



Conference Call Meeting: Tuesday, October 30, 2012 Meeting called to order 5:05 pm

Type of Meeting: CoADE Executive Board Conference Call Meeting

Meeting Facilitator: Kelly Zepp

Officers Present: President Kelly Zepp, Vice President Doug Mason, Treasurer Lindsey Small,  
Secretary Diana Jones

### **1) Approval of Minutes**

Minutes from the October 8, 2012 Executive Board Conference Call Meeting and the October 12, 2012 Business Meeting were approved.

### **2) Treasurer's Report**

The past treasurer, Jean Olsen is waiting for a few checks to come in before turning over the books to the new treasurer Lindsey Small. A report will be sent to the board when available.

### **3) Financial Support for NADE 2013 Conference**

A discussion was held regarding scholarships for the NADE 2013 conference. CoADE will be offering \$100 scholarships to attend the NADE 2013 conference in Denver. To be eligible for the scholarship, the individual must be a CoADE member and volunteer for 4 hours at the NADE 2013 conference. There will be two rounds of scholarship applications. The application for the first round is November 30<sup>th</sup>. Twenty-five recipients will be notified by December 14<sup>th</sup>. The application deadline for the second round is December 31<sup>st</sup>. This information and the application form will be online with a link on the CoADE website.

### **4) Website**

Ray Brown, webmaster is appointed to manage the website but is not part of the executive board. Ray will be requested to update the website with the NADE 2013 conference information. Ray will also be asked to investigate setting up a member's only section of the website and/or other electronic media to help increase CoAdE membership as discussed below.

### **5) Increasing CoADE Membership**

Several items were discussed with the goal of increasing CoADE membership. Ideas discussed were

- CoADE conference would be open to members only. Attendees could join at the conference.
- Communicate best practices, facilitate further discussion of conference topics and establish an open education resource library through the electronic media
- Raise funds to provide more benefits to members and board officers
- Provide information about developmental education issues being addressed by the Colorado Commission on Higher Education at the state level

### **6) Committees**

To achieve the above goals committees may need to be established. The committees established in the bylaws are

1. Nominating or Elections Committee
2. Conference Committee
3. Awards Committee
4. Membership Committee

5. Publications Committee
6. Newsletter Committee
7. Other Committees, as deemed necessary by the Executive Board

It was suggested that to encourage committee membership, committee members could receive scholarship priorities for future conferences beyond the NADE 2013 conference.

#### **7) Financial Issues**

- A discussion of institutional membership fees was held. Fees for institutional memberships at other NADE chapters will be investigated. It was noted that membership fees can only be changed by a vote of CoADE members. Institutional membership fees will be discussed at a board meeting in early 2013.

- Kelly Zepp mentioned that NADE does have \$500 grants for special projects and speakers.

- Lindsey Small made a motion that CoADE adopts a method for on line payment. The motion was seconded by Doug Mason. The motion passed unanimously. Lindsey Small was directed to investigate the means for on line payment.

#### **8) Preparation for the Next Meeting**

- Review bylaws and constitution
- Ideas for member benefits

CoADE meeting adjourned 6:10 pm

Respectfully submitted  
Diana Jones  
CoADE Secretary