** Marjorie Garcia welcomed meeting attendees. She called to re-invigorate memberships, increase morale in offices, and help others to coordinate online meetings.

**Old Business:**

1. Strategic Plan Potential Action Items (pg. 4 of the EOY report 2020):

-Marjorie Garcia referenced the Strategic Plan EOY report 2020 and opened the discussion for the Strategic Plan moving forward. She referred to pg. 4, Objective #3, which indicates that it be reviewed every 5 years. There was discussion regarding whether this is necessary; and if so, the frequency with which it should be reviewed. It was agreed upon that review of the Code of Ethics is critical; perhaps annually or every other year. Jennifer Nottingham made a motion that the Strategic Plan Committee will head review of the Code of Ethics. This was seconded by Julie Kujath. There was no additional discussion. Motion passed.

-Objective #5 indicates that a legislative update session be done at the national conference every year. Jennifer Nottingham indicated this information is usually covered in the legislative report. It was agreed that it is essential to keep membership informed regarding legislative activities. NADE will prioritize the reading of the legislative review at the National Conference. It was agreed upon that no change to Objective #5 is needed at this time. Jennifer Nottingham will work on potentially revising the format of the legislative report; with the goal of completion by the end of January.

-Strategic Goal #3, Objective #2, refers to the Secretary developing and maintaining a catalog of available information. The terminology referring to a "catalog" appears to be outdated. Tonya Scott stated that NADE information is available online via NADE.org. Jennifer Nottingham made a motion to change the terminology of the Strategic Plan to reflect updated terminology. Tonya Scott seconded this. There was no further discussion. Motion passed.

-Objective 5, item #2 refers to the Strategic Plan chairperson working with the incoming President to develop charges for Board members and committee chairs. There was a brief discussion regarding this. Jennifer Nottingham made a motion to have the charges addressed with the outgoing President and the current President. Kristina Burbank seconded. There was no additional discussion. Motion passed.

## **New Business:**

1. Review of Charges – Marjorie Garcia has provided board members with a copy of their charges via email. The charges for the committee chairpersons were also sent via email. Each board member will be responsible for checking the NADE emails monthly.
2. Restructuring – there was a detailed discussion addressing potential restructuring of NADE. Changes would need to be made to the Constitutional Bylaws if this restructuring takes place. Kristina Burbank recommended releasing the plans to the membership so they would be aware of the potential proposal. A plan can be formulated once it is decided how many regions there will be, along with the number of RDs. Jennifer will aim for the end of January to have her formal plan done.

**\*Action Item** – Jennifer Nottingham will complete the proposed plan for restructuring and disseminate by January.

Jennifer Pounds suggested we look at passing a plan at the conference, to be effective September 1<sup>st</sup>. Julie Kujath reminded the board that the Treasurer is currently holding regional money. There will need to be a plan for how the money is handled for the regions.

3. Membership/Renewal – Marjorie Garcia asked if there were any ideas or suggestions going into the January Membership drive. She wants to support the most robust membership drive that we can. It would be beneficial to promote legislative ideas and highlight past accomplishments that have supported staff and MDs (vocational expedite). Kristina Burbank discussed how Vermont submitted a proposal to the director to provide a certain amount of training hours to adjudicators and support staff, if they would finance the memberships. She has a copy of the proposal that she can send out. (proposal was sent by email 12/17/21) Julie Kujath wondered if Kristina would be able to write an article summarizing the plan for the NADE Advocate. Jennifer Pounds stated that Jeff Price, Jennifer Pounds and the President meet with all new staff by Microsoft Teams. They discuss all the activities that they do in the chapter locally and at the National level. They keep NADE in the forefront year-round. They have a Membership Director; running a drive in January. They send out Jolly Grams. Everyone that joins during the recruitment time gets their name put in a hat, and one person gets a free membership via the membership grant. They have a big raffle that everyone who joins is entered in. Marjorie Garcia requested to add to the email thread when Kristina sends out her plan. “Reply to All” so there is a thread with all of the membership ideas.
4. Budget – Marjorie Garcia thanked outgoing Treasurer Trish Chaplin and incoming Treasurer Julie Kujath. Julie Kujath led a detailed discussion regarding

expenditures vs. income. Julie shared the financials with the Board. Jennifer Nottingham and Marjorie Garcia both agreed to save funds by removing physical visits to Capitol Hill and conduct the visits virtually. Marjorie Garcia pointed out that many of the congress members prefer to meet remotely at this time. She said we can work on formatting a structure for more virtual meetings with congress members. After a detailed discussion, the board finalized a proposed budget for 2022-2023. Jennifer Nottingham motioned to accept the proposed budget. Tonya Scott seconded. There was no further discussion. Motion passed.

5. Mentorship for New Board Members – Jennifer Nottingham wondered if we could assign mentors to New Board Members. Tonya Scott agreed with Jennifer; mentorship is extremely important and should be prioritized. Motion is not needed to add to the President’s Charges, but will be an action item.

### **Other Business:**

1. NADE Mid-Year Board Meeting Planning - Jennifer Nottingham indicated there is a plan for the Mid-Year Board Meeting with SSA Administration to meet via Microsoft Teams. She suggested that there is an in-person Mid-Year Board Meeting every-other year. Marjorie Garcia discussed the possibility of remote attendance at the NADE conference. She will share that information as soon as she receives it. Marjorie Garcia stated that Jennifer will prepare more information to disseminate to the RDs by the end of January. Julie Kujath made a motion to change the in-person meeting for Mid-year to every other year. Jennifer Nottingham seconded the motion. There was no further discussion. The motion passed.

