

**Minutes**  
**2018-2019 NAEOP Board of Directors**

<b>I.</b>	<p><b>Call to Order</b> Susan called the meeting to order at 8:33 am on January 12, 2019.</p>	<p><b>Susan Belliston</b> <b>President</b></p>
<b>II.</b>	<p><b>Inspiration: Saturday, January 12, 2019</b> Paula shared a story about a speaker who offered the audience \$20; first as a clean bill, second crumpled, and finally dirty. No matter the condition of the bill, it was still worth \$20 and people wanted it. The speaker equated the value of people to the value of the money. We never lose our value no matter our circumstances.</p>	<p><b>Paula Chapman</b></p>
<b>III.</b>	<p><b>Roll Call and Establishment of Quorum</b> <b>Elected Members:</b> Susan Belliston, CEOE, President Jill Averyhart, CEOE, President Elect Mary Guest, CEOE, Vice President Katherine Reichley, CEOE, Secretary/Treasurer Lisa Morehouse, CEOE, Immediate Past President Paula Rosenberger, CEOE, Mid Atlantic Area Director Dena Henricks, CEOE, North Central Area Director Bonnie Miller, CEOE, Northeast Area Director Eldene Wall, CEOE, Northwest Area Director Sue Hand, CEOE, South Central Area Director Teresa Himmelberger, CEOE, Southwest Area Director <b>Board Appointments:</b> Connie Bergeson, CEOE, Parliamentarian Lola Young, CEOE, Advisor <b>Membership Council Chairmen</b> Georgette Council, CEOE, Administrative Council Debra Nordquist, Elementary Council Louise Snipes, CEOE, Middle-Junior High School Council Paula Chapman, CEOE, High School-Career Tech Council Debbie Hendricks, CEOE, Higher Education Council <b>Staff</b> Debbie Geib, CEOE, Executive Director <b>Ex Officio</b> Gayle Schnorenberg, CEOE, Foundation President Connie Van Hoesen, CEOE, NAREOP President <b>Others</b> Darcy Blackstock Charla Callahan Cathy Eberle Wendy Heslink, CEOE Betty Napolitano, CEOE <b>Absent</b> Vickie Eaves, CEOE, Southeast Area Director Allie Faye Matthews, CEOE, Advisor Sharon Griffiths, CEOE, Historian Pam Sherts, Educational Partners Council</p> <p>A quorum was established.</p>	<p><b>Katherine Reichley</b> <b>Secretary/Treasurer</b></p>
<b>IV.</b>	<p><b>Communications</b> No communication was received. Cards were circulated for several people.</p>	<p><b>Katherine Reichley</b></p>
<b>V.</b>	<p><b>Announcements</b> Susan made several announcements related to use of the room, location of restrooms, breaks, and silencing phones. She asked people to respect the two-minute speaking rule and allow others to speak before talking a second time. Connie B. was introduced as the parliamentarian.</p>	<p><b>Susan Belliston</b></p>

	<p>Connie shared 13 guiding principles from a document prepared by Dr. Jon Hall. They included the following:</p> <ol style="list-style-type: none"> <li>1. All members have equal rights, privileges and obligations.</li> <li>2. The decision of the majority prevails.</li> <li>3. Rights of the minority are protected.</li> <li>4. A quorum must exist to conduct business.</li> <li>5. Items of business should be handled one at a time.</li> <li>6. There should be full and free discussion on all issues.</li> <li>7. Members should enjoy the right to know.</li> <li>8. Meetings should be conducted fairly.</li> <li>9. Actions taken by an organization are valid unless in violation or in counterpoint to a higher authority.</li> <li>10. The membership may delegate duties, responsibilities and authority, but retains the privilege of decision-making.</li> <li>11. Precedence of motions should be observed.</li> <li>12. Organizational leadership is elected by and is accountable to the membership.</li> <li>13. The simplest and most direct procedure should be used.</li> </ol> <p>She encouraged everyone to write their own motions and make sure they have read the NAEOP Bylaws.</p>	<p><b>Connie Bergeson                  Parliamentarian</b></p>
<p><b>VI.</b></p>	<p><b>Approval of Consent Agenda (A)</b></p> <p>A. Approval of Minutes</p> <ol style="list-style-type: none"> <li>1. July 16, 2018 Attachment A</li> <li>2. July 17, 2018 Attachment B</li> <li>3. July 2018 Conference Attachment C</li> </ol> <p>B. Minutes Approval Committee (January 12-13, 2019)  <b>Chairman:</b> Louise Snipes, SC  <b>Committee Members:</b>          Eldene Wall, WA Georgette Council, SC</p> <p>C. Committee Appointments</p> <ol style="list-style-type: none"> <li>1. <b>Bylaws Committee</b>              Carol Coleman, KY Jackie Fey, KY              Carrie Lucas, NC</li> <li><del>2. <b>Professional Standards Committee</b>              Becky Melendez, TX Jackie Fey, KY</del></li> <li>3. <b>Special Projects Committee</b>              Lauren Lynn, OH Jackie Fey, KY              Carol Coleman, KY</li> <li>4. <b>Administrative Council Committee</b>              Teresa Craft, DE Rebecca Fields, SC              Ruth Greene, VA JoAnn Greenwell, MO              Katina Guinyard, SC Melissa Hampton, SC              Nancy Harter, NE Catherine Herron, MS              Teresa Himmelberger, UT Juliana Holmes, TX              Michelle Johnson, VA Lorraine Kilby, CA              Jessica Mayabb, WA Tamika Sherman, SC              Sarah Tierce, CA Lisa Blackwell, SC</li> <li>5. <b>Affiliates and Advisory Council Committee</b>              Eronda Jackson, SC Lisa McLaen, NY</li> <li>6. <b>Public Relations Committee</b>              Karen Brayer, OH Paula Chapman, WY</li> </ol>	<p><b>Exhibit 1</b></p>

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Carol Coleman, KY	Georgette Council, SC
Teresa Craft, DE	Jackie Fey, KY
Wendy Heslink, NY	Beth Heyden, CA
Theo Jones, VA	Malinda Larey, AR
Debra Nordquist, ID	Martin Saenz, TX
Gayle Schnorenberg, WY	Amey Tamagni, AK
Connie Van Hoesen, NY	Patti Walling, TX
Joan Wilkins, NE	

