



To: NADE Board of Directors
From: Molly Turnbull
Date: September 20, 2022
Subject: NADE New Board Meeting Minutes
Doubletree by Hilton – Burlington, Vermont
August 3, 2022

Call to Order:

NADE President, Jennifer Nottingham called the NADE 2022 New Board Meeting to order.

Members present: Jennifer Nottingham, Kate Miller, Marjorie Garcia, Julie Kujath, Molly Turnbull, Melissa Williamson, Amber Barnes, Kristina Burbank, Patricia (Trish) Chaplin, Michelle Wade, Tonya Scott (remote), Sara Winn (remote), Ayanna Conley, Duane Jackson, Reagan Lederman

Recognition of Guests:

Terri Klubertanz (Wisconsin) - Retiree

Acceptance of Proxies:

There were no proxies presented for the new board meeting.

Review of Agenda/Additions/Deletions/Approval:

Julie Kujath motioned to accept the agenda, Melissa Williamson seconded. Motion passed.

Review of Minutes of Previous Meeting (February, 2022)

Melissa Williamson moved to forgo reading of the minutes, Julie Kujath seconded. Motion passed.

Opening Remarks By The President:

Jennifer Nottingham thanked the board for their dedication and time. She challenged the Board to reach out to some of the people they met at the conference to continue the relationships and excitement about NADE.

Old Business:

- A. **Regional Restructuring Transition** – Thank you to the committee members. Restructuring was voted on and passed without opposition. New regions will take affect November 1, 2022.

Any funds that NADE holds for any region will need to be addressed. Duane Jackson to follow-up with Julie Kujath regarding Southwest fund. The website will need to be updated for restructuring changes. Melissa Williamson will assist Jennifer Nottingham with discussion with webmaster regarding archive of old bylaws. Each of the 4 regions will need to update/vote on their bylaws by October 15, 2022. Regional directors report to Jennifer Nottingham when this has been completed. Jennifer Nottingham will meet with Tonya Scott regarding the information she received from Todd Deshong. Tonya Scott will create templates for the new regions.

New Business:

- A. Mentoring** -Mentoring new individuals. There is an area on the website addressing mentoring. We want to make an effort to mentor individuals who may be interested in serving in a board position in the future.

Jennifer Nottingham will use Eventzilla to thank conference attendees and to encourage them to be more involved with NADE via offices and committees.

Ayanna Conley is going to review the mentoring information on the website and provide recommendations to Jennifer Nottingham by September 9th.

Recess; Back to order: 6:45 pm

B. Review of Conference Planning Approach

Jennifer Nottingham – there were challenges with conference planning for this most recent National Training Conference. Some of these were related to communication with the hotel due to staffing changes, and due to budgetary issues associated with inflation. The board will need to formulate strategies to avoid these complications in the future. There was a discussion regarding steps that could be taken to aid in conference planning/budgetary constraints. 1) Formation of a conference planning committee through NADE 2) Activities that are typically part of the conference could be cut (i.e President’s Reception). The conference planners would need to consider any baseline food/beverage cost that is required before eliminating any conference events/activities.

2023 NTC Conference Ad Hoc Committee will update the Conference Planning section of the Service Handbook.

Ad Hoc Committee for 2023 Conference Planning: Marjorie Garcia, Michelle Wade, Julie Kujath, Trish Chaplin, Kate Miller volunteered to be on this committee.

C. 2023 National Training Conference – Hotel numbers will be finalized. Conference will be August 13-16, 2023

- D. Conference Bids for 2024** – Nevada wants to move forward, but is awaiting permission from the parent-agency.

- E. Budget Update** – there was a detailed discussion regarding the budget from Julie Kujath She will ask the Webmaster about using CANVA (a free-to-use online graphic design tool) for the website.

F. Awards Committee

Feedback – Awards are too complicated to write up; they do not have all the background information. The awards do not necessarily reflect how the newer DDS examiners would like

to be recognized. The forms could be made to be less-complicated and the qualifications less. Jennifer Forde (Washington, DC) is the current NADE Awards Committee chair, and will need to be updated regarding the above.

Award Review Ad Hoc Committee: Chair - Marjorie Garcia. She will work with Jennifer Pounds and Jennifer Forde to set up a survey regarding award nomination forms. Consider possible Online form submission for award nominations.

G. Webmaster Contract - Marjorie Garcia had reached out to the webmaster.

Jennifer Nottingham will obtain the Webmaster contract and conduct an email vote.

H. CCP Handbook Updates – The CCP handbook needs to be updated
Ad Hoc Committee: Ayanna Conley, Marjorie Garcia, Julie Kujath

Other Business:

A. 2023 Virtual Mid-Year Meeting Plans

Mid-Year meeting will consist of 2 half-days for SSA speakers, 2 half-days for NADE business.