Planning for the Mid-Year can be completed via email, and there may be another brief meeting later if needed. Details will be provided.

**Action item** – Marjorie Garcia to send details and determine if ad-hoc meeting is needed, by the end of December. Jennifer Pounds requested we pay attention to COVID numbers and cancel if needed.

### **Action Items:**

1. The terminology in the Strategic Plan, Strategic Goal #3, Objective #2, will be updated by the Strategic Plan Committee.
2. The Strategic Plan, Objective #5, Item 2, will be updated to reflect that charges will be addressed with the outgoing President and the current President.
3. Jennifer Nottingham will revise the format of the legislative report, with the goal of completion by the end of January.
4. Jennifer Nottingham will complete the plan for restructuring and disseminate by the end of January.
5. Marjorie Garcia will establish mentors for new Board Members.

6. Marjorie Garcia will send details and determine necessity of ad-hoc meeting for planning of the Mid-Year Board Meeting by the end of December.

**Adjournment:** NADE President Marjorie Garcia adjourned the NADE New Board Meeting.

Meeting Minutes Submitted By: Molly A. Turnbull, NADE Secretary

### NADE NATIONAL OFFICERS 2022-2023

<b>PRESIDENT</b>	<b>MARJORIE GARCIA</b>	<b>OREGON</b>
<b>PAST PRESIDENT</b>	<b>SARA WINN</b>	<b>LOUISIANA</b>
<b>PRESIDENT-ELECT</b>	<b>JENNIFER NOTTINGHAM</b>	<b>NEVADA</b>
<b>SECRETARY</b>	<b>MOLLY TURNBULL</b>	<b>ILLINOIS</b>
<b>TREASURER</b>	<b>JULIE KUJATH</b>	<b>NEVADA</b>

### NADE REGIONAL DIRECTORS 2022-2023

<b>GREAT LAKES</b>	<b>MICHELLE WADE</b>	<b>MICHIGAN</b>
<b>GREAT PLAINS</b>	<b>PATRICIA CHAPLIN</b>	<b>MISSOURI</b>
<b>MID ATLANTIC</b>	<b>NICOLE MAYBERRY</b>	<b>WASHINGTON, DC</b>
<b>NORTHEAST</b>	<b>KRISTINA BURBANK</b>	<b>VERMONT</b>
<b>PACIFIC</b>	<b>AMBER BARNES</b>	<b>ARIZONA</b>
<b>SOUTHEAST</b>	<b>MELISSA WILLIAMSON</b>	<b>ALABAMA</b>
<b>SOUTHWEST</b>	<b>DUANE JACKSON</b>	<b>ARKANSAS</b>

### CHAIRPERSON – COUNCIL OF CHAPTER PRESIDENT

<b>CCP CHAIR</b>	<b>JENNIFER POUNDS</b>	<b>NORTH CAROLINA</b>
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### APPOINTED DIRECTORS 2022-2023

<b>LEGISLATIVE</b>	<b>JENNIFER NOTTINGHAM</b>	<b>NEVADA</b>
<b>MEMBERSHIP</b>	<b>MELISSA WILLIAMSON</b>	<b>ALABAMA</b>
<b>COMMUNICATIONS</b>	<b>KORIN GARY</b>	<b>OREGON</b>

### NADE COMMITTEE CHAIRPERSONS 2022-2023

<b>COMMITTEE</b>	<b>CHAIR</b>	<b>STATE</b>
<b>AWARDS</b>		
<b>CDIU</b>	<b>SHARON BLAND- BRADY</b>	<b>MICHIGAN</b>
<b>CONSTITUTION/BYLAWS</b>	<b>TONYA SCOTT</b>	<b>GEORGIA</b>
<b>ELECTIONS/NOMINATIONS</b>	<b>MOLLY TURNBULL</b>	<b>ILLNOIS</b>
<b>HEARINGS OFFICER</b>	<b>LESLEY BROWN</b>	<b>KENTUCKY</b>
<b>MEDICAL CONSULTANTS</b>	<b>DR. J. SCOTT PRITCHARD</b>	<b>OREGON</b>
<b>NATIONAL DISABILITY PROFESSIONAL WEEK</b>	<b>MARCIA GOLDEN</b>	<b>NORTH CAROLINA</b>
<b>NON DUES REVENUE</b>	<b>CYNTHIA THOMPSON</b>	<b>OKLAHOMA</b>
<b>ORGAN DONATION/TRANSPLANT</b>	<b>JENNIFER MAXSON</b>	<b>OHIO</b>
<b>PROFESSIONAL DEVELOPMENT</b>	<b>BRANDI MADISON</b>	<b>ALABAMA</b>
<b>PROFESSIONAL</b>	<b>KATE MILLER</b>	<b>MONTANA</b>

<b>RELATIONS OFFICER</b>		
<b>RETIREEES</b>	<b>DONNIE HAYES</b>	<b>NORTH CAROLINA</b>
<b>STRATEGIC PLAN</b>	<b>TERRI KLUBERTANZ</b>	<b>WISCONSIN</b>
<b>SUPPORT STAFF</b>	<b>CRYSTAL BACH</b>	<b>SOUTH DAKOTA</b>
<b>SYSTEMS</b>		