**7. Professional Development Committee**

Tamara Baldwin, SC	Laurie Cannon, SC
Kelsie Carter, SC	Carol Coleman, KY
Jaclyn Fey, KY	Marybeth Gawryls, SC
JoAnn Greenwell, MO	Julianne Hamblin, UT
Jewel Adams, MS	Jennifer Lewis, SC MS
Ramona Martin, ID	Jessica Mayabb, WA
Sharon Mena, TX	Aleisha Meredith, VA
Liz Vazquez, NY	

**8. Membership Committee**

Carol Bom, NE

**9. Scholarship Committee Judges**

Mardy Moree, KS	Essie Gerald, SC
Dr. Millie Watkins, WA	Raquel Ellis, WA, Alternate

**Email Vote Results:**

#1 – I move the Executive Director proceed with securing a contract with Little America as the location for the 2020 conference in Salt Lake City, Utah. Motion passed.

#2 – I move we accept the attached revisions related to the Affiliations and Advisory Council Committee section of the NAEOP Handbook. Motion passed.

**Motion #1: Motion maker Eldene Wall; seconded by Teresa Himmelberger: I move to accept the consent agenda as changed. Motion passed.**

The following changes were made:

- The Professional Standards Committee is not allowed to appoint any additional committee members.
- Jennifer Lewis is from Mississippi not South Carolina.
- There was an error on page two of the General Session minutes.

**Motion #1  
Motion passed**

**VII.**

**Financial Reports**

**2017-2018 End of the Year Report**

Katherine presented the end of year report which included the first quarter expenditures. There were a few questions about some of the items including the following:

- #4-2090 – the estimate was 25 people would pay \$40 to have printed copies of the *NES Connector* mailed to them
- #6-4011 – Debbie is the only employee who took advantage of the professional development funds; in the 2019-2020 budget we plan to double the money and encourage Jenny to also use the funds
- #6-4070 – there was discussion about the roles filled by the CPA firm
- #6-5050 – this was a new line set up to help distinguish between expenditures for the *NES Connector* and the new L.E.A.R.N. newsletter

During the 2017-2018 fiscal year, conference income was \$19,997.33 more than expenses. Additionally, credit card service fees were \$196.16 more than the paid fees.

**2017-2018 Financial Statement and 2018-2019 1<sup>st</sup> Quarter Report**

**Katherine Reichley  
Exhibit 2A**

**Exhibit 2A1-2**

(A) Action Item

(I) Information Item

(D) Discussion Item

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	<p>The actual financial statements from the CPA firm were included as exhibits. There were no additional questions.</p> <p><b>2019-2020 Proposed Budget</b> Katherine explained the 2019-2020 budget will be voted on at the July board meeting. There are so many potential changes to be determined in the next six months it did not seem appropriate to set the budget at this time. Some of the items she mentioned were insurance for the building contents, Foundation contributions, and more. The Executive Committee will work to finalize the budget this spring so it can be included with documents for the July board meeting.</p>	<p><b>Exhibit 2B</b></p>
<p><b>VIII.</b></p>	<p><b>President</b> <i>State of the Association Report (I)</i> <i>Appointment of NE Area Director (I)</i> Susan shared an update on her efforts the first half of this year to balance work and NAEOP. It has helped to get her organized, and she is working hard to keep everything moving forward. She is thankful for her advisors and their reminders. An early challenge came with the move of the office. We have a new home and believe our members will be pleased. Donita Smith resigned as the Northeast Area Director at the end of December. She welcomed Bonnie Miller who served in this position before. The transition is going well as Bonnie has talked with Donita recently.</p> <p><i>Executive Committee Report (I)</i> Susan confirmed the Executive Committee worked on the proposed budget, but there are just too many unknowns at this time. We will have it ready for July. We discussed making sure we have up to date job descriptions for the office staff and talked about adding an additional part time staff member. We discussed the area reorganization which will be brought up later in the meeting. She thanked people for being here and willing to share points of view so we can be the best association possible.</p> <p><i>Ad Hoc Conference Committee Report (I)</i> Lisa created the Ad Hoc Conference Committee so she spoke to the process and final product. The pendulum swings so the conference guidelines were changed before and will be changed again. Sherry Wilson, Paula Rosenberger, and the committee were thanked for all their hard work. We will try it this way and then make changes if needed.</p> <p><b>Motion #2: Motion maker Lisa Morehouse; seconded by Gayle Schnorenberg: I move to accept the Conference Guidelines as presented. Motion failed.</b> There was a question about whether the document will remain in the Handbook or become its own document. Voting now does not preclude it from being in the handbook. If we want to take it out, we can do that during the handbook changes. There is some yellow highlighted text on page three saying the board would discuss how invitations are handled for future conferences. The number of invitations to host conferences is declining, and there is no longer a list of places interested in hosting. The board may be called upon to host more often and then enlist the assistance from affiliates and areas. There is a time commitment to host a conference, but not a financial commitment provided planning is done correctly. We are on the edge of moving toward the board helping to pick the locations. The four regions mentioned as part of the conference rotation were selected when we had seven or eight regions. Conference location is separate from the regional areas. There were times in the past when the conference chair was not from the area where the conference was held. The board recently voted between multiple locations, but we also have recently reached out to areas to host the conference.</p> <p>It was noted there is yellow highlighting in other parts of the document. Some other overall edits were mentioned. People should send these types of changes directly to Paula R. so she can do the final document update. At this time we are focused on the larger issues and overall concepts. The version of the Conference Guidelines presented in the handbook is a little shorter than the version presented here. Where the handbook</p>	<p><b>Susan Belliston</b></p> <p><b>Exhibit 3A</b></p> <p><b>Motion #2 Motion failed</b></p>

