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**ACCESS**  
**Executive Board Meeting Minutes**  
September 1, 2011

Present: Nancy Beaver, Nancy Gabriel, Mary Garguile, Kim Horejs, Chris Lincoln, Debra Murphy, Carrie Nepstad, Crystal Swank.

Regrets: Trude Puckett – husband was having a medical procedure today

Carrie opened the meeting at 11:04 a.m.

The first topic was an update by Crystal on the Website changes. She led a discussion about the merits of whether our various documents should be provided for the public vs. placement in the members' only section. It was determined that the newsletter, listserv information, resources (such as assessment information and rubrics), handouts from conferences, the link for SKiP calls will be for members only. The open area for the public will be our mission statement, goals, board member contact information, and the Gmail account for the calendar of events and activities will be public.

Crystal has been working closely with Kim and Connie Walton on the process for online membership application. They will be developing one form for all purposes to include the annual membership, the PDI special one and one half year membership, each with and without NAECTE journal subscription. The website will be set up so members can either submit their application and pay online through PayPal, or type the form, print and submit by mail later with a check. The latter option accommodates the need for members where their college pays, or where the college pays for a whole group of individuals. Cal is the webmaster at Truckee Meadows CC and he has been doing the redesign and development work. The last piece before the website goes live is the building of the online membership form and resulting database of membership information. Crystal wants to make sure the whole membership process is fully documented before Cal works on this piece of the website. We still will need to be able to sort the database by state, alphabetically, etc. Also, there may be some follow up by the treasurer if there are errors in payment, as PayPal transactions will need to be verified. There is a follow-up call to be planned soon with Crystal, Kim, Connie, Carrie and Chris Lincoln so they can work on solidifying the process of application, through payment and getting members welcomed. It is planned that immediately upon submitting online, members will receive a greeting/confirmation of payment, with the website password.

Follow up: Mary will check with Elisa to find out when we last had an audit. Mary remembered that we had regular audits when changing from one treasurer to the next. (Mary will follow up with Barbara Nielsen).

**Action: It was moved and seconded (I think by Crystal, with the second by Chris? – forgot to write this down) that all financial reports, budgets and board minutes will be posted on the website for members on a regular basis.** Mary will send Chris copies of old board minutes. The website will be organized with links to various years for the minutes and financial reports. Cal's philosophy is to not

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crowd up pages so the need for scrolling down is limited. Using links to other pages by year will help to eliminate crowding.

Kim – Membership report: Kim is working with Connie Walton (the ACCESS program assistant at Lisa Stein's college) on writing up what she does in the membership process. Kim will send this out to the board. We will add this description into the Board Manual if the information is not already there, or compare to what is there for updates if needed. The same will be done with all job descriptions. It was suggested by Carrie that everyone involved in the membership process write up a description and send in advance to those on the call that is being arranged. (Chris, Kim, Connie, Carrie, and Crystal).

Crystal will send a link soon for the website for review by the board. She wants everyone to start looking through for typos and major issues, but would like to publish the website soon, work on other changes later after members have had a chance to use it a bit. If the board has feedback for Crystal, please send with the URL link included in the message so she can easily find the page which is referred. Kim suggested a celebration at NAEYC – show the website on a big screen and get feedback from members. It was agreed this was a good idea.

#### **Updates from VPs:**

**Collaborations:** Nancy B. wanted to clarify which day we were meeting in Orlando at NAEYC conference in order to finish the coordination. Wednesday, November 2, is the ACCESS day, with the joint reception with NAECTE planned for the evening. Carrie will follow up with Libby Etheridge of NAECTE regarding the awards reception. The board meeting is planned for Thursday, Nov. 3. Carrie will be setting the time and let folks know.

**State Affiliates:** Nancy Gabriel is planning a conference call for Affiliate Presidents and thinking about the Tool Kit that is planned. Carrie will be participating in a Skype meeting with the North Carolina group on the 15<sup>th</sup> of September. Nancy G. is unable to attend because she is attending a conference, but Carrie is working on a presentation about the value of membership. North Carolina has some questions about the value of state affiliate membership, so Carrie is working on a presentation including some points she shared with the Wisconsin group. If you have suggestions please send to Carrie or Nancy. This information will be an important part of the Tool Kit that is being developed and will be used for recruitment and marketing.

#### **Other Topics:**

Carrie shared a concern about state affiliate involvement in the board meetings and the timing of the meetings. This time on the first Thursday works for all of the Executive Committee, but it is less workable for the state affiliate representatives – many cannot make this time. As we have more state affiliates join ACCESS, the board size will continue to grow. There is considerable difficulty finding meeting times that work for a very large group. Concern was expressed that it is important for the affiliates to feel they have a voice on the board. It was initially planned that bi-monthly affiliates would meet separately with the VP for State Affiliates, and then be part of the entire board calls on the alternate months. Carrie will send a follow up message on email for board discussion.

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Chris reminded the board that to submit requests for reimbursement from the PDI conference right away. If you presented a roundtable or attended the board dinner she needs to know very soon.

Carrie shared information from an email exchange with Gail Perry of NAEYC regarding Voices of the Practitioners. NAEYC has committed to hiring a part-time staff member to help Gail with editing. Gail is asking for our membership to consider writing an article.

Mary mentioned an idea of Carrie's to find ways to engage and involve the Past Presidents in our work. Mary will work on getting a contact list together for Past Presidents as a place to start. Carrie is planning a conference call with this group.

On a personal note, Carrie mentioned that she is taking two classes while on sabbatical this semester. The classes are on Assessment in Higher Education. Carrie is getting an opportunity to see things from a student perspective again and is enjoying this.

The meeting adjourned at 11:04 a.m.

Respectfully submitted,

Mary Garguile