

**Ohio Association for Developmental Education
Executive Board Meeting
Thursday, June 18 2009
Cuyahoga Community College
11000 Pleasant Valley Road
Cleveland, OH**

President Tracy Koski called the meeting to order at 11:14 a.m.

Attendance/Roll Call

Present: Kathy Buttermore, Lana Evans, David Haiduc, Sue Hargrove, Carter Jastram, Julie Kling, Tracy Koski, Sally Kurowski,

Absent: Michelle Heckman

Approval of May 8, 2009 Minutes

The Board reviewed the May 8, 2009, minutes. Tracy Koski moved and David Haiduc seconded that the minutes be approved. The minutes were approved as amended.

Officer Reports

President—Tracy Koski

- Tracy shared a letter to chapter leaders from the current NADE president-elect, Marcella Davis, in which she referenced grants available to chapters, relevant articles of interest, and the NADE national conference in Columbus, March 10-13, 2010.
- Tracy will send an email to OADE members with an invitation to attend, volunteer opportunities, and other information about NADE 2010. Carter suggested asking for articles for the newsletter.

President-Elect, Lana Evans

- Lana plans to get the political liaison group together before the July 16 NADE Planning Committee meeting.
- Lana would like to create a teleconferencing manual so all “attending” would have the information needed to fully participate. Dave Haiduc suggested that we have a trial run of Bridgit conferencing software in the fall.

Recorder, Sally Kurowski

- Work is continuing on an electronic policies document.

Treasurer, Carter Jastram

Balances as of June 17, 2009	
Checking Account	\$10,308.52
Savings Account	4,042.73
CD	<u>11,252.00</u>
Total Income	\$25,603.25
Expenses	\$75.00

- The only expense for the period is \$75.00 for liability insurance which must be paid by May 1 of each year.
- Approximately \$6,300 of the \$20,000 NADE infusion remains. NADE will loan us additional funds as needed.
- June 30 is the end of our fiscal year.
- Suggestions for next year's budget include \$1,000 for scholarships (budget line 3910). \$800 in scholarships was awarded this year.
- The 2009 OADE Adjunct Awards are to be used for NADE 2010 Conference attendance. Adjunct awards are typically awarded to first-year attendees. Applications will be submitted electronically and processed by the Two-Year and Four-Year representatives.
- David Haiduc moved and Carter Jastram seconded that OADE award ten \$200 adjunct awards to be used for NADE 2010 registration. The motion was unanimously approved.
- Carter contacted the IRS to confirm that OADE is registered as a 501C3 organization. All non-profits must file a 990N form each year. This form is due four and one-half months after the end of the fiscal year, approximately November 15. The form requires an address for the organization. An organization can designate an agent who is not a board member. Carter will notify the IRS of our fiscal year-end date, and he will also notify the NADE president of our current status as a 501C3 organization.
- Carter Jastram, Sue Hargrove, and Michelle Heckman comprise the Finance Committee.
- Lana Evans moved to accept the Treasurer's report and Sue Hargrove seconded the motion. The Treasurer's report was unanimously approved.

Two-Year Representative, Sue Hargrove

Sue will send letters about available grants to the membership, and grant information will appear in the September newsletter.

Four-Year Representative, Michelle Heckman

Although, Michelle was absent, it was announced that a few 2008 Conference t-shirts remain. They will be advertised in the next newsletter.

Standing Committee Reports

Budget and Finance Committee, Carter Jastram

Nothing further to report.

Conference Committee, Kathy Buttermore

- Since there is no OADE 2009 Conference, the question about how OADE will solicit membership was raised. Carter commented that David Reedy will email the membership form to those whose membership is expiring.
- Julie Kling, jkling@northweststate.edu, volunteered to be Conference Chair for OADE 2010 to be held at the Ohio State University Blackwell Inn, Columbus.
- Site ideas are needed for OADE 2011. Possibilities include Kalahari® Resorts, Sawmill Creek Golf Resort, and Castaway Bay Indoor Water Park.

