



**Executive Committee Fall Meeting  
October 25, 2019 11:30 a.m.  
Embassy Suites-Chevy Chase  
Minutes**

**ATTENDANCE:**

\*Jennifer Rogers, MS – President  
\*Elizabeth McDuffie, NC – Past President  
\*Todd Brown, IA – President Elect  
\*Leroy Wade, MO – Treasurer  
\*Jennifer Lanphear, ME – Secretary  
\*Deena Lager, AZ – Member-At-Large (year 2)  
\*Renee Davis, NV – Member-At-Large (year 1)  
\*Erin Klarer, KY – NASSGAP Website  
Katie Harrison, SC – Membership  
Donna Thomas, MD – Ed Technical Forms  
\*Elizabeth McCloud, PA – Federal Relations  
\*Frank Ballmann, NY – Director/Federal Relations  
Michael Solomon, - Annual Survey

\*indicates member in attendance

**I. Call to Order at 11:30 a.m.**

**II. Officer Reports**

a. President – Jennifer Rogers (MS)

- i. Jennifer will send out a Doodle Poll in the next week or so with days and times for FY20-21 Executive Committee calls once per month
- ii. Jennifer will also send a link to the user guide as we started a lot of work in FY20. Her goal is to finish the work we started on EC structure. EC re-structure will require updates to By Laws and Guidelines.
  1. Frank added the merger of ED Tech and Federal Relations makes sense and proposed adding a co-chair from a Grant/Aid only agency.
  2. Jennifer R. will consider appointing a co-chair.
- iii. Jennifer has been working on the contract for the fall 2020 conference. We will have 1 comp room for each 40 booked. Discounted prices apply to the first 20

rooms booked on night 1 and the first 45 rooms booked the next 3 nights. We must use 80% of the reserved rooms.

- b. Past-President – Elizabeth McDuffie (NC)
  - i. Nothing reported.
- c. President Elect – Todd Brown (IA)
  - i. Will transition Web Committee access and details to Erin
- d. Secretary – Jennifer Lanphear (ME)
  - i. Nothing reported.
- e. Treasurer – Leroy Wade (MO)
  - i. Accounts have transitioned from Irala to Leroy.

### **III. Committee Reports**

- a. Conference – Deena Lager (AZ) and Renee Davis (NV)
  - i. 2020 conference ideas discussed
    - 1. Networking
    - 2. Hear more from the states
      - a. 25 minute state short sessions
      - b. Longer time slots for roll call
      - c. Bundle state roll call into 4 major topics
      - d. State lead sessions
      - e. Leave roll call open ended so other states can follow-up with that person later
    - 3. Mini session proposals/speed dating concept
    - 4. Lunch speakers
    - 5. Discussed presentations that worked well during conference 2019 and those that didn't.
  - ii. 2021 conference: Frank, Todd and Renee visited a number of potential locations.
  - iii. Other considerations
    - 1. DC every 3<sup>rd</sup> year instead of every other
    - 2. Poll the membership about the possibility of changing conference dates/timing such as move to September or early October or move to spring.

### **IV. Adjourned** at noon.