	<p>goes makes a difference in how it will look. There was some discussion about keeping an application to host for the years when a group is interested.</p> <p><b>Motion #3: Motion maker Jill Averyhart; seconded by Paula Rosenberger: I move that we no longer use the request to host a conference process and we use the four regional rotation sites. Motion failed.</b></p> <p>There was discussion about removing the application process and using a regular rotation process. We need to know the purpose of the conference and how the location fits into the planning. Should a static location be considered and possibly move more resources into professional development? Access to a major airport is important. There was a request to call for the question. The motion on the questions passed so the vote was taken on Motion #3.</p> <p>It was decided by consensus, further discussion on the Conference Guidelines would be moved to the handbook discussion.</p>	<p><b>Motion #3 Motion failed</b></p>
<p><b>IV.</b></p>	<p><b>Board of Directors</b></p> <p><b>Mid Atlantic Area Director Board Report (I)</b> Their area professional development day had almost 100 attendees. They are currently working to edit their development day guidelines document.</p> <p><b>OPY Award; Jackie Evans Award; Admin Award; Rachel Maynard Award; and Website Award (A)</b> Paula reported all the award applications were available in Google Docs as well as exhibits in the meeting materials. Some items shifted when the documents were converted to Word.</p> <p><b>Motion #4: Motion maker Paula Rosenberger; seconded by Bonnie Miller: I move to approve the revisions to the awards nomination forms as corrected. Motion passed.</b> Paula reviewed some of the changes to the various award applications. Some additional edits were mentioned during the discussion.</p> <p>A question was raised about the history behind only elected board members choosing the Jackie Evens Award recipient. Both groups represent members, but they do this in different ways. People in appointed positions could bring an unfair advantage toward what the president wants. Appointed members vote on other matters of the association but not this.</p> <p>Lisa provided an update from the Past Presidents about the Rachel Maynard Award. The national office has gotten judges the last few years. The Past Presidents will secure the judges and oversee the process this year. The payments would still go to the office but the paper work would be sent directly to the Past President email. This will likely involve a handbook change and also impacts the form.</p> <p><b>Motion #5: Motion maker Paula Rosenberger; seconded by Teresa Himmelberger: I move to change the Jackie Evans award to be nominated and selected by all voting members of the board, not just the elected members of the board effective immediately. Motion passed.</b> In the past the council chairmen did not have a vote, but now they are voting members of the board. There was an example shared where a Council Chairman gave a name to an elected board member who submitted the award nomination.</p> <p>It was noted having documents in multiple places makes it hard to manage them during the meeting. Susan said we are working to have them in Google, but we realize some people have trouble accessing Google products, especially at work. We will continue to work on this matter.</p>	<p><b>Paula Rosenberger Exhibit 4B</b></p> <p><b>Exhibit 4A1-5</b></p> <p><b>Motion #4 Motion passed</b></p> <p><b>Motion #5 Motion passed</b></p>
	<p><b>North Central Area Director Board Report (I) PSP Handbook Revisions (A)</b></p>	<p><b>Dena Henricks Exhibit 4C Exhibit 4C1</b></p>

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	<p>Dena noted there were some changes made to the PSP Handbook because of the deletion of the Governing Board. <b>Motion #6: Motion maker Dena Henricks; seconded by Teresa Himmelberger: I move that the PSP Handbook changes be approved due to the elimination of the PSP Governing Board. Motion passed.</b></p>	<p><b>Motion #6 Motion passed</b></p>
	<p><b>Northeast Area Director</b> <b>2017 Advisory Council Motions Status Report (I)</b> <b>Board Report (I)</b> Bonnie is trying to get on board as quickly as possible. Donita submitted her reports and they were in her packet. <b>Motion #7: Motion maker Bonnie Miller; seconded by Paula Rosenberger: I move to approve pricing for Special Projects affiliate baskets, 50/50 tickets and large donated items. Motion passed.</b> The standard prices for basket tickets will be one for \$1, six for \$5, and 13 for \$10. Tickets for 50/50 will be one for \$1 and six for \$5. Larger donation tickets will be \$5 each or five tickets for \$20. They already have two large donated raffle items. They will update the raffle tickets and make them available in a future issue of the newsletter. <b>Motion #8: Motion maker Bonnie Miller; seconded by Sue Hand: I move to approve mentors Lola Young, CEOE, and Elizabeth Napolitano, CEOE, as mentors to Bonnie Miller, CEOE, Northeast Area Director. Motion passed.</b>  <b>Election Results (A)</b> Susan clarified we had no nominations for the Southeast Area Director. Six different people were written-in. The person receiving the largest number of these was Malinda Larey and she has accepted the position. The remainder of the results are listed below: <b>Election Results for 2019-2020</b> President Elect: Mary Guest (NE) – 354 Write-ins – 2; Abstain – 14 Vice President: Paula Rosenberger (SC) – 347 Abstain – 18 Secretary/Treasurer Charlotte Zeller (KS) – 366 Abstain – 8 Mid-Atlantic Area Director: Georgette Council (SC) – 131 Melody Wise Butler (SC) – 101; Louise Snipes (SC) – 73; Laurie Cannon (SC) – 51; Abstain – 16 South Central Area Director: Sue Hand (TX) – 347 Write-ins – 5; Abstain – 17 Southeast Area Director: Abstain – 193 Write-ins – 12 Southwest Area Director: Teresa Himmelberger (UT) – 343 Write-ins – 2; Abstain – 18</p>	<p><b>Donita Smith Exhibit 4E Exhibit 4F Bonnie Miller</b></p> <p><b>Motion #7 Motion passed</b></p> <p><b>Motion #8 Motion passed</b></p> <p><b>Exhibit 4D</b></p>
	<p><b>Northwest Area Director</b> <b>Board Report (I)</b> Eldene distributed a handout for their spring professional development day. Anyone is welcome to come and join them on March 16.</p>	<p><b>Eldene Wall Exhibit 4G</b></p>
	<p><b>South Central Area Director</b> <b>Board Report (I)</b> The Public Relations Committee has been busy working on the newsletter and coordinating efforts with many of the board members.</p>	<p><b>Sue Hand Exhibit 4H</b></p>
	<p><b>Southeast Area Director</b> <b>Board Report (I)</b> Vickie was not able to attend the meeting. Her report was in the meeting packet.</p>	<p><b>Vickie Eaves Exhibit 4I</b></p>
	<p><b>Southwest Area Director</b> <b>2018 Advisory Council Minutes (I)</b> <b>2018 Advisory Council Action Items (I)</b> <b>Board Report (I)</b></p>	<p><b>Teresa Himmelberger Exhibit 4J Exhibit 4K Exhibit 4L</b></p>