NADE 2010

- Bill Huepenbecker is the NADE 2010 Proposal Chair. Proposals will be submitted to Kathy, and she will forward them to Bill who will forward them to the proposal readers.
- The Conference Planning Committee will meet on July 16, from 10:00 a.m.-3:00 p.m. at the Hyatt Regency Hotel in Columbus. Carol O'Shea from NADE will present credit card machine training during the morning session. Lunch will be provided, and the Conference Planning Committee will meet in the afternoon. Conference staff will work the registration table in two-hour shifts. Registration hours are Tuesday, 4:00 p.m.-9:00 p.m., Wednesday, 7:00 a.m.-7:00 p.m., Thursday and Friday, 7:00 a.m.-6:00 p.m. and Saturday, 8:00 a.m.-10:00 a.m.
- The NADE Board will be in Columbus the third weekend of September. They will meet with the OADE Board at 10 a.m. on September 18. The NADE and OADE Boards will meet for lunch, followed by the NADE 2010 planning meeting at 2:00 p.m.
- Experient put out bids for a company to handle tour tickets, booking, and transportation. Destination by Design was the company chosen. The Conference Planning Committee will recommend the tours to offer.
- Busing to Polaris and Easton will be offered to attendees who wish to shop, and the Committee is looking for some activity inside the hotel to offer attendees who choose to "stay in."
- The conference workroom will open on March 6.
- We need an account set up at the Hyatt Regency for possible expenses. Our contact there is Andy Taylor.
- Kathy continues to look for national grant money to help defray conference expenses.
- Sixty-five session proposals have been submitted to date. The deadline for proposals is June 30.
- Currently, we have only three preconference workshops.
- Kathy intends to run for NADE president. The OADE board can submit letters of support on her behalf.
- Kathy was granted a sabbatical from administrative duties for Spring 2010.
- OADE members are needed to write a report about developmental education issues for the governor and other politicians.
- Tracy Koski asked for a list of the volunteers still needed.
- Tracy Koski inquired when OADE election information will be sent to the membership, and Kathy responded during late August or early September.

Research Committee, Lana Evans and David Haiduc, Co-Chairpersons

- Lana suggested a "climate" survey of the membership asking what they hope to gain from their membership in OADE. The results could be used to create a "benefits of membership" marketing piece. AMATYC has a survey which we can reference.

Other possible questions could determine the membership's interest in a fall conference and a one-day spring meeting or a one-day fall conference.

- Dave will review the salary survey data.

Special Appointee Reports

OADE Scholarship Committee, Tracy Koski

- Tracy suggested that the Board, not just the Scholarship Committee, be involved in scholarship selection for a broader, state-wide representation.
- Dave suggested adding a question about interest in serving on the Scholarship Committee to the climate survey.
- Tracy moved that the Executive Board, including the Two-Year and Four-Year Representatives, serve on the Scholarship Committee. Since this would require a change to the OADE constitution, Tracy rescinded her motion. However, per the constitution, the President can appoint the Two-Year and Four-Year Representatives to serve on the Scholarship Committee.

Membership Coordinator, David Reedy

- David Reedy's contact information is david.reedy@rhodesstate.edu

Political Liaisons, Lana Evans, David Haiduc, Jeffrey Leptak-Moreau

- Please see the President-Elect's report.

Old Business

- The NADE 2010 Conference Planning Committee Meeting is scheduled for July 16, 2009, in the Madison Room of the Hyatt Regency Hotel in Columbus.
- Please see the President-Elect's report for the status of possible web conferencing for some future meetings.

New Business

- In her Two-Year Representative's report, Sue Hargrove reported that an email regarding available grant money will be sent to the membership.
- Tracy Koski asked Kathy Buttermore for an updated list of volunteers needed for NADE 2010.
- The OADE Executive Board will meet on September 18, 2009, at the Hyatt Regency Hotel in Columbus, Ohio.

With no further business before the board, Carter moved to adjourn the meeting, and David Haiduc seconded the motion. The motion was unanimously passed, and the meeting was adjourned at 12:43 p.m.

Respectfully submitted,

Sally Kurowski, Recorder