

**NASSGAP Executive Committee**  
**Meeting – 6/8/2018 – Phone (Approved)**

Participating:

\*Rachelle Sharpe, WA – President  
Elizabeth McDuffie, NC – President-Elect  
\*Clantha McCurdy, MA – Past President  
Irala Magee, OK – Treasurer  
Katie Harrison, SC – Secretary  
\*Erin Klarer, KY – Member-At-Large  
\*Jennifer Lanphear, ME – Member-At-Large  
\*Jennifer Rogers, MS - Membership  
Donna Thomas, MD – Ed Technical Forms  
\*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 – 3pm, EST**

- a. Review and approval of May 15/16, 2018, minutes– motion to approve made by Clantha McCurdy, seconded by Jennifer Lanphear. Approved unanimously. Rachelle and Frank provided clarification to questions raised about the May minutes.

**2. Officer Reports**

- a. President – Rachelle Sharpe: Rachelle mentioned that the tax penalty incurred by the organization was waived by the IRS. Rachelle signed the conference site contract for 2019. She has been working on draft revisions to the mission/objectives that stemmed from the May EC meeting, and has developed a proposed list of individuals for Friends of NASSGAP consideration.
- b. Past President – Clantha McCurdy: Clantha thanked the nominations committee for their work. The committee is very close to finalizing the nominations; only one nominee has yet to confirm. Rachelle mentioned that Katie Harrison accepted the position of membership committee chair, and that Elizabeth McCloud accepted the position of federal relations chair. Clantha mentioned that the Treasurer-Elect nomination has not yet been accepted, but that Jennifer Lanphear accepted the Secretary nomination. Rachelle added that Jennifer Rogers accepted the President-Elect nomination.
- c. President Elect – Elizabeth McDuffie: Not on call.
- d. Treasurer – Irala Magee: Not on call.
- e. Secretary – Katie Harrison: Not on call.

### **3. Committee Reports**

- a. Web – Todd Brown: FreshySites, the NASSGAP website vendor, is in the process of finalizing work on the new website. Once work is complete, test data will be removed, NASSGAP members and member accounts will be added/activated, and work to switch out the old website with the new website will commence. The website launch is anticipated the week of June 18. An overview of MailChimp (one-way notices to members from the organization) was provided by FreshySites last Wednesday, and a call is scheduled next week for Rachelle, Jennifer Rogers, Jennifer L., and Erin to discuss the website launch and communication plan. FreshySites will be providing detailed documentation on the website functionality.
- b. Membership – Jennifer Rogers: Jennifer has spent a lot of time working on the website redesign. She updated the member list to ensure all current members have accounts when the website goes live. Jennifer was able to designate certain members as billing contacts and primary contacts. She plans to send out membership invoices once the website goes live.
- c. Ed Technical – Donna Thomas: Not on call.
- d. Members at Large/Conference – Jennifer L. & Erin: Jennifer L. presented conference session ideas to the EC, including a ‘learning from the experts’ panel session and a ‘changing student demographics’ session. The EC provided positive feedback on both concepts. A third conference session on ‘improving the workplace for employees’ was offered; the EC thought session topics should lean towards affordability, state aid, and other NASSGAP-niche related areas. Jennifer L. confirmed that the EC received the conference ‘save the date’.
- e. Federal Relations – Ritchie (and Frank): A brief discussion about the potential NASSGAP twitter account took place. The EC agrees that the word NASSGAP should be in the twitter handle. Frank suggested the @NASSGAP4STUDENTS twitter handle.

### **4. Old Business**

- a. Old business items: Rachelle mentioned that this EC only has three more meetings to wrap up the remaining work for this year. One of those meetings may need to be scheduled for more than one hour.

### **5. New Business**

### **6. Adjourn**

**Next Meeting: Friday, July 13 – 3 p.m. EST**