

CoADE conference call November 14<sup>th</sup> 2011

Present:

Susan Konantz

Jean Olsen

Cameron Cooper

Karen Lemke

Called to order at 4:09 pm

1. Benefit of institutional membership/spring conferences NADE institutional.
  - a. ASC didn't use the institutional membership for the 10 participants this fall, but Karen is kicking herself because she could have included any spring registrants under the umbrella of institutional membership. So we should add language to the website/registration/application form explaining the benefits. Also, the 7-9 is problematic because the institution doesn't benefit from new spring attendees. We have to list the names. It is in the bylaws, so we would have to put changes to a vote. NADE membership—if you want to attend NADE without becoming a member, you pay the non-member rate which has the additional cost of what membership would have been.
  - b. NADE institutional membership for our campuses—gets us all in the habit of getting institutional memberships in anticipation of sending several Colorado faculty to NADE 2013 from each college.
  - c. More discussion in December conference call about this subject.
2. Treasurer's report. This conference was difficult to balance the budget because of credit card/cash/check (both institutional and personal). We are still the missing College Board check for \$750. She doesn't want to do credit cards anymore. Several checks are outstanding. CCD confusion about paying conference fees but not membership. Unless we can do it through a bank directly to our account, she doesn't want to do CC anymore. She cannot get it to balance with what the bank says we have. Carnegie sent \$150 check, but didn't register online. Perhaps a different credit card system with a notice sent to the treasurer with each transaction. If she can do the paypal where she is the only person dealing with transactions, then we can use it for the spring registration. Otherwise, we will go back to checks. Jean will research this for the January conference call.
3. Spring Conference Budget
  - a. \$3000-\$3600
4. Andy Zaugg suggestions about scholarships:
  - a. I have no takers for the COADE scholarship committee. In speaking with Susan at the Pueblo conference, it seemed to me that the whole idea was perhaps misconceived as a requirement of 501c3 status. It is not. What is required is that IF we distribute

scholarships, we need to do it fairly and transparently, so that COADE is not used as a cash cow for the benefit of the board.

I'm happy to participate in the distribution of scholarships if that is what you want, but my personal vision for COADE finances would include:

- a. If we are a membership organization, and charge dues for membership, then the membership should receive at least annually an accounting of what we have collected and spent, not just a bank balance orally. This might well stimulate some thinking by members about the potential of the organization to do.....?
  - b. I think some form of discussion among the members as to what the priorities are for the financial resources of COADE would be appropriate. Perhaps just the board could be involved, but an online survey would be pretty easy, and would provide guidance for the board, assuming the board wants that. I hope it does.
  - c. One of the possibilities is to put it in the bylaws that COADE will support the attendance at NADE of a couple of officers, or some such, so that the process is transparent, if not flexible.
  - b. [because of time, we didn't get to discuss his suggestions –tabled until the December conference call]
5. Jean suggests that we give 10 scholarships of \$250 each for NADE 2012, just this year because we need to get people to go to 2012 to promote the 2013 conference in Denver. In future years, less scholarships to NADE and perhaps a scholarship to Kellogg. Discussion of sustainability ensued.
- a. Have to have an application process available to everyone and an accounting of who was funded/reported to IRS at the end of the year.
  - b. We need a Designated process:
    - i. Application. We edited and unanimously support the form. Karen will ask Jennifer to post this form on the website, and then ask Jeanine to send an email announcing that the application is available with the link to the application with Dec 10<sup>th</sup> as deadline so we can discuss it on the December 12<sup>th</sup> conference call. Karen will send the applications prior to the Dec 12<sup>th</sup> conference call (Dec 9<sup>th</sup> afternoon, and then any stragglers on the 12<sup>th</sup>)
    - ii. Screening committee is the board plus Andy Zaugg.
    - iii. We must document the scholarship process/outcomes for the IRS
  - ~~c. The Secretary should draft a call for participation for the scholarship committee, and Get the most current email list from Ross/Ivan.~~