

**OADE Executive Board Meeting Minutes
Friday, November 2, 2007**

Members Present: Kathy Buttermore, David Haiduc, Michelle Heckman, Sue Horn, Carter Jastram, Sally Kurowski

Approval of September 14, 2007 Minutes

Sue added that the board selected Frank Bambic, Math, and Carole Maryann MacClennon, English, to receive awards for Outstanding Contribution to Developmental Education by an Adjunct Faculty. Sue moved to approve the minutes as corrected. Dave seconded. Minutes were unanimously approved as corrected. In a related matter, Kathy and Dave agreed to develop a database of service pin recipients.

Budget and Finance Committee Report—Carter Jastram

Balance as of September 30, 2007	\$ 987.77
Savings	\$2301.66
CD	\$1309.16

- Carter reported much activity related to the 2007 conference
- The CD is tied up until 2008.
- Carter presented the proposed 2008 budget, 7/1/07-6/30/08. (See attached.)
 - Kathy spoke about conference receipts and expenditures
 - The Newsletter allocation will be 0 if the newsletter goes electronic.
 - Sue questioned line number 5200, technology, funds for website or other technology expenses
- Carter moved and David seconded that the proposed 2008 budget be approved. The budget was unanimously approved.

NADE 2010 Conference Report—Kathy Buttermore

- A NADE conference media chairman is needed.
- She will soon launch a pin/logo contest.
- She emailed Boston conference co-chairs with her request to shadow them.
- She plans to connect with the Greensboro 2009 Conference team.
- After the technical requirements for meeting rooms are determined, she plans to make sure that each room is tech-ready and will solicit vendor sponsorship to cover these costs.
- Everything else is in process per the approved minutes of the September 14th board meeting.
- She would like all contracts signed by 2008.

OADE Conference Report—Kathy Buttermore

- Kathy would like the 2012 conference back in the Toledo area, but downtown Toledo does not have much to offer. She will make site visits.
- The tentative site for the 2011 conference is the Blackwell Inn on the Ohio State University campus. All conference rooms are tech-ready.

- The 2010 conference is scheduled for Great Wolf Lodge, Mason, Ohio. Kathy is looking into discount group tickets to King's Island for Wednesday and Thursday.
 - There will be no 2009 Conference; OADE is "saving up" for NADE 2010.
 - Shawnee State Park Lodge will host the 2008 conference October 15, 16, 17.
 - Conference theme is "Getting to Know the Stars of OADE."
 - Room charge is \$105/night and for cabins that sleep six \$145/night; Kathy has blocked 20 rooms in the lodge and 2 cabins for Wednesday night.. Historically OADE does not need more than 10 rooms for that night. Michelle remarked that more members will need to come in Wednesday because of Shawnee's location.
 - Thirty rooms are reserved for Thursday night.
 - Food costs less, approximately \$15 for dinner.
 - There will be no keynote speaker.
 - Kathy is looking for a low tech conference because of internet connection costs.
 - A parallel family schedule will be planned.
 - The lodge will propose a conference package.
 - Kathy will post the cost of technology on the OADE website. Kelly Sanchez suggested that all conference information be posted on the website.
-
- 2007 Conference receipts totaled \$25,808.25 as of November 2. Kathy also received \$140 for one-day attendance from Ellen Brook. Kathy does not know the exact amount in the OADE Walsh account; she will apply for a NADE grant to cover expenses for Darrell Handy, conference keynote speaker.
 - One hundred forty-two members, an unprecedented number, attended the conference; thirty-three new attendees were also unprecedented.
 - One hundred twenty evaluations were returned, mostly positive, mostly 4's and 5's. Kathy and her aide, Lisa, will input attendee information in a database.
 - Kathy reported that the adjunct award wording was confusing, and it needs to be clear. The award is currently \$100. Some thought the award was for the entire registration fee plus \$100 toward hotel and other expenses. The Board discussed the award. Possibly, the nature of the award could be changed so that the attendee would register for the conference and then be given a check for \$100. Another option might be to pay for an attendee's entire registration fee. We need to draft wording for the award and push up the deadline for adjunct award applications.
 - Most attendees seemed to like the T-shirts. For the 2008 conference, we could charge \$12 for the shirts so a few dollars from each could go to help pay for pins or chocolates to hand out at NADE 2009 in Greensboro.
 - We need a logo for NADE 2010. Sally said she would check with her son who is a graphic artist.
 - Someone asked who our political liaison is; who was appointed.
 - Carter estimated award reimbursement in the 2008 budget proposal.
 - Sue asked about conference centers in the Toldeo area. Sawmill Creek or the Kalahari were suggested. Kathy suggested that Bill Hupenbecker from the area might have some suggestions.
 - Kathy did not choose the Roberts Conference Center in Wilmington because there is nothing in the area besides the conference center.

