

CoADE Executive Board Meeting Minutes 11.13.15

Attendees: Aaron Leff, Lindsey Small, Mark King, Emily Forand, Kimi Kelly(via phone)

Call to Order	Lindsey Small 9:08am
Announcements	Due to a miscommunication during the last Treasurer transition, our 501C3 status has been revoked. Lindsey made a motion to pay the \$400 fee to apply to reinstate our status; Mark King seconded the motion. Motion approved.
Old Business	We should be taking minutes for CoADE conferences and meetings now that we have a Secretary. Lindsey presented the last taken minutes from 2012. Lindsey will try to retroactively create minutes from 2013 to present for CoADE records. Our Executive Board meeting minutes need to be posted online to comply with 501C3 requirements.
Report of the President	1. NADE chapter report Aaron has received a second notice from NADE to fill out a Chapter Activity Report. Aaron will finish the report and get it to the board to approve by early next week. The outgoing President is responsible for both Chapter Activity reports that go out in May and November.

Report of the President-Elect

1. Spring Conference: Will be at PPCC; Emily has gained permission to host conference by PPCC leadership.
2. Discussion: Lindsey recommended the conference take place at Rampart Campus. Emily has recommended attending CoADE conferences to the adjunct instructors as part of their training plans. Lindsey recommends that the Spring conference focus on co-reqs. Lindsey brought up the need to include administrators as part of the conference. Emily recommended that administrators attend. Emily thinks part of the conference should be a showcase of student work. We could invite developmental students presenting projects at the beginning of the conference
3. Proposed Conference plan:
a.m. sessions: curriculum discussions between college-level and developmental courses; student college onboarding (e.g., orientations, AAA, college success courses).
mid-sessions: general teaching/administrative discussions (practical discussions)
p.m. sessions: course specific discussion reflecting what attendees gained during the previous session.
4. Aaron put forward the motion to follow the proposed plan and title "Spring Exchange" for Spring Conference. Lindsey seconded motion. Call to vote. Motion passes
Emily brought forward the motion to the table that Spring Conference is held on Friday, March 11, 2016. Aaron seconds the motion. Lindsey will check on COLOMATYC to ensure that COLOMATYC's conference does not conflict with the date.
5. Aaron proposed an amendment to proposal that if COLOMATYC conflicts with the March 11 date, we change the conference to March. Emily seconds the motion. Motion passes.
Action items:
Secure rooms - Mark
scheduling events - Emily
Call to Conference - Aaron
Meals - Lindsey
Save the date - Lindsey
Sponsorship - All members of the executive board
6. Emily brings a motion to make adjunct attendance free. Lindsey seconds. Motion passes.
7. Lindsey brings a motion to the table that students attendance is free. Aaron seconds motion. Motion passes.

<p>Report of the Treasurer</p>	<p>1. Budget Treasurer's report (June 12, 2015) and Treasurer's report through October. Aaron makes a motion to approve the treasurer's report. Mark seconded the motion. Motion passes.</p> <p>2. Conference Report reviewed. We did not collect enough conference fees and dues to pay for the conference. Aaron suggests that we be more judicious in future conferences with the budget. In previous years, we brought in two speakers; it paid for itself through attendance. We had attendees opt not to pay dues. We need to review conference fees for members vs. nonmembers. Aaron proposed that we table this discussion for a future meeting.</p> <p>3. The CoADE Executive board needs to bring an annual expense report and proposed budget for the following fiscal year to the Fall Conference. We need to discuss how the approved proposed budget will guide our spending.</p> <p>4. PPCC has been under audit and has asked us to prove both registration and attendance for PPCC employees at the Fall Conference. In the future, we need signature sign-ins for future conferences. We need to establish a protocol for how we report out this information when requested by the college and reimbursement rules for cancellations.</p>
<p>Report of the Secretary</p>	<p>No report given.</p>

New Business

1. **Stipends for travel to NADE.** Aaron stated that Karla Schorzman submitted a NADE proposal that replicates our gamified Fall conference that requires presenters and members of our executive board should be sent. Mark Hussey and Emily Forand were suggested to represent Aaron Leff and Matthew Sterner-Neeley. Mark King has offered to go in lieu of Emily Forand. **Lindsey made the motion that we offer \$4000 stipend to Executive Board members who attend NADE; this money can be directed to another member at the Executive Board's discretion when necessary. Aaron seconded. Motion passed.**
2. **Make up of the current board and current conflict with CoADE Constitution.** The Executive Board in its present state is in conflict with Article V of the CoADE Constitution. Article V of the Constitution states that the Executive Board can not have more than two members from the same institution serving concurrently. At this point, three members of the Executive Board are faculty at Pike's Peak Community College (PPCC): President-Elect, Emily Forand; Vice President, Mark King; and Treasurer, Lindsey Small.) In order to maintain adherence to the Constitution the board discussed three potential options: 1) amend the constitution to allow more than 2 members of the same institution to serve on the executive board. 2) Ask membership for a one-year exemption to the rule allowing the current board to remain in tact, and adding a clause that this one year exemption will not be used to set a precedent for future decisions regarding the make up of the Executive Board. 3) Ask one member of the board from PPCC to resign and ask the membership to nominate and then vote for a member to fill the position. discussion felt that proposing to amend the Membership did vote and had the open opportunity to be elected. Lindsey suggested an email to the membership that alerts them to the discrepancy and provide the membership with the three possible options. We collect a vote via e-mail about which way to go. This email should be sent out members who attended Fall Conference. Aaron will draft the email. Lindsey will construct the voting email and send it out to only members who attended the Fall conference. Aaron made a motion to send out a voting email outlining two options for a remedy to this constitutional problem. The first item on the ballot will be asking the membership for a one-year exception, noting that this vote will not set a precedent in making future exceptions to the rule and that we will consider the Fall Conference location at other locations. Option two is to allow the executive board to decide who from PPCC should step down. If the membership decides to request someone to step down, we will create a special election. The executive board reserves the right to nominate a new member for election. **Aaron proposed the motion that we send an e-mail ballot to our membership as defined by those who paid their membership fees at the Fall Conference asking for a vote on the possible Constitutional remedies. Mark seconded the motion. Motion passed.**
3. **Website development.** Aaron made a motion to table this discussion to our next meeting; Emily seconds. **Motion passed.**
4. Aaron made a motion to establish PPCC as the business address for CoADE; Mark seconded the motion. Discussion: Lindsey

referenced the By-laws and Constitution to check for compliance. Nothing was reflected in either document regarding a business address for CoADE. 501C3 rules were checked. This change was placed on hold until next year. Emily will work on drafting proposals to our membership at least 30 days prior to the conference. The 2nd motion was to amend the by-laws to establish a business address for CoADE at PPCC to put forward for vote at the Fall conference; Lindsey seconded. Motion approved.

5. Aaron made a motion to table a discussion of conference evaluations for next meeting. Lindsey seconded. Motion passed.

Adjournment	Mark motioned to adjourn. Emily seconded. Meeting adjourned at 11:37am by Aaron.

Respectfully submitted by

Aaron Leff
CoADE President.

