**Board of Directors - C3X 2024: Gaylord Palms, Kissimmee Florida**

**October 26, 2024: 10:15 AM - 12:15 PM**

**Board Members**

Brett Jackson, CASP - President

LaNiece Tyree, CASP – President Elect

Scott Seagren, CASP – Vice President

Jared Ceja, CASP - Treasurer

Neil Markley – Past President

Kim Rademacher, CASP - Central Rep

Monica Rattigan - East Rep (Absent)

Esmeralda Valdez, CASP - South Rep

Andy Lachman, CASP – West Rep

Jim Dwyer, CASP – Member At-Large

**Staff**

Rich Steele, CASP – NACAS CEO

Matt Portner - Sr Director of Finance and Administration

Artem Mulitsa – CSMO

Will Hurley - CSO

Kristy Vienne, CASP - Member At – Large

J. Rex Tolliver, CASP – Foundation President

**Call Agenda:**

Brett Jackson, CASP called the meeting to order at 10:15 AM

Approval of September 12, 2024, minutes

*M/S/P LaNiece Tyree, CASP / Kristy Vienne, CASP to approve the minutes as presented. Unanimous vote.*

**Staffing Update:**

Rich Steele, CASP mentioned that with Sheena’s resignation, the Chief Learning Officer role will be evaluated. A posting will likely be made in Q1 2025. Due to Beverly’s full retirement, this role will also be evaluated alongside Pam Burke’s part-time Membership Coordinator role.

Sam Lazo, NACAS’ contracted Registrar, will be ending her contract before the end of the year. Discussion is being held about how to fill that vacancy, either with another contractor or a staff position.

**2025 Dues and Fees:**
Jared Ceja, CASP presented a modest increase in both membership dues, Summit fees and C3X registration fees. These price increases were benchmarked against other CHEMA associations and an increase would still keep NACAS competitively priced. Much of the price increase is driven by the increased costs of doing business in person and our members' interest in continuing to learn and connect in person.

*M/S/P Scott Seagren, CASP / Kim Rademacher, CASP to approve the dues and fees as presented.
J-Rex Tolliver, CASP abstained.*

**2024-2025 Committee Rosters**

LaNiece Tyree, CASP led conversation around proposed committee membership. It was noted that some committees are still light on participation. The NACAS President can approve additional committee members throughout the year if needed.

Rich Steele, CASP provided assurances that NACAS will solicit volunteers throughout the year and place them as appropriate rather than waiting until C3X for the annual committee roster cycle.

*M/S/P J-Rex Tolliver, CASP / Jared Ceja, CASP to approve the committee roster as presented. Unanimous vote.*

**Executive Session**

*M/S/P LaNiece Tyree, CASP / Jared Ceja, CASP to enter Executive Session. Zero abstentions.*

Discussion was held around amending NACAS Policy 512 around employee retirement benefits.

*M/S/P Andy Lachman, CASP / Scott Seagren, CASP to end Executive Session. Zero abstentions.*

**NACAS Policy 512**

After discussion in Executive Session, the Board approved changes to Retirement Policy 512 as noted below. Additionally, the CEO was charged to investigate a vesting period for retirement funds.

POLICY 512– EMPLOYEE RETIREMENT BENEFITS – Proposed

*Effective January 1, 1993 it is the policy of NACAS to manage a retirement plan for its employees. Employer contributions will begin after one year of employment with NACAS with at least 1,000 hours worked. Eligible employees must work at least 1,000 hours annually. NACAS will contribute up to 10% of the employee's salary to the account on their behalf. (September 2022) The expected cost of retirement contributions will be detailed in the proposed annual budget and must be approved by the National Board.*

*The amount of employer contribution as well as the possibility of the introduction of employee contributions shall be reviewed by the Finance Committee at least every three (3) years to ensure consistency with established retirement programs.*

*M/S/P Jared Ceja, CASP / Scott Seagren, CASP to amend the NACAS Policy 512.*

**Treasurer’s Report and 2025 Budget**

Jared Ceja, CASP, Matt Portner, and Rich Steele, CASP reviewed the statement of activities, cash flow, and proposed 2025 budget. NACAS appears to be in a financially healthy position thanks to careful spending and strong participation by institutional members and Business Partners in C3X.

It was noted that the 2024 budget included a pending payment related to the Toronto C3X 2023 conference which has thus far gone uncollected after attempts to reach out to pay. Agreement was held to not carry this past 2025.

*No motion needed due to the 2025 budget document being presented by the NACAS Finance Committee. Approval passed, J-Rex Tolliver, CASP abstained.*

**ELT Updates**

Rich Steele, CASP reviewed progress toward the 2022-2025 strategic plan goals. The main areas of improvement needed are with LMS participation and overall functionality, as well as a strong push toward regaining institutional membership numbers.

Artem Multisa shared information related to the prospectus document that will be provided to Business Partners who are considering sponsoring NACAS events including regional CX events. Sponsors who participate with all regions will be provided space on a dedicated web page and a complimentary webinar/social media posts.

**BOD Progress Reports**

LaNiece Tyree, CASP held discussion around if SOPs should be separated from policy and administrative documents. Preference was indicated to streamline documents into a more digestible format for NACAS Board of Directors members’ usage and to separate procedures from policy.

Due to Jared Ceja, CASP moving into the presidential track, Neil Markley has agreed to serve as Interim Treasurer through C3X 2025.

Scott Seagren, CASP reported that the Regional Engagement Task Force has not met since August. William will support ensuring the group meets before the end of November.

Kristy Vienne, CASP reviewed the previous Committee Chair Council meeting, which yielded excellent engagement and full participation from all volunteer groups. Members seemed to appreciate the new format with slides detailing each group’s progress and updates.

**Regional Updates**

NACAS East enjoyed a great site visit for East CX 2025. Liz St. John, CASP will be moving into the Business Partner liaison role due to a current vacancy.

NACAS Central is planning a Board hybrid retreat alongside a CX 2025 site visit in November.

NACAS South also enjoyed a great site visit for South CX 2025. They are also in the process of rolling out “State Director” roles that will liaison to the Regional Board.

NACAS West are navigating Regional Board changes due to Jim Dwyer, CASP’s shift in position as well as the Past President role still being vacant.

All presidents expressed gratitude for support from NACAS staff and enthusiasm to standardize Business Partner / sponsor outreach through a unified prospectus document. The request was made to all regions to provide information related to CX fees by 11/15 to be included in the prospectus.

**Foundation Update**

J-Rex Tolliver, CASP reviewed the NACAS Foundation’s on-site Board meeting. This included approving a MOU with NACAS and adopting a new policy framework, budget, and bylaws. The Foundation also thanked outgoing member Bill Redwine for his years of work supporting the Foundation.

 **Adjournment**

*M/S/P J-Rex Tolliver, CASP / Andy Lachman, CASP to adjourn the meeting. Unanimous vote.*