

**National Orientation Directors Association
Spring 2004 Board of Directors Meeting
March 24-27, 2004
Las Vegas, NV**

MINUTES Draft 4-14-04

Thursday, March 25, 2004

I. WELCOME & INTRODUCTIONS

A. **Call to Order:** Kaiwi-Lenting called the meeting to order at 9:03 a.m.

B. **Roll Call:** Quorum is set at 22 out of 29 voting members.

In Attendance: Ryan Aceto, Tom Amos, Charlie Andrews, Becky Armour, Joe Bechely, Nikki Bomasuto, Danielle Bristow, JJ Brown, Duane Bruce, Patti Dulik, Tammy Fanning, Gwen Fears, Laura Gladney, Linda Hendrickson, Terry Hill, Andrene Kaiwi-Lenting, Donna Keely, Grant Kollet, Beth Lingren, Carren Martin, Larry Martin, Robin McAleese, Melvin McBean, Brenda McKenzie, Heather Mueller, Kerry Nakasone, Melanie Payne, Joe Ritchie, Shawn Smee, David Trillizio, Jen Weed, Greg Wolcott. Board Members Absent: None.

C. **Ice Breakers:** Jen Weed and the Class of 2006 introduced the Mardi Gras theme and led the board through some ice breakers.

D. **Announcements:** Kaiwi-Lenting passed out cards with NODA core values and NODA pins on them and reviewed the meeting schedule.

II. EXECUTIVE BOARD REPORTS

A. President's Report: Andrene Kaiwi-Lenting:

1. **Committee Chair Reports:** thanks to all committees for following up after Seattle with revised action plans. Thanks to Patti Dulik for creating forms. Thanks for sharing feedback on the daily forms. There will be another summary/review of committees due by April 16.
2. **Executive Board Retreat:** executive board met in Orlando, FL in January. Hosted by a hotel company that would really like to work with us for future conferences. Issues discussed included leadership changes and transitions in board members and Regional coordinators.
3. **Regional conferences:** have been attended by Exec Board members. There are three more to go.
4. **Recent Tasks:** Reviewed contracts for regional conferences, arranged receptions at ACPA and NASPA, planning for spring board meeting, assisted with regional coordinator elections.
5. **Technology Ad-hoc Committee:** following up on recommendation from Seattle. Reviewing committee membership to guarantee that voting members are included. Committee will meet via email and should be up and running before Chicago. Board members should contact Andrene if interested in being on committee.
6. **Executive Committee Term Limits:** Working through review of election procedures and term limits for Exec Board. Recruitment and Selection is reviewing and will be making recommendation.
7. **NASPA Collaboration:** approached by NASPA chair of Tampa conference to partner to present recruitment strategies at conference. Would further Strategic Priority #1.
8. **Presidential election:** is tomorrow. Please be prepared to ask questions.
9. **Consideration for budget increases:** Asked Carren to review budget for interassociation liaison expenses. Have increased our partnerships and may need to increase the budget accordingly. Also, as board has grown, board expense line has not increased.
10. **Spring 2005 Board Meeting:** please review dates for Spring 2005 board meeting. Consider importance of attending near NASPA or ACPA.

B. Vice President's Report: Robin McAleese:

Network and Publications Chairs: awesome folks who are committed and do great work. Please consider sending messages out to these folks and thanking them for their time and work.

Networks: most are doing just fine. Are already planning events for Chicago – ahead of typical schedule, very proactive. Networks are represented in sessions and at Marketplace in Chicago. Thanks to Chicago conference for considering the needs of Networks. New acronym: RNR's (Regional Network Representatives) – each network is seeking RNR's to rep network at Regional conference.