	<p>The only item needing attention is related to reconfiguring the areas and this will be addressed by Lisa Morehouse later in the meeting.</p>	
	<p><b>Immediate Past President</b>  <i>Past President's Council (I)</i>                  Lisa stated it has been nice watching the board grow and change. She shared part of a note from Past President Ardis Morton, CEOE. She also wanted to let people know Linda Tribble's father passed away. She is trying to distribute information about the past presidents with the board when things happen.</p> <p><i>Area Reconfiguration (D)</i>                  She was gearing up to work on this project then we had challenges with selling the building and renting a new space so she spoke with Susan about moving this discussion to the first of the calendar year. She will start work on this at the end of January. People who want to be part of the discussion should contact Lisa. She plans to have some of the conversations through Zoom or other means. They will have something to report at the July meeting.</p> <p><i>Board Report (I)</i>                  Lisa reminded everyone the Past Presidents are here to support all board members.</p>	<p><b>Lisa Morehouse</b></p> <p><b>Exhibit 4M</b></p>
	<p><b>Secretary/Treasurer</b>  <i>Board Report (I)</i>  <i>Bylaw Election Results/Revised Bylaws (A)</i>                  The results of the membership vote on the Bylaws changes were available in the meeting materials.</p> <p><b>Bylaws Voting Results</b>                  Committee Name Change: Yes – 366; No – 3; Abstain – 7                  Reporting Quorum at General Sessions: Yes – 354; No – 4; Abstain – 18                  PSP Committee Structure Changes: Yes – 357; No – 7; Abstain – 9</p> <p><i>Bylaws Revised (I)</i>                  A revised copy of the Bylaws was provided in the meeting packet and will be posted on the website soon.</p> <p><i>Requirements for election of BOD (D)</i>                  Katherine shared the portion of the Bylaws related to the Rules of Election. Section 3 states candidates must be NAEOP members for five years before they are nominated. Her committee members felt three years would be more appropriate. She also noted people are nominated in September and do not take their position until the following August which means there is an additional year beyond the five. The floor was opened for discussion</p> <p>During the discussion it was noted staff do not stay in positions as long anymore. Some felt we did not know more about the organization at three years than we knew at five that would benefit us as board members. Helping to get people involved earlier is good.</p> <p><b>Motion #9: Motion maker Lisa Morehouse; seconded by Jill Averyhart: I move to recommend a Bylaws change to change the number of membership years from five years to two years immediately preceding nomination. Motion passed.</b>                  There might be more than just the one place to change this requirement in the Bylaws. It would also need to be updated in the handbook. Katherine will take this back to the Bylaws Committee to find all the additional spots. We could have the membership vote this spring with changes to take effect for the fall voting. Some of the Bylaws changes were noted in the following places:</p> <ul style="list-style-type: none"> <li>• Article V, Section 10 – quorum should include council members because they are voting members</li> <li>• Article VIII, Section 5 – write so time in appointed positions will qualify toward the Vice President position</li> </ul>	<p><b>Katherine Reichley</b>  <b>Exhibit 4Q</b>  <b>Exhibit 4N</b></p> <p><b>Exhibit 4O</b></p> <p><b>Exhibit 4P</b></p> <p><b>Motion #9</b>  <b>Motion passed</b></p>

<p><b>Motion #10: Motion maker Paula Rosenberger; seconded by Gayle Schnorenburg: I move to change Article V, Section 10 to read – at meetings of the Board of Directors, a majority of the voting members of the Board shall constitute a quorum. Motion passed.</b></p> <p><b>Motion #11: Motion maker Paula Rosenberger; seconded by Gayle Schnorenburg: I move to change Article VIII, Section 5, to read – a candidate for Vice President must have served as a member of the Board of Directors; ... Motion passed.</b></p> <p><b>Motion #12: Motion maker Jill Averyhart; seconded by Lisa Morehouse: I move to add Vice President to Section 4, Article IV to make the Vice President one term. Motion passed.</b></p> <p>It was noted this might also impact Article VIII as well as Article IV, Section 7. The Bylaws Committee will work on these consistencies.</p> <p><b>Motion #13: Motion maker Katherine Reichley; seconded by Mary Guest: I move to have a Bylaws vote Spring 2019 with changes to take effect August 1, 2019. Motion passed.</b></p> <p>There was discussion about whether the date should be July 1 or August 1. Although the decision was August 1, all the documents distributed in July will contain the new information.</p>	<p><b>Motion #10 Motion passed</b></p> <p><b>Motion #11 Motion passed</b></p> <p><b>Motion #12 Motion passed</b></p> <p><b>Motion #13 Motion passed</b></p>
<p><b>Vice President Board Report (I) Membership Committee Report (I)</b></p> <p><b>Motion #14: Motion maker Mary Guest; seconded by Paula Chapman: I move to add the following people to the Membership Committee pending verification of current membership: Jodi Granger, VA; Jackie Fey, KY; Jane Schneider, NE; Carol Coleman, KY. Motion passed.</b></p> <p>Mary reported we had 30 new members in November and 10 in December. The total membership was 2061 as of December 31, 2018.</p> <p>She discussed with Connie Van Hoesen about including something in one of the national office membership reminders encouraging people to let us know if they are retiring soon. This may help members transition to the retiree option. They may also try this with the national conference registration form. Another suggestion they have is to include an alternative email on the membership application. If a person leaves or changes jobs we can still try to stay in touch with them. There was a question about when the national office sends the list of new members to the Vice President. Debbie indicated they try to do it the first week of the month. There was a delay after conference. Mary is exploring an additional page on the website for new member information and the newsletters they are producing.</p>	<p><b>Mary Guest Exhibit 4T Exhibit 4R Motion #14 Motion passed</b></p>
<p><b>Website Ad Hoc Committee Report (I)</b></p> <p>Susan noted this item was discussed with the Executive Committee as well. They would like to recommend the following:</p> <ul style="list-style-type: none"> <li>• Compile a list of what reports people want; we need to know exactly what people are saying they need and have not been able to get</li> <li>• Give the national office staff a few months to determine if they can fill the requests with the current database</li> <li>• Depending on the results we would stay with the current product or could research other options</li> </ul> <p>Below are some of the items presented during the discussion:</p> <ul style="list-style-type: none"> <li>• Debbie and Jenny have looked at the suggested software</li> <li>• We do not store credit card information, although we can, because details change</li> </ul>	<p><b>Exhibit 4S</b></p>



