

Minutes
NAAE Board of Directors Meeting
December 11, 2019

The NAAE Board of Directors conducted an additional post-convention board meeting via video conference on December 11, 2019. Board members in attendance included: Parker Bane (IL), President; Sherisa Nailor (PA), President Elect; Eric Tillemann (MT), Region I Vice President; Todd Thomas (CO), Region II Vice President; Mary Hoffmann (MN), Region III Vice President; Deanna Thies (MO), Region IV Vice President; Stan Scurlock (FL), Region V Vice President; Dr. Robin McLean (NJ), Region VI Vice President; and Wm. Jay Jackman (KY), NAAE Executive Director. Regional secretaries in attendance included: Kyle Stapleton (ID), Region I Secretary; Cameron Dale (OK), Region II Secretary; Shari Graffunder (WI), Region III Secretary; Jeff Voris (MO), Region IV Secretary; Bill Newsom (TN), Region V Secretary; and Aaron Geiman (MD), Region VI Secretary. NAAE Associate Executive Director, Alissa Smith (KY), was also present.

The minutes of the meeting are as follows:

1. **Call to Order**—Newly elected President Parker Bane called the meeting to order at 6:00 pm and welcomed everyone to the meeting.
2. **Approval of Agenda**—By consensus, the agenda was approved with flexibility.
3. **2020 Winter Board Meeting**—It was agreed that the 2020 winter board meeting would be in Lexington, Kentucky March 7-8, 2020 with travel in on March 6 and travel out on the afternoon of March 8.
4. **2020 3-Circle Summit**—Robin McLean moved, Todd Thomas seconded, for NAAE to send Sherisa Nailor, Cameron Dale, and Jeff Voris to the 2020 3-Circle Summit; the motion carried.
5. **2020 NAAE Regional Meetings**—2020 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 21-24 – Las Vegas, Nevada
Region II – June 14-17 – Ruidoso, New Mexico
Region III – June 22-24 – Eau Claire, Wisconsin
Region IV – June 23-25 – Bardstown, Kentucky
Region V – June 21-24 – Memphis, Tennessee
Region VI – July 12-15 – Hagerstown, Maryland

6. **2020 ACTE National Policy Seminar**—ACTE National Policy Seminar is March 30-April 1, 2020 in the Washington, DC metropolitan area. NAAE will continue paying the registration fee for one person from each state aged association to attend the NPS. NAAE board members have the option to attend the NPS. Parker Bane, Sherisa Nailor, and Mary Hoffmann plan to attend the 2020 NPS.

7. **NAAE Communications and Board Logistics**—Jay Jackman and Alissa Smith discussed the monthly regional vice president communications with the board members. It is general practice that the board members 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. 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.
8. **Award Press Releases and Photos**—Staff are working on press releases and photos for award winners. This is a staff priority following convention.
9. **Board Member Press Releases and Photos**—Staff will be contacting new board members regarding press releases in early 2020.
10. **Committee Process Overview**—All seven full committees need to meet virtually prior to the March 2019 board meeting. A few of the committees have already scheduled virtual meetings for January 2020.
11. **Committee Leader Orientation**—The board agreed to conduct a committee leader orientation video conference after all committees have held their winter meetings and elected new leadership for 2020-21. Sherisa Nailor agreed to lead this initiative. Others who agreed to assist with this are Parker Bane, Robin McLean, Todd Thomas, and Shari Graffunder.
12. **Board Committee Process**—Parker Bane discussed the committee process. Details of the committee process are included on the NAAE website at <https://www.naae.org/resources/committees/docs/NAAE-Committee-Process.pdf>. Committee leaders should keep their respective committee CoP pages up to date. Dropbox folders will be used to file committee member applications.
13. **Post-convention Thoughts**—Parker Bane encouraged board members to collect their thoughts regarding the 2019 NAAE Convention and be prepared to share at the March board meeting. The convention evaluation results will be reviewed at this meeting.
14. **Adjournment**—With no further official business to be transacted, Mary Hoffmann moved, Robin McLean seconded, to adjourn; the motion carried. NAAE President Parker Bane adjourned the meeting at 6:59 pm.