1. **Undergrad Student Network:** Kathi has been very creative in her view of what the USN is and how it can serve its membership. Kudos! This group will not meet formally in Chicago, but will host a Undergraduate student Welcome. USN will not have a network session to encourage undergrads to attend other network meetings. More details in Kathi's report.
2. **Grad Student Network:** Chairs – Shandol and Sarah – are the “dynamic duo.” And doing a phenomenal job. Will be hosting a grad student symposium at NODAC 04. Are submitting a fund request to support symposium and case study. Case Study breakfast should perhaps be part of line item budget. Case study and resume critique will be continuing in Chicago

Wolcott: how many undergrads usually attend Annual Conf. Ritchie: about 150.

3. **Multi-ethnic:** Chair has been requesting East Coast connection and one has been found. Not quite ready to put forth motion to appoint Jill Hoppenjans, but will probably be coming in Chicago. Liora and network continues to supply support to all the regions and does a great newsletter for that network. Lots of enthusiasm for her network.
4. **Two-year:** Chair, Ivette, has established herself as a leader in Region 2. Hosted a pre-conf workshop for community college folks, and it was very successful.

Weed: Is this an active network? McAleese: very intense, challenging network meeting in Seattle. Lots of needs shared. Challenged them to bring their info to the table.

Weed: this group doesn't participate a lot in Reg 7.

Bomasuto: Recruitment & Selection is making an effort to recruit 2-year school person to board.

McKenzie: nice to see actual action taken on this issue.

McAleese made the following motion:

I move to appoint Rosemary Ramirez as co-chair of the two-year network. Second: Trillizio

Discussion:

Ritchie: who is she? McAleese: she comes from a non-traditional two-year background. Very dynamic leader.

Gladney: she comes from a very large institution.

Motion Passed

5. **GLBTA:** Rob Anderson is most successful chair at recruiting RNRs. Rob is a great advocate for his network as well as an interassociation liaison. Report continues to reflect that Rob is passionate about gender inclusivity in conferences and on forms, etc. Linda as AAO is ready to help with this as well. Rob also recommended pride award for association and is willing to help with that.

Armour: home office database has been updated to include Transgender and Transsexual data. Please provide feedback about how GLBTA issues are covered in OPI. Bechely: what does he mean about network events being more supported by conf. McAleese: including “Night Out” events in conference schedule. McBean: issue of gender-neutral bathrooms - is there a demand for this from membership? Ritchie: not that we're aware. Rob is attempting to be pro-active. Dulik: is there a plan for a non-alcohol event for younger attendees? Yes.

6. **Parent Services:** Andy Cinoman has done a great job in role and is model for other network chairs. Would like to do book review for journal. Struggles to find RNRs – board please help by tapping people in your region. There will be discussion about whether network should be inclusive of Parent and Family issues as well.
 7. **Nontraditional Student:** Cathie's materials are extraordinary, especially newsletters. Please consider submitting an article for her newsletter. Newsletters are sent to non-members and could encourage NODA participation.
 8. **Canadian Network:** Chair is requesting more global use of higher education terms. Don Miller is also an advocate for this group's issues. Please review terms that are used in our materials. Ask Cathy for assistance if you'd like. Thanks Chicago committee for considering International conference fee rates.
- Trillizio: When is last time we had Canadian member on board. McAleese: 2000 Region 1. Keely: need to address this group as there is a lot of movement to separate from NODA. Bomasuto: How can we get a list of people we should be contacting to draw in? Armour: difficult because of large turnover of Canadian orientation staff members who are often students. May want to address things to University, not specific people. Hill: Canadian schools are getting together to discuss orientation issues. They are getting their needs met outside of NODA. Region 1 would like to bring Regional conference to Canada to encourage participation.

9. **Transfer Network:** There are concerns with this network. Have received resignation from chair. This is the newest network and needs to be supported. Will try to bring motion to fill vacancy on Saturday.
10. **Small College Network:** Jeff, chair is getting into groove and David T. is mentoring him. Have been working with all Network chairs to pull together information for a Network Chair Handbook. Will include job description, timelines, best practices, suggestions for partnerships at conferences, sample agendas, sample materials, sample monthly discussion topic guideline. Will be able to distribute in a month or so. Not expecting a lot of turnover of network chairs in Chicago.

