



Conference Call Meeting: Thursday, December 6, 2012 Meeting called to order 4:05 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, Past President Karen Lemke at 4:30 pm

1) Approval of Minutes

Minutes from the November 15, 2012 Executive Board Conference Call Meeting were approved.

2) Treasurer's Report

Jean Olsen, past treasurer, sent a November treasurer's report to all board members. A final treasurer's report will be sent in January. Lindsey Small's signature will be on the accounts on December 19, 2012. Lindsey will continue investigating on line payments.

3) CoADE Conference Fall 2013

The fall 2013 CoADE conference will be hosted by CCD on Friday, October 11, 2012. Working committees for the conference are being formed.

Logistics – Doug Mason and Pete Lindstrom

Hospitality – Martha Brown, co-chair

Publishers – contacts publishers and vendors for booths and donations

Publicity & Marketing

Program – Danielle Hogarth,

The theme of the conference may be change. We should all continue to think about and share our ideas for a good keynote speaker who would attract attendees to the conference.

The possibility of a reduced conference fee for presenters was discussed. It was agreed we should think about this idea for the next board meeting. Past CoADE board members should be contacted for feedback. Lindsey will discuss with our past treasurer the financial effect of a reduced fee for presenters.

3) Committees

Brenda Garrison will be chair of the awards committee and Ray Brown will be chair of the publications committee. Kelly will notify Brenda and Diana will notify Ray.

3) Financial Support for NADE 2013 Conference

Doug made a motion that the 19 applicants who met the November 30th deadline be awarded scholarships. The board unanimously approved the motion. Doug volunteered to notify the scholarship recipients. In the notification, recipients will be reminded of the NADE 2013 registration deadline (Jan. 12, 2013) and that a volunteer commitment of 4 hours at the conference is required. The scholarship check to the recipient will be issued after NADE 2013 conference registration is confirmed. Jean Olsen is the NADE 2013 conference volunteer coordinator. An e-mail address line will be added to the scholarship application form.

4) CoADE Member Cards

Lindsey sent an example card using publisher. Karen noted it cost \$10 - \$20 to print 250 cards the last time cards were printed. Issues discussed included the value versus the cost of mailing out a card at this time to our current members and the degree of professionalism to CoADE that a card could provide.

5) Logo

Kelly will continue to work on criteria for a new CoADE logo. It was noted the logo should be easy to reproduce and the logo should work in black and white as well as color to facilitate reproduction on bags, mugs, etc.

6) Awards Protocol

Brenda will be asked to present a protocol for awarding scholarships for professional development activities to the board.

Other awards that could be presented at CoADE conferences were discussed. The other awards mentioned were lifetime achievement, full time faculty, part time faculty, administrator, tutoring center and promising graduate student. Kelly will forward this information to Brenda.

7) Developing a Presence among Our Members

Kelly suggested having trainings or webinars open to members only could be a means to expand CoADE membership. It might be possible to have some activity this spring. Kelly will present some possibilities at the next meeting. It might also be possible to offer virtual conferences (in future springs) or virtual follow up breakout sessions after conferences to keep the momentum from conferences going.

8) Next Meeting – week of January 7th

- **reduced fees for conference presenters**
- **logo design criteria**
- **member cards**
- **virtual trainings/webinars**
- **awards protocol**
- **on line payments**

CoADE meeting adjourned 5:05 pm

Respectfully submitted
Diana Jones
CoADE Secretary