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	<ul style="list-style-type: none"> <li>We can update the design of the website, and we might want to have someone fill a webmaster role (check links, help with design, etc.); this person might also be able to relieve some of the pressure for the national office staff</li> <li>The database and website are connected; the company we use would maintain the html and assist with templates; they also take care of licenses, storage, security, and nightly backups</li> <li>There is a website update scheduled to run soon at a cost of \$1,700; a database update is also needed and will cost \$1,500; total \$3,200; this is the first major update in five years; minor updates are part of our annual contract</li> <li>There was a question about whether some of the updates are so the website will be more ADA compliant</li> </ul> <p>There was significant discussion about a new webmaster position including:</p> <ul style="list-style-type: none"> <li>Paid position or not</li> <li>Board position or not</li> <li>A few people have expressed interest in filling this kind of a role in the past</li> <li>Role of this person and guidelines for working with the company</li> </ul> <p>Dena said she would be willing to work with an Ad Hoc Committee to do the following:</p> <ul style="list-style-type: none"> <li>What would the website look like?</li> <li>What would the webmaster role be?</li> <li>Guidelines for the position</li> </ul> <p>If we can get the current system to do what we want it to do, there is no reason to change. It was suggested the Ad Hoc Committee include some people who have submitted for the website awards as well as some people who are working with our social media platforms. Mary Beth Smith (OH) expressed interest in working with this committee, and the national office staff will be included. They will prepare a report for the July board meeting. Dena asked people to send her information about their database needs and ideas for the website.</p>	
	The meeting recessed at 12:02 for lunch and reconvened at 1:00 pm.	
	<p><b>Council Chairmen</b>  <b>Administrative Council</b>          Georgette had nothing additional to share  <b>Board Report (I)</b></p>	<p><b>Georgette Council</b>   <b>Exhibit 4U</b></p>
	<p><b>Educational Partners</b>          Pam was unable to attend the board meeting. Her report was in the meeting packet.  <b>Board Report (I)</b></p>	<p><b>Pam Sherts</b>   <b>Exhibit 4V</b></p>
	<p><b>Elementary Council</b>  <b>Motion #15: Motion maker Debra Nordquist; seconded by Louise Snipes: I move that the following people be added to the Elementary Council Committee: Deb Hewitt, SC; Patti Christensen, SC; Debra Waldrop, SC; and Kim Rhoades, ID pending membership verification. Motion passed.</b></p> <p>Debra noted it has been a challenging year, and she is hoping things will settle down and begin improving.  <b>Board Report (I)</b></p>	<p><b>Debra Nordquist</b>  <b>Motion #15</b>  <b>Motion passed</b>   <b>Exhibit 4W</b></p>
	<p><b>Middle School Council</b>          Louise has had several life challenges, but she has appreciated the encouragement she receives from others throughout the year.  <b>Board Report (I)</b></p>	<p><b>Louise Snipes</b>   <b>Exhibit 4X</b></p>
	<p><b>High School/Career Technical Education Council</b>          Paula thanked Mary Guest for her support as well as her advisors who held her hand along the way. She plans to continue to learn and grow.  <b>Board Report (I)</b></p>	<p><b>Paula Chapman</b>   <b>Exhibit 4Y</b></p>
	<b>Higher Education Council</b>	<b>Debbie Hendricks</b>

	<p>Debbie had nothing further to add to her report. <b>Board Report (I)</b></p>	<p><b>Exhibit 4Z</b></p>
	<p><b>President Elect</b> <b>Handbook Revisions (A) and Handbook Revisions Summary (I)</b> It was mentioned punctuation and grammar kinds of edits can be sent to Jill directly. <b>Motion #16: Motion maker Paula Rosenberger; seconded by Lisa Morehouse: I move to make the reimbursement amount for Area Directors and Council Chairmen an equal amount of \$250 per meeting effective August 1, 2019. Motion failed.</b> We are cutting our budget in many ways, but we want to increase the amount we pay ourselves. Concern was raised about how this will look to our members. We are asking people to invest time to be on the board. Schools are paying less. This is a gesture to help people and make it easier for them to become involved. We would have to educate our members as to why this change was made.  <b>Motion #17: Motion maker Paula Rosenberger; seconded by Lisa Morehouse: I move to make the Board expense reimbursement an equal amount for Area Directors and Council Chairs. Refer to Executive Committee for reimbursement amount effective August 1, 2019. Motion passed.</b>  <b>Consensus: It was determined to remove Section 4 – Conference Guidelines from the handbook.</b>  There was discussion about some other items to change in the manual:  <ul style="list-style-type: none"> <li>• Discussed the purpose of having the President Elect visit the national office; it is in the budget; helps build the communication between officers and office staff; it was suggested to change it from “will” to “may”</li> <li>• Do we need both the goal and the objectives? Jill can bring this to the next meeting</li> <li>• Disaster Relief Fund – There was a question about whether this should remain; the Foundation was going to take it off their donation form; there has been little money collected in recent years and it has been several years since anyone requested funds</li> </ul>  <b>Motion #18: Motion maker Jill Averyhart; seconded by Lisa Morehouse: I move to approve the revisions to the Handbook as presented. Motion passed.</b>  <b>Field Service Report (I)</b> Jill provided a revised handout which added visits to Missouri and Wyoming.  <b>Tuesday’s Tip &amp; Webinar Series (I)</b> The Webinar survey responses were shared in the meeting documents. It is not too late to sign up for the webinars.  If anyone would like to do a Tuesday’s Tip, they should get in touch with Jill. Some of the tips have had over 500 views. They covered a wide variety of topics, and people should do what they are comfortable with.  <b>Board Report (I)</b> Jill reminded people the dress for the 2019-2020 installation is a black dress or suit with gold and/or green accessories.</p>	<p><b>Jill Averyhart</b> <b>Exhibit 4ZA &amp; 4ZA1</b>  <b>Motion #16</b> <b>Motion failed</b>  <b>Motion #17</b> <b>Motion passed</b>  <b>Consensus</b>          <b>Motion #18</b> <b>Motion passed</b>  <b>Exhibit 4ZB</b>  <b>Exhibit 4ZC</b>       <b>Exhibit 4ZD</b></p>
<p><b>V.</b></p>	<p><b>Executive Director</b></p>	<p><b>Debbie Geib</b></p>
	<p><b>National Office Update (I)</b> Debbie reported this year has been about preparing to move, finding things we never thought we had, and eventually moving. She listed several people who helped with the moving in various ways. They went through the PSP files and really cut down on the number of files they retained.</p>	

