



Conference Call Meeting: Thursday, November 15, 2012 Meeting called to order 5:15 pm

Type of Meeting: CoADE Executive Board Conference Call Meeting

Meeting Facilitator: Kelly Zepp

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

1) Approval of Minutes

Minutes from the October 30, 2012 Executive Board Conference Call 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. Lindsey will continue investigating on line payments.

3) CoADE Conference Fall 2013

The Fall 2013 CoADE conference will be hosted by CCD. The steering committee is Kelly Zepp, Doug Mason, Pete Lindstrom and Linda Garrison. The committee is investigating a place for the meeting, looking for subcommittee members and soliciting ideas for a dynamic keynote speaker. The tentative date is Friday, October 11 with 250 anticipated participants.

3) Financial Support for NADE 2013 Conference

A discussion was held regarding scholarships for the NADE 2013 conference. There were three applications at the time of the meeting. Diana was directed to send another reminder to the membership list. Members at institutions with institutional memberships are encouraged to share the scholarship information with their colleagues. The application deadline for the first round is November 30th. Twenty-five recipients will be notified by December 14th. The application deadline for the second round is December 31st. This information and the application form will be online with a link on the CoADE website.

4) Website

Ray's preliminary designs for a blog and a wiki group were discussed. Features of the blog some members of the board liked were the direct comments posting and being able to send notifications from the blog. Concerns about accessibility for the wiki group were raised. Questions included whether a link from the website or part of the website could be established and how the wiki navigates. Costs of either establishing a blog or wiki group were discussed. Ray will be asked to present options at the next board meeting including establishing a public vs. private space and areas of interest tabs on electronic media sites.

5) Increasing CoADE Membership

CoADE member cards were discussed. It was decided the member card should include the CoADE logo, member name, member home institution, and a line indicating the length of the membership or when the member term ends (October 1, 2013 through September 30, 2014). A discussion was held about whether printing cards ourselves or having a print shop print cards would be least expensive. Kathleen will investigate the cost of printing cards professionally in Alamosa.

6) Committees

The CoADE board discussed activating the publications committee and the awards committee specified in our by-laws. The publications committee will facilitate communication to and among CoADE members through such means as a newsletter, blog and/or wiki group. The awards committee will develop a protocol for awarding CoADE scholarships and other awards such as a developmental instructor of the year. Kelly made the motion that each committee have a committee chair and chair elect. The term for each position is 1 year. The board unanimously passed the motion. Diana was directed to send out a solicitation notice for committee chairs and chair elects.

7) Logo

A discussion regarding designing a new logo for CoADE was held. Suggestions included having a logo design contest for developmental education students and/or a graphics design classes. It was noted a contest needs to have guidelines in order for the logo to be clean, crisp and useable. Please send any ideas you have for guidelines to Kelly. A possible prize of \$100 and having a new logo completed by Fall 2013 was discussed.

8) Preparation for the Next Meeting on Thursday, December 6th at 4 pm

- Review NADE Scholarship Applications
- Invite Ray to discuss the blog/wiki

CoADE meeting adjourned 5:10 pm

Respectfully submitted
Diana Jones
CoADE Secretary