

Minutes for CoADE Executive Committee Meeting
2-14-2014

Executive Committee Members:

Name	Position	EMail
Kathleen Chavez	President	kathleenchavez@adams.edu
Matthew Neely	Vice President	Matthew.Neely@pueblocc.edu
Barbara Brekus	President Elect	Barbara.brekus@ccd.edu
Lindsey Small	Treasurer	Lindsey.small@ppcc.edu
Phil Ray Jack	Secretary	phil_ray_jack@hotmail.com

Call to order: The CoADE Executive Committee meeting was called to order at 8:00 a.m. by President Kathleen Chavez.

Roll call: The meeting was held via telephone and Wiggy Virtual Meeting Space. The members participating were: Kathleen Chavez – President; Matthew Neely, Vice President; Lindsey Small, Treasurer; and Phil Ray Jack, Secretary.

Barbara Brekus, President Elect was not present.

Review Minutes – Minutes for previous meetings were posted on the Wiggy site, but the Board Members did not have an opportunity to review them, so there was no motion to approve.

Treasurer's Report – Lindsey Small explained that the CoADE conference last fall was much larger than previous conferences, which has made it difficult to tabulate all of the information, especially membership information.

- **Available Funds:** Currently, CoADE has \$2207.40 in bonded certificates; \$7981.61 in the organization's checking account, and \$21797.50 in Savings.
- **Expenditures:** \$600 in honorariums were awarded to presenters at the Fall Conference.
- **Action Item:** The Treasurer expressed concern about possible financial issues that may result. For example, what are the requirements for maintaining the organization's non-profit status? Lindsey asked the board to approve her consulting a professional accountant, Jan Moeller, regarding the issues.
- **Vote:** The Executive Board voted unanimously in favor of Lindsey contacting Jan Moeller, and approved a maximum amount of \$200 for professional guidance. Unanimous

New Business:

- **Information Item:** CoADE is currently using GoDaddy for webhosting service for the COADE website. Ray Brown has been acting as the WebMaster for

the organization. The information on the website needs to be updated. Lindsey agreed to contact Ray.

- **Possible Scholarships:** There was discussion regarding the possibility of providing scholarships for members who wish to attend CoADE and NADE conferences. The scholarships could cover the conference fee, travel, lodging and/or per diem expenses. The members of the executive committee agreed to consider possible amounts and protocol for applying for and rewarding scholarships.
- **Membership List and Communication:** The committee discussed challenges regarding the membership list and possible contact strategies. Lindsey will work on completing the membership list. Phil, Kathleen, Mathew will begin working on getting information out to members.
- **Action Item:** The committee agreed to reimburse Mathew Neely for his “out of pocket” expenses for the upcoming NADE Conference.
- **Spring 2014 Conference**—Because of the limited amount of time available for planning and organizing, there will not be a spring conference.
- **Passing on Information** – The Executive Board discussed the need to effectively pass information on to members and future executive committees.
- **Action Item: Fall 2014 Conference:** The board voted unanimously to hold the Fall 2014 CoADE conference in Pueblo. Mathew has begun the process of arranging for Pueblo Community College to host the conference. on the weekend of Oct. 17, 2014. (date, location)
- It was suggested that the theme be centered around “Soft Study Skills,” and the group will look into finding possible presenters in technology.
- **Wiggio-Virtual Meeting Space** -- Matthew shared information regarding the use of Wiggio as a place for CoADE members to share information.
- **Next Meeting:** The next Executive Board meeting will take place during the NADE Conference. Those who are unable to attend may be able to participate via telephone.

The meeting was adjourned at 8:56 a.m.