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<p>The bricks were removed from the Memorial Garden at the old office, cleaned, and put in boxes. They had to wait until the bricks dried before they could be mailed. They still have a few waiting to be sent. They have a list of which bricks are left.</p> <p>Debbie tried to share pictures of the new office space and talked about who else is in the office building. They actually see other people in the building which is different. Our name is on the sign outside and on the elevator plaque. She encouraged people to stop by the office if they are in the area. Lisa shared about her visit recently saying it is a nice location.</p> <p>Debbie visited Salt Lake City to make a decision about the hotel. She attended the Missouri state conference this fall and presented the Olive T Ritchie Educational Office Professional of the Year Award to Kim Brannon, CEOE.</p> <p>Jim Friesen from Mennonite Press passed away this fall from cancer. She attended the memorial service and learned from the people he worked with that one of his favorite accounts was NAEOP. They displayed some of the work he had done while at the company, including some for NAEOP.</p> <p><b>2018 Conference Report (I)</b> In the packet is the 2018 conference report related to the income and expenses. The profit was \$18,959.05 for the conference plus \$3,562.63 for the institute.</p> <p><b>2019 Conference Update (I)</b> Debbie is working with the 2019 conference committee. The conference information was on the website early in January. It has been adjusted some and more information is coming from the conference committee soon.</p> <p><b>2019 Conference Voting Devices (A)</b> <b>Motion #19: Motion maker Lisa Morehouse; seconded by Jill Averyhart: I move to approve the use of Lyle Britt of Interactive Education Technologies at the annual conference; to cover fees, travel, and lodging. Motion passed.</b> The motion was written so we do not need to vote on this every year.</p> <p><b>2019 Conference Staff (A)</b> <b>Motion #20: Motion maker Teresa Himmelberger; seconded by Dena Henricks: I move to use a volunteer to help the National Office with the annual conference. Pay for room, meals and transportation. Motion passed.</b> The motion was written so we do not need to vote on this every year.</p> <p><b>Video Conference Meetings (I)</b> Debbie shared some of the specifics from a vendor for Adobe Connect. The cost would be \$500 per year with the national office serving as the host. She is willing to set up a demonstration at some point. Debbie has been looking at other products including our Google suite. Some free products were also mentioned along with their benefits and issues. There was discussion about needing to explore this option to help people attend the winter board meeting and lower expenses. After some discussion it was determined we were not at the point where we need to create a committee to explore options further.</p> <p>Paula C. thanked the staff at the national office for sending the bricks and taking such good care of them.</p>	<p><b>Exhibit 5A</b></p> <p><b>Exhibit 5B</b></p> <p><b>Exhibit 5C Motion #19 Motion passed</b></p> <p><b>Exhibit 5D Motion #20 Motion passed</b></p> <p><b>Exhibit 5F</b></p>
<p><b>2020 Conference Update (A)</b> Teresa presented the conference schedule. She made note of the following, as well as changes based on the discussion:</p> <ul style="list-style-type: none"> <li>• Institute was moved to Thursday and Friday so more board members can participate and because some people come toward the end of the conference</li> <li>• Foundation will not need a work session so the Sunday time can be removed</li> </ul>	<p><b>Teresa Himmelberger Exhibit 5E</b></p>

(A) Action Item

(I) Information Item

(D) Discussion Item

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	<ul style="list-style-type: none"> <li>• Sunday times were left off until she checked with people; let Teresa know your preferences</li> <li>• PSP meeting is on Tuesday; anything needing board approval would go to the 2020-2021 board on Friday</li> <li>• Information was given on some of the tours for the week; a packet of Salt Lake resources was distributed</li> <li>• There are only two general sessions; the area session is just a meeting; the awards are during a luncheon; PSP is still in the evening; Marketplace is open an extra day and close to where the Meet and Greet will be held</li> </ul> <p><b>Motion #21: Motion maker Teresa Himmelberger; seconded by Paula Rosenberger: I move to accept the 2020 Draft Conference Schedule as amended. Motion passed.</b></p> <p>There was discussion about what the event should be called. We need to start using Summit instead of Institute. The overall event is 2020 NAEOP Conference. We have to be patient while we are in the middle of this transition. Teresa shared they have two promotional items including a small bag for \$12 and a USB port for \$8. She had a few of the items available for sale.</p>	<p><b>Motion #21 Motion passed</b></p>
	<p>A question was raised about whether the election results were announced. There were no announcements to the membership yet. This needs to be done in the newsletter and on the website. Donita Smith confirmed the election results with all nominees. It was mentioned we needed to make sure the Handbook covers the process for informing the membership of the election results.</p>	
	<p><b>Announcements:</b> Information was shared about dinner plans. The meeting room is being used by another group tonight so people were reminded to take everything with them. The meeting will begin at 10:00 am on Sunday.</p>	
	<p><b>Executive Session</b> The meeting moved into Executive Session which included the elected board members and Council Chairmen. This meeting was to discuss nominations for the Jackie Evans Award and Honorary Memberships.</p>	
	<p>The meeting recessed at 3:18 pm. The meeting reconvened at 10:05 am on Sunday, January 13, 2019.</p>	
<p><b>II.</b></p>	<p><b>Inspiration: Sunday, January 13, 2019</b> Debra shared a story by an unknown author emphasizing we are not our age or the size of our clothes. We need to be true to ourselves.</p> <p>Connie provided a few reminders related to the order of business, parliamentary procedure, respecting time, and being professional.</p>	<p><b>Debra Nordquist</b></p>
<p><b>VI.</b></p>	<p><b>Other Reports</b></p>	
	<p><b>L.E.A.R.N. Newsletter</b> Sue reported six months ago we gathered and made our decision to move to a monthly newsletter. We have completed four issues and are working on the next few. The newsletter has 12 sections so information is required from 12 different people each month. Some people have submitted an item every month. She appreciates everyone who has sent articles. Monthly production is a constant never ending cycle. It can be overwhelming at times so for spring they are going to split the committee to work half on proofreading and half securing articles.</p> <p>There was a question about whether we are asking too much by doing the newsletter monthly. Are there months we should skip? We still want to communicate with our members monthly even if we change the frequency of the newsletter. It was suggested Sue propose a schedule or master plan and include topics or writers. She wants to head this direction. There was discussion about how often the newsletter should be produced. People were reminded articles can come from anyone. Sue Hand was commended for her work on the newsletter.</p>	<p><b>Sue Hand</b></p>

