

NASASPS Board of Directors
Meeting Minutes
April 19, 2011

Present:

John Ware, President
Jacqueline Johnson, Vice-President
Lane Goodwin, Treasurer
Monica Borden, Secretary
George Roedler, Director
William Crews, Director
James Parker, Director

I. Call to Order

The meeting was called to order at 11:00 am EDT.

II. Approval of the March 21, 2011 Minutes

Lane made a motion to approve the March 21, 2011 minutes, with George as second. Motion passed with all in favor.

III. Conference

A. Registration Update

Lane provided a registration list – approximately 164 registrants so far. She will also create a State Attendee List to be added to handout packets

B. E-mail to Conference Attendees

Lane sent e-mail to conference attendees regarding the EcoTech dinner. She asked registrants to RSVP to her directly.

C. Scholarships

John believes that we've accepted 6 or 7 state registrants on scholarship, not counting Board members. He and Lane will discuss final numbers.

D. Hotel Room Nights

Brown Palace is full – Comfort Inn is close to full.

E. Complimentary Rooms

Four complimentary rooms have been assigned as follows: Monica (Hospitality Suite), Lane, Bill, and Jacqui. The other board members' rooms will be added to master bill.

F. Food & Beverage

Jim and Bernadette are working with hotel and must supply them with final numbers early next week.

G. Hospitality Suite

Jim and Monica will shop for snacks and beverages for hospitality suite on Saturday. Monica will touch base with Board for ideas for shopping list. They will order beverages (beer, wine, soda, water) beginning Sunday evening for the "First Time Attendee Reception" and additional evenings.

- H. Evening Events/Sponsorship**
E-mails were sent for the Monday evening Board dinner with DETC (Rob Chalifoux) and EcoTech reception (Lane). Board members are encouraged to RSVP if they have not already done so.
- I. Sponsor Signage**
Jim ordered a NASASPS sign with the new logo. He will order one more for DETC luncheon. One idea - "NASASPS Welcoming Luncheon - Thank you to Distance Education Training Council."
- J. Presenter/Attendee Gifts**
Jim has purchased all gifts.
- K. Honorary Member**
Ideas were discussed for a gift for Alan Contreras – Lane will see if Renea has any ideas.
- L. Board Members – Nominating Committee Report**
The Nominating Committee Meeting is scheduled for 5/1. Committee will issue report at the Conference. There are two open positions, as Monica and George's first terms are complete this year.
- M. Attendee List/Presenter Bios/Handouts (# needed)**
Lane will get attendee list to Bernadette by COB today. Handouts will go to printers today. All addition documentation will be given out at the conference.
- N. Name Tags**
Jim and Bernadette are making the nametags.
- O. AV Needs/Contract**
Projectors, screens, podiums, microphones and head tables are needed in each room.
- P. Final Program**
Jim sent final program today – John is making one final addition to USDE section on Wednesday, then it will go to print.
- Q. Evaluation Form (Web Form)**
Jim and Bernadette completed the evaluation form. John will post it on the website by the date of the conference.
- R. Business/Annual Meeting Agendas**
John will work on them and distribute to Board prior to the conference.
- S. First Time Attendee Reception (Sunday Night)**
Beverages (beer, wine, soda, water) will be ordered from hotel. Light snacks will be provided (Monica and Jim will shop for them).
- T. Board Dinner (Saturday Night)**
No dinner is scheduled for this year. Everyone will meet in Hospitality Suite Saturday evening.
- U. Board Dinner (Monday Night)**
Everyone was reminded to RSVP.
- V. Board Meeting (Sunday Afternoon)**
Sunday schedule TBA. Jim will set up meeting with conference manager, and order boxed lunches
- W. Other Conference Notes?**
Registration Table will be manned by CO staff. Lane will print out checklist from Excel file for check-in. A couple people may bring checks, but most have paid.

IV. Treasurer's Report – Lane Goodwin

A. Financial Update

The current balance in the NASASPS' checking account is \$131,779, with additional funds in PayPal to transfer in.

B. Tax Returns

Lane sent tax info to Salmon Sims.

C. Business Cards

Lane met with a local printer and got an estimate of approximately \$640 to print color business cards – 250 per person, 500 for President. They will be ordered after conference, once final Board is determined.

D. Conference Report

Lane is working on info for her report – financial status, tax returns, and proposed financial strategies.

V. Board Management

A. Membership Update

John and Lane will invoice people who have not paid membership fees (and paid the membership rate for the conference) after conference. Next year's goal is to have online membership in operation, which will alleviate this issue.

B. Web Site Update & Continuing Education Initiatives Update

The Board has a conference call scheduled with Cyanna on April 21. The membership component is close to finalization, and the message boards are in process.

John will send an e-mail to listserve, to solicit interest from states willing to work with MaxKnowledge in expanding the online training portal. Monica volunteered to work on this project.

C. Common Forms Update

The Common Forms Task Force had a conference call on April 15, and has involved Cyanna. The new approach is a data collection system (similar to TurboTax), which will allow data to pre-populate individual state forms, or allow states to access system to download pertinent data. This will be discussed in more detail during the conference presentation.

VI. Other Business

John was interviewed online by MaxKnowledge and will link it to the website.

VII. Adjournment

The meeting adjourned at 11:55am EDT. The next meeting is scheduled for May 3, 2011 at MDT in Denver, CO.