

NACAS Board Meeting Agenda

April 22, 2020

<input checked="" type="checkbox"/>	Ryan Greene	President	<input checked="" type="checkbox"/>	Kelsey Harmon Finn	CEO
<input checked="" type="checkbox"/>	Mark Ironside	President Elect	<input checked="" type="checkbox"/>	Marcia Oakley	Executive Assistant
<input checked="" type="checkbox"/>	Matt Portner	Vice President	<input checked="" type="checkbox"/>	Lillian De Lisle Stott	Associate Executive Dir.
<input checked="" type="checkbox"/>	Sherry Davidson	Treasurer	<input checked="" type="checkbox"/>	Ashley Vercellone	Sr. Dir. of Operations
<input checked="" type="checkbox"/>	Carlos Garcia	Past President	<input checked="" type="checkbox"/>	Kennedy Turner	Sr. Dir. of Business Dev.
<input type="checkbox"/>	Vacant	Central Rep	<input checked="" type="checkbox"/>	Chris Dastoli	Director of Finance
<input checked="" type="checkbox"/>	Maria Hoagland	East Rep			
<input checked="" type="checkbox"/>	Andy Meeks	South Rep			
<input checked="" type="checkbox"/>	Jared Ceja	West Rep			
<input checked="" type="checkbox"/>	Joe Eggleston	Member at Large			
<input checked="" type="checkbox"/>	Emily Messa	Member at Large			
<input checked="" type="checkbox"/>	Melissa Moore	Foundation President			

FINAL 6-17-20

Call to Order / Roll Call

President Greene called the meeting to order at 2:01 p.m.

Approval of March 18, 2020 Minutes

M/S/P Hoagland/Garcia "to approve the March 18, 2020 minutes as presented."

11 "Yes" votes

Zero "No" votes

Zero abstentions

President Greene welcomed Jared Ceja back on the board.

Strategic Issues

LTM Follow-up

- President Greene noted five key takeaways that came out of the Leadership Team Meeting (LTM):
 - Sustainability
 - Potential for NACAS consulting
 - RFP process and how NACAS can help members
 - Students and leadership roles with auxiliaries and NACAS
 - Mentorship programs and internships
- Benchmarking and Research are current hot topics and we will be including affordability throughout.
- Mr. Ironside noted three initiatives coming out of LTM:
 - Inclusive Excellence
 - Development of Affinity Groups
 - Marketing NACAS
- NACAS will hold a volunteer-focused webinar on May 19th. Ms. Messa is the lead on this event.
- Ms. Finn noted that Jeff Tice in his role as director of membership is taking the staff lead on Affinity Groups.
- NACAS is looking at how to market and highlight that NACAS values inclusive excellence through individual stories.
- Mr. Eggleston reported that the Commission will be meeting soon to review the items that came out of the LTM. Ms. Stott noted that the group is doing research and this will be presented during the summer board

meeting. President Greene inquired about extending the recertification deadline, as regional conferences have been canceled this year and those with the designation will not be able to acquire credits for sessions from these conferences. Mr. Eggleston will present this to the Commission and come back to the board with an answer.

- Ms. Stott reviewed the proposed changes to the Strategic Plan from what has come out of the LTM (no major changes, but includes an updated goal of a minimum of 30 new business partners to exhibit in the C3X Expo each year, updated KPI's for the Research Advisory Group and the NACAS Foundation, as well as other minor edits.)

M/S/P Meeks/Messa “to approve the updated NACAS 2018-2021 Strategic Plan as presented.”

11 “Yes” votes

Zero “No” votes

Zero abstentions

Review & Adjustment of Strategy

Treasurer’s Report

- President Greene noted that the April Finance Committee meeting went well.
- Ms. Davidson gave an overview of the financial position through March 31, 2020. Highlights included cash flow, investment balances, assets and liabilities. The Statement of Activities revenue and expenses were also reviewed.
- Ms. Davidson noted that the Finance Committee is looking at projections for the remainder of 2020. Based on the current state of the country and the economy, the committee looked at three different scenarios for the balance of the year and what these assumptions look like. They looked at making cuts in expenses for C3X, professional development, sales and marketing and travel in this rapidly changing environment. NACAS has applied for funding sources from the SBA Paycheck Protection Program (PPP) and the Economic Injury Disaster Loan (EIDL).
- The Finance committee voted at the April Finance Committee Meeting to bring two loans to the board for approval:

Motion 1: Finance committee recommends that NACAS moves forward with the EIDL loan for \$500,000.

Motion 2: Finance committee recommends that NACAS approve the PPP loan of up to \$225,000 in the event it is granted to NACAS.

- These motions come forward from the Finance Committee and do not require a second.

Motion passed “to approve NACAS moving forward with the EIDL loan for \$500,000.”

10 “Yes” votes (one person left the meeting early)

Zero “No” votes

No abstentions

Motion passed “to approve applying for the PPP loan of up to \$225,000 in the event it is granted to NACAS.”

10 “Yes” votes

Zero “No” votes

No abstentions

- The Finance Committee has a strategy in place to steadily increase the Reserve funds. Discussion was held regarding the financial support that NACAS receives from the NACAS Foundation.
- 2021 budget process schedule:
 - May - NACAS committees to submit their budget requests to Mr. Dastoli.
 - June - There will be a special Finance Committee meeting held in June to review cash flow and updated 2020 projections.
 - August - The CEO and director of finance will prepare the first draft of the 2021 budget based on feedback from the Finance Committee. The joint NACAS and Foundation Finance Committees will meet. The NACAS Board of Directors will review the 2021 budget during the summer board meeting.
 - October - The final review of the 2021 budget by the NACAS board.
 - November - The final budget to be approved by the membership at the Annual Business Meeting at C3X.
- The NACAS and Foundation summer board meetings will be held virtually this year, which will save on travel and other expenses.

