

**Board of Directors Meeting
Thursday, November 2nd, 2017**

Board Members Present

(those present denoted with underline)

Mona Ellerbrock, Jessica Watts, Todd Cleland, Roger VanHoy, Adam Johnson,
Megan Greenawalt, Paul Sturm, Kim Jacobs, Adam Causgrove, Curt Hadley, Julie Smith,
Robin Seth Shah, Brad Favel, Victor Haroldsen, Megan Puzey,
Tarsha Whitaker Calloway, Susan Fonseca

Others Present

Steen Hymes

Welcome & Call to Order

Mona welcomed everyone to the meeting. Steena called roll.

Consent Agenda

Todd motioned to approve the consent agenda and financials. Adam C. seconded.
MOTION APPROVED

Announcements

- a. NACRO will publish a December newsletter with content including Bootcamp, new bylaws regarding membership written by Brad/Victor and a call for submitting nominations, written by Roger/Todd. The newsletter will go to press December 12th. Content will be due a week prior.
- b. Website content needs to be updated including committees, co-chairs and white papers. Committee chairs will review current information and send updates to Curt before the next BOD call. Jessica suggested that marketing assign a point person within their committee to be responsible for keeping the website up to date.

New Business

- c. Annual Budget: Adam J. reviewed the FY2018 Annual Budget projected expenses and income.
 - i. The annual conference expenses are projected to increase. This increase can be attributed to moving over to a hotel model and the reception value.
 - ii. ASG's hours will stay at 1600 hours. All committee ASG hours estimate to 1300 hours. For 2016-2017 there were a total of 1426 ASG hours used.

- iii. A brief discussion was had about increasing membership fees and the annual conference registration rate. This discussion will continue to the next board meeting, as well as goals tied to the budget.
- iv. Megan G. motioned to vote on budget approval. Kim seconded. All in favor of budget approval – motion passes unanimously.
- d. Nominating Committee: Todd reviewed an outline the nominating process.
 - i. Voting will be announced June 12 and close 2 weeks later. The goal is to know who will be the new members a month before the conference.
 - ii. The process needs to begin now, beginning with a piece in the December newsletter.
 - iii. Added to the process is documenting the criteria for members. The criteria has been practiced in previous years, but it needs documented for transparency purposes.
 - iv. Discussion was had about a training period for oncoming members. Mona recommended thinking about how much time is needed to pass along information to keep outgoing and incoming boards in sync during the transition period.
 - v. The current nominating document uses the terminology “Jr. Co-chairs” which will be changed to “Chair-Elect” to keep consistent with bylaws.
 - vi. Criteria language for Vice-President will be adjusted. Jessica will send language to Todd and he will update document.
- e. Site Selection Process: Megan reviewed changes in site selection processes. These changes include moving to hotels, selecting urban cities and planning conferences further out in advance to avoid time crunches.
- f. Midwinter Leadership Meeting: A test blueprint will occur the Monday before Midwinter. The University of Houston has provided space at a low cost. Invites have gone out for the workshop.
 - i. Jessica reviewed a draft agenda for Midwinter and asked for suggestions from the board on topics to cover.
 - ii. December board reports from committee chairs should include what they plan to focus on with their groups.

Old Business

- a. Victor will send the travel form to Steena and copy Susan (to include in board manual).
- b. Roger is working on identifying an attorney for the IP Form.

Closing Remarks

- a. An email reminder needs to be sent out for conference RFPs. Currently have 8.