<p><b>Consensus: The board agreed to start doing the L.E.A.R.N. newsletter quarterly with monthly communication from the national office and president. Sue will determine the final schedule.</b></p> <p>Between the national office and the president we will get information out about the conference, Bylaws vote, and upcoming deadlines. We do not want to focus the whole newsletter on the conference because it needs to serve all our members. It was mentioned the leadership article for the summer should be about being nominated for a board position. We need to make sure we still communicate important feedback from what has happened at the board meeting which is part of the duties of the Secretary/Treasurer and President. Further ideas should be sent directly to Sue and Susan.</p>	
<p><b>NAEOP Educational Foundation President</b></p> <p>Gayle reported that at the Tri-Exec Meeting it was decided to return marketing to NAEOP as it better aligns with the function of the Public Relations Committee.</p> <p>She provided the following information related to the building sale:</p> <ul style="list-style-type: none"> <li>• We received \$198,000 after fees were paid</li> <li>• Louise Henderson Nelson gave \$25,000 to the NAEOP Board who in-turn gave it to the Foundation to use for the building. The Foundation Board will give this amount back to NAEOP. Beginning in August 2019, the Foundation will pay the rent at the new office through February 1, 2021 (or until the \$25,000 is repaid).</li> <li>• \$9,000 will go into the Marion T. Wood account</li> <li>• Some funds will be used for operating and some will be put into a CD</li> </ul> <p>She reviewed the revised purpose of the Foundation as follows:</p> <ul style="list-style-type: none"> <li>• Continue to enhance the educational growth of all members</li> <li>• To promote and develop the mutual interests of NAEOP members by creating opportunities for exchange of new and creative ideas, the advancement of the NAEOP through communications to its membership, and participation in educational self-improvement programs</li> <li>• Provide opportunities for growth and advancement of retired members of NAEOP</li> </ul> <p>Gayle provided the following updates on scholarships which is a way they give back to the membership:</p> <ul style="list-style-type: none"> <li>• Mona Smith Member Dependent Scholarship             <ul style="list-style-type: none"> <li>○ There is approximately \$4,000 available for distribution</li> <li>○ There have not been many applications in recent years so they are phasing it out</li> <li>○ Members interested in this scholarship should email their child's name to Charla Callahan by June 1, 2019; winners will be drawn at the July Foundation meeting and announced at the Foundation General Session</li> <li>○ The dependent must attend a post-secondary educational institution and submit a transcript from that institution at the end of first semester in order to receive the reimbursement. It does not need to be a first-year college student.</li> </ul> </li> <li>• Marion T Wood Member Scholarship             <ul style="list-style-type: none"> <li>○ They are working on some changes and simplifying the process</li> <li>○ There will be two options for the scholarship – post-secondary education or the conference. There will be four scholarships at \$500 each for active members and two at \$500 each for retirees. The funds are distributed as a reimbursement.</li> </ul> </li> <li>○ Elverda J. “Butch” Bender Educational Reimbursement Incentive – this helps members with reimbursements for conference summits and breakouts</li> </ul> <p>They have an open board position given the resignation of MaryAnn Hollingsworth. Debbie will send an email to members when she gets back to the office. The deadline to submit applications is January 31, 2019.</p>	<p><b>Gayle Schnorenberg</b></p>