Policy Determination: Public & Operational

Proposed Bylaws Changes

- Ms. Stott noted that section Article 1, Section 3 of the NACAS Bylaws lists “The National Association’s principal office at 3 Boar’s Head Lane, Suite B, Charlottesville, Virginia 22903-4610, or at another location determined by the Board of Directors from time to time.” NACAS has plans to transition to a fully remote team as one way to save on annual operating expenses, while still providing opportunities for the Charlottesville staff to meet face-to-face at a common workspace in town. This does not require a Bylaws change at this time.

M/S/P Eggleston/Meeks “to approve the address change of NACAS from 3 Boar’s Head Lane, Suite B, Charlottesville, VA to an address to be determined.”

10 “Yes” votes

Zero “No” votes

Zero abstentions

Nominations Update

- Mr. Garcia noted that the nominations timeline has shifted some. He chairs this committee along with the regional presidents and Ms. Finn.
- The 2020-2021 NACAS Board positions to be filled:
 - Vice President - West region
 - Central Regional Representative
 - East Regional Representative
 - At-Large Member
- Mr. Garcia noted that the board needs to determine the focus for the At-Large position and if it will continue with Certification. Discussion was held on if this person would need to have the CASP certification or at a minimum, be willing to sit for the exam. The board also discussed if the position should have another focus such as membership, research, or professional development.
- The position will be posted and marketed with a focus on Certification and professional development, sitting on both the Certification Commission and the Professional Development Committee. When the Nominating Committee puts forth the slate to the board, they can confirm that position.

Committee Volunteer Update

- Ms. Messa noted that she met with Mr. Ironside and Ms. Stott to discuss committee recruitment. The May 19th webinar will be a panel discussion facilitated by Ms. Messa and Mr. Ironside along with representatives from each committee. The webinar will highlight community service, the roles, accomplishments and goals of each committee and will be open to everyone. The webinar will also highlight the importance of diversity and why it matters to NACAS. It will include the benefits of association service. NACAS is also looking at other ways to highlight volunteer service.

Central Rep to the Board

- Ms. Finn reported that Central representative Bob Barry has resigned his board position, as he has accepted a new job and is no longer working in auxiliary services. The Central region has put forth Gheretta Harris to complete Mr. Barry's term that ends in November at C3X.

Motion approved "to have Gheretta Harris as the Central Representative to the Board position to complete Bob Barry's term."

10 "Yes" votes

Zero "No" votes

Zero abstentions

Routine Board Business

CCC Quarterly Report

- Ms. Messa noted that the summary from the April CCC call was included with the board materials. The highlight in the summary is the participation in webinars. The Professional Development Committee has pivoted delivery of certain webinars and satisfaction scores are good.

Regional Conferences

- President Greene noted that all the regional conferences for 2020 have been canceled.
 - West CX – canceled, moving Vancouver to 2021
 - East CX – canceled, moving to Boston 2021
 - South CX – canceled (will be in Savannah, GA in 2021)
 - Central CX – canceled (considering options for 2021)

NACAS Office Update

- Ms. Finn noted that the regions are working on how to transition their leadership during this time, as the new boards usually begin their terms at the regional conferences. NACAS is looking at doing a virtual Town Hall this summer and each region holding virtual business meetings.
- The 2020 NACAS Leadership Series has been shifted to virtual events as well.
 - The NACAS Virtual Leadership Forum will be held June 24-26.
- A 90-day notice was given contingent on the board approving the change to principal office location, to end the rental agreement of the NACAS office space. The office will be officially remote by July 1st.
- The NACAS Store has been pulled down, as we no longer have a supplier.
- Summer board meeting - dates to be finalized in the coming weeks.

NACAS Foundation Update

- Ms. Moore noted that the Foundation did not meet in March, but the sub-committees continue to hold regular calls. A letter will be going out to select members to increase the number of individual donors.
- The Foundation is working on a 3-year Strategic Plan and have updated their KPIs for the year.
- The Foundation has agreed to move forward with the Campus Care Grant.

- Selection of the Campus Care Grant Committee - Ms. Moore noted that this needs to be a continual review group. The committee will include:
 - One NACAS staff member - William Hurley
 - Two NACAS board members - Maria Hoagland has agreed to do this again this year.
 - Three Foundation board members - Angela Peterson and Kathryn Le Gros have agreed to do this again this year.
- One additional NACAS board member is needed. Andy Meeks agreed to be on this committee.

M/S/P Portner/Ceja “to have Andy Meeks represent the NACAS Board on the Foundation Care Grant Committee.”

10 “Yes” votes

Zero “No” votes

Zero abstentions

M/S/P Meeks/Ceja “to go into executive session at 3:32 p.m.”

10 “Yes” votes

Zero “No” votes

Zero abstentions

M/S/P Moore/Eggleston “to end the executive session and adjourn the meeting at 3:47 p.m.”

10 “Yes” votes

Zero “No” votes

Zero abstentions

Respectfully submitted,

Kelsey Harmon Finn
CEO

Marcia Oakley
Executive Assistant