Trillizio: great idea for Network chair handbook. Tracy Fisk in Region 2 is awesome! Hills: How to find out regional reps for each network. McAleese: each chair has own list. Will ask them to share lists with leadership.

Editors: Everybody is doing well. Very clear time lines developed a year ago, and are being met. Email communication has gone out and they are ready for Chicago now. PRB will meet in Chicago. Becky and HO have been asked to review publication costs near HO. Most editors have pubs printed close to them, send to HO, and then pubs are sent out again. Is this most efficient way? This could affect JCOT, new member handbook and Orientation Planning Manual. Another issue is advertising in publications. Policy manual does allow this in some publications. Brenda will have more info on this.

11. **New Member Handbook:** Copies distributed at meeting to board members. Challenging time line, but Yuri met deadlines – Kudos! Distribution process could be centralized by home office. Becky organized process to send materials to new members from HO. Looking for new editor for this publication.

McBean: What is going on with the “look” of publications? Will there be a standard look? McAleese: needed to go with current look due to expedience, but will follow format in the future.

12. **Handbook for Families of Commuting Students:** creation of official title in progress. Andrene signed contract with National Resource Center. Time line is working very well. Cathie asked to appoint advisory committee whose members would funnel feedback through Robin. Next draft will come out on April 12. We will head into printing after that and be ready for Chicago. Need good marketing strategy for conference and long-term. Marketing committee is taking on this task. Need someone on marketing committee with particular strength in PR.

Gladney: good strategy has been to sell NODA Parent handbook and NACADA paired together. Advisors have been helpful in “selling” NODA book in reciprocity.

13. **Monograph:** selling well. Current plan is OK, but we need a better one. We also need a shorter time span between editions.

Lingren: monograph is great resource for higher ed courses in Orientation. Do not buy through bookstores – buy directly. Armour: some copies of publication are missing pages.

14. **Policy Manual:** Jeb Branin is a hero to many of us. He will be reporting on Saturday and will be bringing forth motions at that time. Some areas need to be cleaned up: Scholarships & Awards, Finance, Exec Board.
15. **JCOT:** Michael Miller asked us to review printing costs. Kudos to home office for getting pubs out. Preparing for transition of new associate editors and new lead editors. New editor, Denise Rode, will begin in January 05. Editor will review cost of Journal for non-members. Marketing committee needs to work on marketing plan for this pub as well.

Bruce: still getting copies of pubs for students who were members at office. What to do about this?. Ritchie: this is a problem then as students should not be getting copies of this pub. Armour: Home office will look into this. Bechely: is this marketed to libraries? McAleese: Yes. Editor is using CIJE to make sure that this is going to appropriate scholarly locations. Encouraging partnership with NACADA to do joint journal.

16. **Orientation Planning Manual:** Mary Jo works with a lot of editors who need to reinvent chapters due to changing field of orientation. New manual will come out in Chicago. No draft available yet.
17. **Web Master:** Tracey doing great job despite constant requests to add things to web page. She has been extremely responsive and prompt with requests. Members-only section is still a priority and Tracey has developed plan for pursuing this. This job has really grown beyond a volunteer role. We as a board need to find a way to support this. Tracey is not seeking reappointment and a replacement will have to be found. Home office could do this, but would need to hire an additional person.

Kollet: this function doesn't need to be with home office.

18. **NODA Databank:** Ross has left position, and we have a problem with some of the data. Jessica addressed several problems in her report. Has received many requests for info from databank. We have missed a window of opportunity because this is the time of year when many people are looking for this type of information. Jessica is aware of this and is trying to manipulate the data. She is unhappy with how the

data was collected, and is trying to rebuild this. Would like to create a summary page on the website so that some info is available, but doesn't give away the whole thing. There are also concerns about where the data should be housed. Web space is an issue.

