

Minutes
NAAE Board of Directors Meeting
December 9, 2017

The NAAE Board of Directors conducted a post-convention board meeting on December 9, 2017 at the Gaylord Opryland Resort and Convention Center in Nashville, Tennessee.

Board members in attendance included: Nick Nelson (OR), President; Jason Kemp (TN), President Elect; Chad Massar (MT), Region I Vice President; Hals Beard (LA), Region II Vice President; Mary Hoffmann (MN), Region III Vice President; Parker Bane (IL), Region IV Vice President; Stan Scurlock (FL), Region V Vice President; Sherisa Nailor (PA), Region VI Vice President; and Wm. Jay Jackman (KY), NAAE Executive Director. Regional secretaries in attendance included: Eric Tilleman (MT), Region I Secretary; Jerrod Lundry (OK), Region II Secretary; Shari Graffunder (WI), Region III Secretary; Deanna Thies (MO), Region IV Secretary; Bill Newsom (TN), Region V Secretary; and Robin McLean (NJ), Region VI Secretary. NAAE staff members Alissa Smith, Katie Wood, and Andrea Fristoe were also present.

The minutes of the meeting are as follows:

1. **Call to Order**—Newly elected President Nick Nelson called the meeting to order at 10:55 a.m. and welcomed everyone to the meeting.
2. **Seating of New Board Members**—Nick Nelson seated Jason Kemp as the newly elected NAAE president elect, Mary Hoffmann (MN) as the new Region III Vice President, and Stan Scurlock (FL) as the new Region V Vice President.
3. **Comments from the Outgoing Board Members**—Scott Stone and Jason Kemp delivered comments to the board members thanking them for the opportunity to serve on the NAAE board of directors.
4. **Staff Gifts**—Sherisa Nailor and Chad Massar presented gifts to the staff on behalf of the board of directors.
5. **2018 Winter Board Meeting**—The board agreed to meet March 3-4, 2018 in northern Virginia, prior to the ACTE National Policy Seminar. Friday, March 2, will be the day to travel in for the meeting. NAAE board members have the option to stay for the ACTE National Policy Seminar, March 5-7, 2018. For those who do stay for the NPS, depending on the schedule for Capitol Hill visits, board members may be able to depart Tuesday, March 6, late afternoon or evening.
6. **2018 ACTE National Policy Seminar**—NAAE will continue paying the registration fee for one person from each state aged association to attend the NPS.
7. **Board Committee Assignments**—Stan Scurlock will be the new board consultant to the Member Services committee and serve as the board committee chair. Mary Hoffmann will be the new board consultant to the Public Policy committee and serve as the board committee chair. All seven full committees need to meet virtually prior to the March 2018 board meeting.

- 8. 2018 NAAE Regional Meetings**—2018 NAAE regional meetings dates and locations are as follows. Assignments for the NAAE president, president elect, and staff to attend the regional meetings will be made at a later date.

Region I – April 25-28 – Cedar City, Utah

Region II – June 18-21 – Ft. Collins, Colorado

Region III – June 18-20 – Cedar Rapids, Iowa

Region IV – June 26-28 – Kansas City, Missouri

Region V – June 25-27 – Asheville, North Carolina

Region VI – July 9-12 – Dover, Pennsylvania

- 9. Monthly Regional Vice President Communications**—Andrea Fristoe explained the writing schedule for board members to submit to *News & Views*. Andrea will remind each board member when they are to submit a piece for *News & Views*. Alissa Smith discussed the monthly regional vice president communications with the board members. It was agreed that the board members would communicate with their respective state leaders at least once per month. NAAE staff will send bullet points for these monthly communiqués. Board members are encouraged to customize and add to the suggested bullet points.
- 10. NAAE Board Logistics, *News & Views*, Board Members Blogs, and other Communications Matters**—Staff will make new business cards and NAAE nametags for those board members who need them. Jay Jackman reviewed some logistics information with the board members including travel vouchers, business cards, letterhead and envelopes, and board/staff relations. Jay clarified that he works for the NAAE board of directors, specifically the NAAE president, and that the NAAE staff work for him. Board members are free to communicate with any NAAE staff members; however, specific staff directives must go through the executive director.
- 11. Committee Process**—The directors reviewed the committee process including that committees are to be member driven and delivered rather than members instructing staff what to do. The full committees will meet virtually prior to the March 2018 board meeting and the board committee chairs, with assistance from the full committee chairs, will report at the board meeting.
- 12. Adjournment**—With no further official business to be transacted, NAAE President Nick Nelson adjourned the meeting at 11:55 a.m.