Start 11 EST. Dates: February 7-8 for SSA Speakers starting at 11, Feb 28-March 1st starting at 11.

Action Items:

- 1) Duane Jackson to follow-up with Julie Kujath regarding Southwest fund.
- 2) The website will need to be updated for restructuring changes. Melissa Williamson will assist Jennifer Nottingham with discussion w/ webmaster. Archive of old bylaws.
- 3) Each of the 4 regions will need to update/vote on their bylaws by October 15, 2022. Regional directors report to Jennifer Nottingham when this has been completed.
- 4) Jennifer Nottingham will meet with Tonya Scott regarding the information she received from Todd. Tonya will create templates for the new regions and send to the regional directors for completion.
- 5) Jennifer Nottingham will use Eventzilla to thank conference attendees and to encourage them to be more involved with NADE via offices and committees.
- 6) Ayanna is going to review the mentoring information on the website and provide recommendations to Jennifer Nottingham. by September 9th.
- 7) The 2023 NTC Conference Ad Hoc Committee will update the Conference Planning section of the Chapters Service Handbook.
- 8) Marjorie Garcia will work with Jennifer Pounds and Jennifer Forde to set up a survey regarding award nomination forms. Deadline for survey report by December 1, 2022.
- 9) Jennifer Nottingham will obtain Webmaster contract and conduct email vote.
- 10) Update the CCP Handbook, by ad hoc committee Ayanna Conley, Marjorie Garcia, Julie Kujath and Tonya Scott; status of update will be given at Mid-Year Board Meeting

Adjournment:

NADE President Jennifer Nottingham adjourned the NADE New Board Meeting at 8:10 pm.

Meeting Minutes Respectfully Submitted By: Molly Turnbull, NADE Secretary

NADE NATIONAL OFFICERS 2022-2023

PRESIDENT	JENNIFER NOTTINGHAM	NEVADA
PAST PRESIDENT	MARJORIE GARCIA	OREGON
PRESIDENT-ELECT	KATE MILLER	MONTANA
SECRETARY	MOLLY TURNBULL	ILLINOIS
TREASURER	JULIE KUJATH	NEVADA

NADE REGIONAL DIRECTORS 2022

GREAT LAKES	MICHELLE WADE	MICHIGAN
GREAT PLAINS	PATRICIA CHAPLIN	MISSOURI
MID ATLANTIC		
NORTHEAST	KRISTINA BURBANK	VERMONT
PACIFIC	AMBER BARNES	ARIZONA
SOUTHEAST	MELISSA WILLIAMSON	ALABAMA
SOUTHWEST	DUANE JACKSON	ARKANSAS

NADE REGIONAL DIRECTORS 2022-2023 (Effective November 1, 2022)

NORTHERN	MICHELLE WADE	MICHIGAN
MIDWEST	PATRICIA CHAPLIN	MISSOURI
PACIFIC	AMBER BARNES	ARIZONA
SOUTHERN	MELISSA WILLIAMSON	ALABAMA

CHAIRPERSON – COUNCIL OF CHAPTER PRESIDENT

CCP CHAIR	AYANNA CONLEY	GEORGIA
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APPOINTED DIRECTORS 2022-2023

LEGISLATIVE	REAGAN LEDERMAN	NEVADA
MEMBERSHIP	MELISSA WILLIAMSON	ALABAMA
COMMUNICATIONS	SARA WINN	LOUISIANA

NADE COMMITTEE CHAIRPERSONS 2022-2023

COMMITTEE	CHAIR	STATE
AWARDS	JENNIFER FORDE	WASHINGTON, DC
CDIU	MAGGI NAVARRO	MONTANA

CONSTITUTION/BYLAWS	TONYA SCOTT	GEORGIA
ELECTIONS/NOMINATIONS	TODD DESHONG	WASHINGTON
HEARINGS OFFICER	LESLEY BROWN	KENTUCKY
MEDICAL CONSULTANTS	DR. J. SCOTT PRITCHARD	OREGON
NATIONAL DISABILITY PROFESSIONAL WEEK	MARCIA GOLDEN	NORTH CAROLINA
NON DUES REVENUE	JULIE KUJATH	NEVADA
ORGAN DONATION/TRANSPLANT	EMILIE REAFS	NEVADA
PROFESSIONAL DEVELOPMENT	AMBER BARNES	ARIZONA
PROFESSIONAL RELATIONS OFFICER	KATE MILLER	MONTANA
RETIREEES	TERRI KLUBERANTZ	WISCONSIN
STRATEGIC PLAN		
SUPPORT STAFF	CRYSTAL BACH	SOUTH DAKOTA
SYSTEMS	WADE PETERSON	NEVADA

NADE AD HOC COMMITTEES

COMMITTEE	CHAIR	STATE
AD HOC TAX	TODD DESHONG	WASHINGTON