Miller: Where is Jessica? McAleese: IL State University Armour: Is the data really any good? What do we do with it? McAleese: Jessica would say that it is not. She is working on ways to summarize and "clean it up." Kollet: This is a big project. Has the board given this enough attention and enough support to the person who is in charge? McAleese: Jessica understands that this needs to be user-friendly. She definitely needs more support. Kollet: Could Executive committee give this more attention? Lingren: Difference between us interpreting the data and just providing the data to others for them to interpret.

C. Executive Secretary/Treasurer's Report: Carren Martin Secretary:

1. Carren asked board to review Minutes. Updates need to be given in writing if grammatical. Version on web is always a draft until the next board meeting.

C Martin made the following motion:

I move to approve the Fall 2003 Board Meeting Minutes with changes. Second: Aceto. Discussion: None. **Motion passed.**

2. Leadership list was passed around for updates. Please add direct phone line, date of birth, and updated email addresses where applicable.
3. Motion forms: Carren explained how to use the motion forms.
4. House of Blues for board dinner tonight.

Treasurer:

5. Fiscal Year 02-03 Financial Statement (Appendix A) was reviewed. Thank you to LeeAnn for all of her assistance with helping to prepare the reports. Highlights:

? Balance of \$600,272.98 is an increase of \$115,717.90 for the year. This is a very good year as 01-01 increase was only \$2281.18

? Conference income of \$11,499.91 is increase over last year, but still not the \$25,000 required

Question: What's the history behind raising the conference fee from \$10,000 to \$25,000. Ritchie: conferences were historically making that much money and the association was budgeting on that basis.

? Investments, publications and regional conferences were all strong this year contributing to the large balance

Armour: What would be considered capital? Martin: The laptop. However, this cost will go down in response to rebates that were received in the next quarter.

C Martin made the following motion:

I move to approve to approve the 2002-2003 Fiscal Year Financial statements as presented.

Second: Lingren. Discussion: none. **Motion Passed.**

6. 1st quarter Financial Statements (Appendix B) December 1, 2003-February 29, 2004 was reviewed.

Highlights include:

? Current balance of \$622,702.74. This is a profit of over \$22,000 for the first quarter which is significant as last year's first quarter netted a loss of approximately \$10,000.

? Investments and publications continue to perform well and are reason for increase.

? Grant will present the line-item budget during the finance committee report.

C Martin made the following motion:

I move to approve the 2003-2004 First Quarter financial statements as presented. Second: Bruce.

Discussion: None. **Motion Passed.**

7. Voucher forms are available on the web for reimbursements. NODAC has a separate form. All reimbursements are currently up to date, so let Carren know if you are expected anything.

WORKING LUNCH: Committees and/or Strategic Priority Teams

Board recessed for lunch at 12:05 p.m.
Meeting reconvened at 1:30 p.m.

EXECUTIVE BOARD REPORTS, CONT.

D. Director of Regions: Charlie Andrews

1. Regional Conf Recaps/Highlights:

- ? Region 1: Early date worked well for this region. Program highlight was "How to Tame Your Womping Willow" by Donna Keely. Next two conferences have been decided: Spokane in 2005 and Vancouver in 2006.
- ? Region 2: Robin McAleese was Exec Liaison. Next conferences have been decided.
- ? Region 3: Conference held in Orem, Utah. 108 people in attendance. Held NODAC 2006 planning committee meeting
- ? Region 4: Over 200 participants. 38 students participated in undergrad case study. Re-elected Cynthia Hernandez as Reg Coordinator. Good times
- ? Region 5: 2005 conf will be held at Univ of Nebraska, Lincoln. 2004 conference still pending: case study, Karaoke, networks representatives
- ? Region 6 (SROW): March 5-7, 1511 participants - crazy! Lots of "guests" in attendance. Case study was a highlight. First-timers meeting was a great addition. Elected Regional Board member: Darald Stubbs. New RC: April Mann.
- ? Region 7: Conference coming this weekend. 150 attendance expected. Keynote is Johnny Tuttle. Hosted by Grand Valley and Calvin Colleges. Having conference Co-hosts is a challenge. Rotate conferences through states/provinces. Helps keep provinces involved.
- ? Region 8: April 24, theme: "Crossroads" Virginia Commonwealth is possible host in 2005
- ? Region 9: Expanded to 2-night, 3-day. Large attendance – 25 new members joined. Entertainment: "NODA Idol" 100% participation from students. Eight of Ten networks represented. Associate members also in attendance. Community Service project – Penny Wars donated \$360 to Equibility.

