

NASSGAP Executive Committee
Meeting – 8/18/2016 - Phone

Participating:

- *Stephanie Butler, AK - President
 - *Clantha McCurdy, MA – President Elect
 - *Diane Lindeman, KS – Past President
 - *Mark French, CT – Treasurer
 - *Todd Brown, IA – Secretary
 - *Rachelle Sharpe, WA – Member-at-Large
 - *Brenda Zastoupil, ND – Member-at-Large
 - Marilyn Cargill, VT – Membership
 - *Jennifer Rogers, MS - Membership
 - *Susan Degen, OR – Ed Technical Forms
 - Jason Chavez, NJ – Ed Technical Forms
 - Julie Leeper, IA – NASSGAP Website
 - *Mike Solomon, IL – NASSGAP Website
 - *Ritchie Morrow, NE – Federal Relations
 - *Frank Ballmann, NY – Federal Relations
 - Chris Zuzack, PA – NCAN PPY Task Force
- *indicates member in attendance*

1. Call to order – 2:03 PM CST
 - a. Approval of minutes from 7/21/16 meeting – motion to approve made by Diane Lindeman, seconded by Clantha McCurdy. Minutes approved.
2. Officer's Reports
 - a. President – Stephanie Butler: Stephanie – Sent invitation reminder to potential conference session speakers. The Scholarship Committee met (President, Past-President, President-Elect) and selected two recipients for the 2016 conference scholarship.
 - b. Past-President – Diane Lindeman: Diane – The officer election for next Executive Committee is now final.
 - c. President-Elect – Clantha McCurdy: Clantha – Discussed contract proposal from Embassy Suites. Questions/discussion topics:
 - a. Is NASSGAP tax exempt in Washington DC? Yes. Documentation is located in the Virtual Office. Post-meeting clarification: The documentation in the Virtual Office is related to the federal tax exemption; the Washington DC hotel needs a Washington DC tax exemption. NASSGAP was able to use the Washington DC Office of State Superintendent of Education's (OSSE) DC tax exempt status for the last DC conference – Frank is checking with OSSE to arrange that again.

- b. Estimated 12 individuals for the Executive Committee Meeting. If everyone shows up, there might be 16 in attendance. Twelve rooms listed in the contract proposal might be the minimum; it is possible that more rooms could be available upon request.
 - c. The proposal was quoted based on the Executive Committee meeting on Sunday (10/22); Conference taking place Monday (10/23), Tuesday (10/24), and Wednesday (10/25) morning. After discussion, the Executive Committee would prefer to meet on Tuesday (10/24); Conference to be held on Wednesday (10/25), Thursday (10/26), and Friday (10/27) morning. The room rate might increase from \$219 to \$259 due to the shift in dates. Discussed other potential options to drive down the room rate.
 - d. The number of rooms reserved in the quote is 40. EC decided to stay at 40.
 - e. There is a 72 hour cancellation notice instead of 24.
 - f. Rooms are not guaranteed 3 days before or after the conference in the quote.
 - g. No cost for setup during the EC meeting. Setup charge for each day of the conference is \$1,000 per day.
 - h. Clantha will compare this contract to the Hilton Garden Inn contract to see if the terms are reasonable.
- d. Treasurer – Mark French: Mark – As of today, there are 30 paid regular memberships and 2 paid vendor memberships. Some fall conference payments have been received.
 - e. Secretary – Todd Brown: Todd – No report.
 - f. Members-at-Large – Rachelle Sharpe/Brenda Zastoupil: Rachelle – The next conference planning meeting is scheduled for next Thursday (8/25). Will revise the form for speakers so they can list anticipated meals they will consume. Provided a summary of the conference sessions and speakers. Brenda – there are 18 registered for the conference right now; 14 have reservations for the hotel. September 18 is the hotel cutoff for the conference rate.

3. Committee Reports

- a. Membership – Jennifer Rogers: Jennifer – Plans to reach out to all members to verify that the information in the directory is accurate.
- b. Ed Technical – Susan Degen/Jason Chavez: Susan – Notified membership to review draft FAFSA and submit comments.
- c. Web – Julie Leeper/Mike Solomon: Mike – No report.
- d. 50th Anniversary Conference – Marilyn Cargill: Not on call.
- e. Federal Relations – Frank Ballmann/Ritchie Morrow: Frank – Provided a federal update.

4. Old Business – None.
5. New Business – None.
6. Adjournment: Meeting adjourned at 3:07 pm CST

Next Meeting: Date 9/15/2016

To-do list – highlighted in grey