

NASSGAP Executive Committee  
Meeting – 10/2/2017 – Phone

Participating:

- \*Clantha McCurdy, MA – President
- \*Rachelle Sharpe, WA – President-Elect
- \*Stephanie Butler, AK – Past President
- \*Mark French, CT – Treasurer
- \*Irala Magee, OK – Treasurer-Elect
- \*Katie Harrison, SC – Secretary
- Brenda Zastoupil, ND – Member-at-Large
- \*Jennifer Lanphear, ME – Member-at-Large
- \*Diane Lindeman, KS - Other
- \*Jennifer Rogers, MS - Membership
- \*Donna Thomas, MD – Ed Technical Forms
- Julie Leeper, IA – NASSGAP Website
- \*Todd Brown, IA – NASSGAP Website
- Mike Solomon, IL – NASSGAP Website
- \*Ritchie Morrow, NE – Federal Relations
- \*Frank Ballmann, NY – Federal Relations

*\*indicates member in attendance*

1. Call to order – 12:00 PM EST
  - a. Approval of minutes from 9/11/2017 meeting – motion to approve made by Mark French, seconded by Clantha McCurdy. Minutes approved.
2. Officer's Reports
  - a. President – Clantha McCurdy: Clantha – The Executive Committee (EC) will be meeting in 3 weeks (on 10/24), right before the fall conference. Clantha will be sending details about the 10/24 EC meeting soon. She may add to the agenda a time to discuss membership and conference rates. Clantha was able to extend the number of rooms available for the fall conference, at a slightly higher cost. Clantha indicated that the number of rooms may need to be inflated for future contracts since we exceeded the number this year. Rachelle asked if this was something to notate in procedures. Clantha responded affirmatively. Rachelle indicated that she would make the corresponding procedure update. Frank added that a two-tiered room block (lower rate for those that register on or before a certain date, a higher rate for those that register afterward) might be something to consider in the future. Clantha stated that she would add that topic to the 10/24 EC meeting agenda.
  - b. Past-President – Stephanie Butler: Stephanie – Working on updates to the policy and procedure manual. Stephanie will not be able to attend the 10/24 EC meeting.

- c. President-Elect – Rachelle Sharpe: Rachelle – Will be sending a reminder to NASSGAP members for the roll-call questions; has not received many responses to date. The response deadline is October 13. Diane asked if copies of responses should be provided in the fall conference welcome packet. Rachelle indicated that we should wait to see the length of the compilation of responses. The printing deadline is October 18/19.
- d. Treasurer – Mark French: Mark – Mark indicated that there are 45 paid members and 34 paid conference attendees as of today. AZ, MD, NM, and Washington DC have not paid memberships yet. A discussion regarding who to contact in each state followed.
- e. Secretary – Katie Harrison: Katie – No report.
- f. Members-at-Large: Report provided during conference committee update.

### 3. Committee Reports

- a. Federal Relations – Frank Ballmann/Ritchie Morrow: Frank – Frank provided a summary of federal updates. Frank attended the FSA Ombudsman Conference. A discussion around the GEAR UP program ensued.
- b. Ed Technical – Donna Thomas: Donna – No report.
- c. Web – Julie Leeper/Todd Brown: Todd – Julie sent draft website mockups for comment to the website committee. There will be a more in-depth conversation on the new website during the 10/24 EC meeting.
- d. Conference – Diane Lindeman/Jennifer Lanphear: Diane – There are 53 conference registrants to date. The agenda is being finalized. There will be one moderator for each day of the conference. Jennifer L. – Group dinner agreement has been submitted, as well as logistical agreements with the hotel. There are 14 first-time conference attendees this year. Will be sending reminders to conference registrants that have not paid. Payments must be in the mail by October 12, 2017. Registration table will be available all day on the first day of the conference.
- e. Membership –Jennifer Rogers: Jennifer R. – In addition to comments provided during the Treasurer Report, Jennifer indicated that a membership payment from the second South Carolina agency has not yet been received. Jennifer suggested that the EC reconsider how to treat South Carolina – currently, each of the two agencies must submit separate membership payments. Should the state of South Carolina only be required to pay once? Currently, the agency that administered LEAP/SLEAP funding is the voting agency for South Carolina. Clantha will add this topic to the 10/24 EC meeting agenda.

4. New Business – None.

5. Adjournment: Meeting adjourned at 12:57 pm EST

Next Meeting: Date 10/24/2017, Washington DC

To-do list – highlighted in grey