2. **2005 Conferences** in handout (Appendix C). Some already planned for 2006. 18 months out is a goal.

3. **RC elections** have been going well. Charlie announced new RC's and elections that are still pending. Continuing RCs will mentor new folks in Chicago.

4. **Draft of CD Resource** for Regional Coordinators (Appendix D) was shared. State/Province version to follow.

5. **State/Province Coordinators:** still working on recruiting. Lots of turnover. Send names of interested parties to Charlie.

6. **Drive-in workshops:** lots of activity throughout the country.

7. Charlie will start recruiting candidates for DOR position. Encourage people to apply and notify Charlie so that he can outreach as well

8. **Regional Conference Registration Form** Charlie and Becky working on common form for all Regional Conferences so that important info is given to Home Office.

9. Updates from RC Reports:

- ? Region 1: Annual Conference. Terry Hill did fantastic website for Region! Doing well on state/prov coord recruitment. Newsletter
- ? Region 2: Winter newsletter, great website. Next two conference hosts set.
- ? Region 3: Transition of Regional Coordinator. Newsletter is up and running.
- ? Region 4: Texas Drive In and Orientation Camps Meeting – retreat for undergrads. Interest in HBCU Network, not necessarily served by Multi-ethnic Network. Brought up discussion about how do we set up new Network. Should there be specific criteria? Robin McAleese will be investigating this further.
- ? Region 5: Transition of RC
- ? Region 6: covered above
- ? Region 7: all state/prov. Coordinators in place. Renewed energy in region. Newsletter is great – addressed different constituents.
- ? Region 8:
- ? Region 9: Regional Leadership meetings. Kim Kroll created great time line that is model for other RC's

McBean: recommend going to regional conference outside of your own – phenomenal experience. Bruce: ditto, really opened eyes to diversity in regions Trillizio: how is regional newsletter funded? Andrews: many are web based. Also RCs have \$500 budget, if necessary.

Thanks to all regional board members for effort you put in and for being accountable to your regions.

E. Annual Conference Facilitator: Joe Ritchie

1. **Finalizing annual conference planning brochure.** About 1/3 complete. Goal is to finish by Chicago
2. **Dissolving conference hosting session at Annual conference.** Will get info out through Leadership presentation and at table at Idea Marketplace
3. **Associate member liaison** – have been in contact with assoc. members. Need to link directly with conference planning committee member who is in charge of this area to avoid confusion. Making great progress on developing associate members
4. **Continue to review budgets** and time lines for conferences. Budgets are always a struggle. Have learned a lot and am able to supply more realistic projections to future conferences. A/V is a huge issue: every hotel is different, etc.

Kollet: what's being recommended to presenters lieu of LCD projector? Lingren: presenters have to justify why they need A/V to enhance their program. McKenzie: need to consider expectations of our participants. Need to educate membership about why we're doing this. Smee: success in having presenters provide own A/V at regional conference.

5. **Will be bidding on 2007 conference at Chicago.** Expecting a bid from Reg 4 – Texas and perhaps Region 7. Would like to see multiple bids to have a choice.
6. **Seattle conference** brought in over \$11,000. Excellent amount of feedback from doing conference eval on-line. Feedback varied greatly (loved things or hated them). Kudos to Region 1 for outdoing themselves for a great conference.