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	<p>They made changes to their committee structure by removing the titles of Fundraising Chairman and Marketing Chairman. There will be no need for committee members elected from the membership at conference. They will only need one table in the Marketplace. For years NAEOP, the Foundation, and NAREOP have competed for the same dollars. They will use the Foundation table for information only.</p> <p>Gayle shared the list of elected officers as follows:</p> <ul style="list-style-type: none"> <li>• President – Darcy Blackstock</li> <li>• Vice President – Charla Callahan</li> <li>• Treasurer – Sherry Wilson</li> <li>• Secretary – Darlene Hovorka</li> </ul>	
	<p><b>NAREOP President</b> <b><i>Retirees Survey Results (I)</i></b></p> <p>Connie shared information NAREOP learned from their survey. They had 75 people reply (25% of their membership) and will include the results in the L.E.A.R.N. newsletter. The following list includes several possible directions where they will streamline in the coming year:</p> <ul style="list-style-type: none"> <li>• Most respondents were open to having our Annual Meeting at the same time as Council Meetings. There was also a strong showing of support to have a light meal with the meeting.</li> <li>• There will be a consolidation of officers and appointed positions. The suggestions were: (President) Facilitator, (Secretary) Communications Chair, and (Treasurer/Vice President) Financial Chair. The 2018-2019 officers will continue in their positions for 2019-2020.</li> <li>• Everyone was willing to support Ways and Means and Scholarships via sales, donations, or physical help at the Marketplace tables. Fundraising is their only source of income.</li> <li>• We will continue to provide a student scholarship as long as there are monies in savings. They raised \$600 with their winter raffle.</li> <li>• We will continue to promote opportunities for learning. There is interest in having workshops geared to retirees. Suggestions included technology, health care and planning, moderate exercise, and crafting.</li> <li>• The biggest reasons why individuals do not attend conference are health and cost of travel. The Foundation suggested a drawing during conference for two retirees to win a \$500 scholarship to reimburse their expenses for attending. This will be considered and further work will be done to put something into place.</li> <li>• Many wanted to stay involved in some form: Ways and Means, Speaker Buddy, and Hospitality Room.</li> </ul> <p>Connie indicated they do need support and direction from the NAEOP Board. There was some push to make it a social group, but we have a role as the senior members of NAEOP to lead. We are the roots of the organization and we have things to offer.</p>	<p><b>Connie Van Hoesen</b> <b>Exhibit 6A</b></p>
	<p>Paula C. thanked Gayle for all her work over the years with the Foundation. She also thanked Connie for her enthusiasm as she works with the retirees. Louise appreciates knowing our connection with NAEOP is not over when we retire. There is another adventure there and ways to be involved.</p>	
	<p><b>Historian</b> <b><i>Historian Position (D)</i></b></p> <p>There was an exhibit in the packet from Sharon who was unable to attend. Connie B. clarified the Historian does not receive \$250 for meetings. She does not foresee sending any of her items to the national office as they are personal to her and the office already has what is needed. Our history is important but can we maintain it electronically and store it more efficiently? The national office is required to keep all minutes and financial documents. They are able to manage these needed items. The Presidential Aide keeps personal items related to the president's service year for a scrapbook.</p>	<p><b>Sharon Griffiths</b> <b>Exhibit 6B</b></p>

	<p><b>Motion #22: Motion maker Jill Averyhart; seconded by Lisa Morehouse: I move to discontinue the position of Historian effective August 1, 2019. Motion passed.</b> If anyone has further ideas on how to preserve history, please share them with Sharon or Susan over the next six months.</p>	<p><b>Motion #22</b> <b>Motion passed</b></p>
	<p><b>Presidential Advisor</b> Lola congratulated the board for the amount of work completed and the processes addressed.</p>	<p><b>Lola Young</b></p>
	<p><b>Presidential Advisor</b> Allie was unable to attend because of work. She was disappointed not to be at the meeting or assist with a field service request.</p>	<p><b>Allie Faye Matthews</b></p>
	<p><b>Presidential Aide</b> Debra noted it has been a pleasure working with Susan this year. She thanked Susan for being patient with her.</p>	<p><b>Debra Nordquist</b></p>
	<p><b>Parliamentarian</b> Connie was shocked and honored to be asked to fill this position and sorry she was unable to attend conference last summer. She is happy to be back. She had replaced Dr. Jon Hall twice before. She complimented the leadership for the way they have conducted the meeting. She has appreciated the discussion as well as the many positive conversations during the meeting.  Susan thanked Connie for doing an excellent job this weekend.</p>	<p><b>Connie Bergeson</b></p>
<b>VII.</b>	<p><b>Unfinished Business</b></p>	
	<p><b>Disaster Relief Fund</b> The information about the fund was shared. As of right now there is less than \$30 available. The fund is not included in the Bylaws. <b>Consensus: The Disaster Relief Fund section of the Handbook will be removed. The Foundation will remove it as a donation option on their form.</b></p>	<p><b>Consensus</b></p>
	<p><b>Conference Guidelines</b> Susan noted we talked about moving the guidelines into its own document, but we never approved the guidelines. There was discussion about the document including the following items:  <ul style="list-style-type: none"> <li>• Table of contents should remain</li> <li>• Changes from the handbook should be included</li> <li>• Need to clarify the bid process</li> </ul>                     There was a question was about who will maintain the document going forward.  <b>Motion #23: Motion maker Lisa Morehouse; seconded by Jill Averyhart: I move to make the Conference Guidelines be a stand-alone document with changes presented from the Handbook changes; the bid process will continue with four area rotation. Motion passed.</b>  Paula R. will make the necessary changes and then send the finalized document to Jill.</p>	<p><b>Motion #23</b> <b>Motion passed</b></p>
<b>VIII.</b>	<p><b>New Business</b></p>	
	<p><b>2021 Conference Possibilities</b> Debbie said she received a bid for Portland, Maine, from the Maine affiliate with support from other states in the Northeast area. An RFP was sent to get hotel information. July is the area's busiest tourist season. Although the two bids she received are only initial ones the hotel room rates were very high. The dates for the two hotels were similar. Debbie reminded people the costs were before we did any individual negotiating.  Susan has been told when she goes to North Carolina in March, their board is expecting to vote on making a conference bid. Although they have not specified a year, they were suggesting Raleigh where they will have their state conferences after this year. Susan will know more after attending their conference.</p>	<p><b>Debbie Geib</b></p>

	Debbie was asked to look into Maine further to see if the prices can be negotiated down. By July, we may have information from both states and locations so we can make a decision.	
<b>IX.</b>	<b>Closing Comments</b>	
	<p>Susan mention the following in closing:</p> <ul style="list-style-type: none"> <li>• Be mindful of deadlines; when Debbie starts sending reminders about the Boise conference, meet the deadlines so the information gets processed on time</li> <li>• Emails – sometimes if discussion is needed, make sure you “reply all” so discussion can continue; if you need to respond to only one person, just reply to that one person</li> <li>• Remember if you blind copy someone, they cannot respond to the discussion</li> <li>• She appreciated the work the board did throughout the weekend; she hopes people understand we just need to move forward sometimes</li> </ul>	
<b>X.</b>	<b>Adjournment</b>	
	The meeting adjourned at 11:53 pm.	

Respectfully submitted,

Katherine G. H. Reichley, CEOE  
Secretary/Treasurer