- The board discussed choosing conference dates so they would not conflict with other Ohio conferences.
- Sue asked about the 2007 conference trip to the Rock and Roll Hall of Fame. David reported that the trip lost about \$200, but that it was still worthwhile. It was suggested that in the future, the cultural event should be planned for Thursday night when everyone is here.
- Kathy stated that the conference is budgeted to break even at 100 attendees, so we probably made money.
- For the 2008 conference, we will have no speaker; the focus will be on OADE members.
 - A visit to the planetarium is planned for Wednesday evening.
 - Five concurrent sessions are planned for Thursday and square dancing for Thursday evening.
 - Friday is devoted to special interest groups that will discuss best practices and report back to the whole group during the second concurrent session and lunch. Best practices will be posted on the website.
 - Someone asked if we could have a research SIG. We have a research committee, but we could have a research SIG. The chairman of the research committee should serve on that SIG.
 - Every member should come prepared to discuss best practices.
 - One of the 2008 conference objectives is for the membership to bond before NADE 2010.

Grant Committee Report

Sue and Michelle will discuss the form revision.

- The election results need to be communicated to the membership. Dave will talk to Brenna.
- Dave suggested OADE consider purchasing a one-year, unlimited use Survey Monkey license for \$200.
 - Possible uses include collecting member feedback and conducting elections.
 - Sue and Sally moved and seconded purchasing the Survey Monkey license.
 - Discussion continued. Who has hard results of ballots? We need the numbers for the results.
 - Regular research is also needed and Survey Monkey can assist. We can then survey membership on the effectiveness of surveys. We can have conference evaluation online also. Members can type name or email address to verify vote.
 - Vote on motion to purchase a Survey Monkey license was tabled until David gets more complete information.

The Board discussed the newsletter. OADE could email the newsletter monthly or post it on the website. Someone asked who is responsible for the newsletter? The success of the previous electronic newsletter was discussed.

Does anyone have the changes that were made to the constitution? Dave suggested asking Marge and Tracy.

Kathy commended Pat Hausmann and Tatiana Gorbunova for their presentation on publishing for the journal. Sue asked if the articles need to be research or can they be best practices.

Kathy suggested that Sue and Michelle present on grant writing at the OADE conference.

Dave will ask Marge to put the OADE mission statement and goals on the website. Michelle said they are on the site.

New Business

Dave suggested that OADE offer a scholarship to a developmental education student.

- Kathy asked if the membership fee can support a scholarship and suggested that the Board explore how the organization will pay for it.
- A book scholarship was suggested. Funding also needs to be explored.
- Discussion was tabled until the projects are explored further.
- Meetings will return to the 10:30 a.m. time after the New Year.
- Sally will check on conference call capability for our next meeting. A December 7, meeting will be at 12:30 p.m., but a November 30, meeting will be a conference call, if possible.

Michelle moved and Carter seconded that the meeting be adjourned. The motion was unanimously approved, and the meeting was adjourned at 2:31 p.m.

Respectfully submitted,
Sally Kurowski, Recorder