Chicago Conference Update: McBean & Lingren:

1. January meeting at Sheraton in Chicago. Great planning committee – regularly have 25 members in attendance at planning meetings.
2. Please hype conference to your constituents. Would like to see lots more than the budgeted number 650 participants.
3. Highlights: using postcards to announce conference and call for programs and refer to web for more information. Expect to receive at end of May/early June. Program Submission deadline is April 2. Network chairs have opportunity to sponsor programs (but don't have to). Networks have own meeting time, not overlapping with educational sessions. Four Pre-conference workshops: Paul Wesselman, Theory-Practice, Advancing Professionals, Grad Student Symposium. Conf. Website is now linked to NODA website. Exhibits and sponsors are challenging – trying to get sponsors to off-set costs. Entertainment: looking for ways to offer on-site event on Halloween at reduced cost "Halloween Extravaganza." Keynote is Paul Wesselman – creator of Ripples Project. Sheraton will be A/V provider – encouraging overheads instead of LCD projectors.
4. Schedule is the 19th Draft. Highlights: grad symposium, Cool side trips, undergraduate symposium. Lunch with associate members "taste of Chicago" style, more organized t-shirt swap. Saturday shuttle to Navy Pier.
5. Budget: updated budget presented for review (Appendix E).

2005 Conference Update:

1. Off-site reception at Bongo's café
2. Looking for more community college participation, lots of institutions in Miami area.
3. Moving forward with planning – logo has been created, preparing for presentation in Chicago

2006 Conference Update:

1. Negotiated contract with Grand America Hotel
2. First committee meeting held at Reg conference in Orem. 25 people in attendance

Excited to be going to three very different cities/hotels over next three years. Need to consider how we approach hotel selection in the future. May be opportunities to contract with hotels for multiple years. Will continue to investigate.

3. COMMITTEE REVIEW

Chairs described the current status of their committees

Strategic Priorities

Priority 1 – Danielle Bristow: marketing issues, non-member recruitment, network, e-ballots, and associate members/corporate sponsors

Priority 3 – Melanie Payne: meeting today to decide next steps

Priority 4 – Laura Gladney: interpret charge and introduce new members to group

Committee Review

Bylaws – Laura Gladney: consistency between different versions of bylaws. Need bylaws to reflect current culture and propose changes so that they don't need to be changed. Goal is to simplify and clarify, not specify. Goal is to have copy for whole board to review over summer

Finance – Grant Kollet: review current budget, review NODA Grant fund requests – differentiate between grant and new initiatives, review purpose and charge of Finance committee

Marketing - Linda Hendricks on: press releases, marketing plans for pubs, NODA table, consistency of brochures, NODA history board, copyright issues

Membership – Becky Armour: membership survey, surveys for non-members, institutional memberships, HBCU network, Grad student membership

Strategic Priority Committees met 3:00-4:00

Committees met 4:05-5:05

IV. CHICAGO NODAC FEE: McBean, Lingren

Lingren made the following motion:

I move that the NODAC 2004 Conference Registration Fee be \$290 for Professionals, \$260 for International Professionals and \$260 for Students. Second: Fears

Discussion:

