



Conference Call Meeting: Monday, February 18, 2013 Meeting called to order 4:15 pm

Type of Meeting: CoADE Executive Board Conference Call Meeting

Meeting Facilitator: Kelly Zepp

Officers Present: President Kelly Zepp, President Elect Kathleen Chavez left at 4:50, Vice President Doug Mason joined at 4:45, Treasurer Lindsey Small, Secretary Diana Jones joined at 4:25 pm, Past President Karen Lemke

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

Minutes from the December 6<sup>th</sup>, 2012 Executive Board Conference Call Meeting were approved.

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

Lindsey Small sent all board members a current Treasurer's Report. She noted that CoADE has a CD with a 3-month term that expires on February 20<sup>th</sup>, 2013 for \$2,204.25. The board will let the CD roll over. 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 18, 2012. Working committees for the conference are being formed. The theme of the conference may be change. As we attend the NADE conference board members should look for good keynote speakers and vendor sponsors for the Fall 2013 CoADE conference.

### **4) NADE 2013 Conference**

Diana was directed to send out an invitation to all CoADE members attending the NADE conference to attend the CoADE chapter meeting on Friday, March 1 from 1:45 to 2:35 pm in the Plaza Court 4 at the Sheraton. The CoADE board plans to meet at lunch on Thursday, February 28<sup>th</sup>.

### **5) CoADE Member Cards**

No further discussion.

### **6) Logo**

Kelly presented a flyer with criteria for a new CoADE logo. The board reviewed the flyer and Diana will send out the flyer contest logo to all CoADE members.

### **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) Webinar/Virtual Training**

Kelly has found a free service to host a webinar that can accommodate up to 25 participants. The board will try to present an english/reading and a mathematics webinar this spring. Friday, April 19<sup>th</sup>

was discussed as a possible date for the webinars. Kelly will look for something for an english/reading webinar and Lindsey will look for something for a mathematics webinar. There is a task force meeting for developmental education for the State of Colorado on April 12<sup>th</sup>. Lindsey is on the math team. It may be possible to base a webinar on the task force meeting outcomes.

### **8) Awards Protocol**

Brenda Garrison will work on developing awards protocols.

### **9)CoADE Board Officer Benefits**

A discussion of CoADE office benefits was held in the context of encourage CoADE members to become board officers.

Funding NADE Memberships – Kelly will investigate whether CoADE can purchase an institutional NADE membership and use that membership of fund NADE memberships for CoADE officers.

CoADE Conference Fees – Doug moved and Karen seconded that CoADE fund CoADE conference fees for CoADE Board officers during their time in office. The motion passed.

CoADE Member Fees – Diana moved and Lindsey seconded that CoADE reimburse CoADE member fees for the term of office. The motion passed.

**Next Meeting: March 18<sup>th</sup> at 4:15 pm**

CoADE meeting adjourned 5:10 pm