

**Minutes**  
**NAAE Board of Directors Conference Call**  
**May 2, 2017**

The NAAE Board of Directors conducted a board conference call meeting on May 2, 2017. Board members in attendance included: Scott Stone (MO), President; Nick Nelson (OR), President Elect; Chad Massar (MT), Region I Vice President; Hals Beard (LA), Region II Vice President; Glenda Crook (WI), Region III Vice President; Parker Bane (IL), Region IV Vice President; Jason Kemp (TN), Region V Vice President; and Wm. Jay Jackman (KY), NAAE Executive Director.

The minutes of the meeting are as follows:

1. **Call to Order** — President Scott Stone called the meeting to order at 7:07 p.m. and welcomed everyone to the meeting.
2. **Approval of Full-time Membership Coordinator/Program Assistant Position** — Jay Jackman presented the justification for changing the NAAE half-time administrative support staff position to a full-time membership coordinator/program assistant position and the position description for the new full-time position. Jason Kemp moved, Glenda Crook seconded, to change the NAAE half-time administrative support staff position to a full-time membership coordinator/program assistant position effective upon the retirement of Linda Berry and to authorize staff to begin immediately the process of filling the newly created position; the motion carried. Scott Stone asked Jay Jackman to present to the directors in September 2017 a revised budget to reflect the change in this position.
3. **Adjournment** — With no further official business to be transacted, Glenda Crook moved, Hals Beard seconded, to adjourn the meeting; the motion carried. President Scott Stone adjourned the meeting at 7:33 p.m.