Dulik: What was fee last year? Ritchie: \$285 for Professional, \$250 for International and Student. Brown: How much of A/V charge is necessary? How much have we as an association looked at our own A/V needs? Ritchie: have tried to combine sessions in same room and make reductions to be cognizant of that concern. Aceto: how many years have the fees increased? Ritchie: the fees increase every year. Lingren: If we have to pay the organization \$25,000 are we tapping the membership twice for a conference fee increase? Wolcott: why is Internet café \$3000? McBean: membership has asked for this service. Fee is for tapping into Sheraton internet. Armour: question is about lunch with associate members and networks. This is a new meal. Have associate members been asked to help fund this event? McBean: Because of how the hotel is laid out, associate members will be in a low-traffic area. We wanted to encourage people to exhibit space by having regional coordinators bring their groups there for lunch. Have considered offering this meal at a reduced rate. Didn't want to further tap the associate members. Andrews: are people paying for lunch at all? Lingren: currently no. Andrews: how much more would it lower the A/V costs if we used it only for Coast to Coast? Ritchie: not a savings. Weed: What does associate member lunch for \$39 encompass? Lingren: a buffet lunch. Weed: as a member, I would rather reduce that fee from my registration fee. Lingren: committee wanted to tie in lunch with Associate Members and Networks. Ritchie: there are major hotel restrictions, and we have to be in exhibit hall. We need to draw people into that space. Weed: who do we serve as an organization? Who is our bigger responsibility to? McBean: Associate members are still our members. Weed: couldn't we still reduce our registration fee if we removed the meal? Ritchie: some of that would still go to exhibit hall. Weed: Internet café: how much was that space utilized in Seattle? What was the constituent base. Is there free internet in guest rooms? Hill: It was used a lot. There was a line. Mostly professional staff. The demand is there. Gladney: How many days will internet café be offered? How many computers? Are you being billed by bandwidth use? Can this be negotiated down? McBean: Saturday & Sunday. 6 computers. (Continued discussion about negotiating internet costs.) McKenzie: Associate Member/Network Lunch: don't forget that networks are part of that, which are important. There is also not an off-site event, so the money is being spent in a different way. We need to try new things and think outside the box. Bechely: what is the format for the event? Will people walk around and eat? McBean: some seating available, but not a sit-down dinner. People will be mingling and eating. Keely: Fee for undergraduate students. Why is it going up? Ritchie: only going up \$10. It's \$30 less than professionals. McAleese: agree that we need to lure people down there. Have you explored the notion of having cash and carry? Lingren: that's plan B. Wolcott: other

fixed costs. Could you speak to these? Ritchie: all those are a natural part of the budget. Fears: not seeing closing brunch listed. Lingren: item under other fixed costs. Estimated that only 450 would attend. Smee: good job with this planning. Thanks for work that you've put in. Talked with vendors who were not coming back because nobody went to their table. Is there a way for people have to get a boxed lunch from the vendors. Lingren: idea is for people to go to various locations in room for food, so would have to mingle amongst tables. Armour: Is plan B ever going to be considered? Lingren: frustrated because we've been very realistic about our numbers. We have to base numbers on 650 attendance, and we're confident that we're going to get more than that. McBean: we're trying to be very cognizant of the cost. However, Chicago is very expensive, and something has to give. Ritchie: Chicago has a very realistic budget. You need to trust the committee and you need to trust me on this. We are saying that conferences are money-makers for the association. I have promised that we will not go over a \$300 fee while I am ACF.

Motion Passed

V. COMMITTEE REPORT

Recruitment & Selection: Nikki Bomasuto

Kudos to people around this table who are part of regional leadership who solicited feedback from their constituents.

1. Updates:

- Happy to report that we have run 3 successful board member elections and 6 RC elections.
- Everyone who has been elected has received congrats letter and information about Chicago board meeting. Will continue to work with O&M to facilitate transition.
- Have had conversations with presidential candidates regarding upcoming election.
- Preparing to run at-large board member elections. Need to fill 2 positions. Committee members are dividing up responsibilities. Making extra effort to recruit 2-year college person for At-large position. Getting lists from regional leadership presentations to see who's interested.
- On-line voting: R&S will develop plan of attack – how it would impact timing and procedure of voting. Once technology committee is up and running, they will find a company/method to implement this. The reason for this is that if you don't attend a regional conference, you currently don't have a voice.

Bechely: is proxy voting allowed? Bomasuto: No.

- Leadership Awaits brochure: Melvin McBean: Want to reach out to membership to describe what it is that leadership does. Would like to generate more interest in leadership. Currently have 5 brochures in the works: 1) Regional leadership, 2) Networks, 3) Exec board, 4) Editors, 5) Elected board members. Brochures passed around for board to look at – not to edit or make specific recommendations.

Bomasuto made the following motion:

On behalf of Recruitment and Selection, I move for the board to accept the Leadership Awaits Brochure Series. No second required.

Discussion:

Armour: have we gotten enough feedback on this? Bomasuto: Yes. Bechely: how does the formalization of style fall into this. Kaiwi-Lenting: that has already been considered. Dulik: How often will they have to be updated? Bomasuto: the vision is for them to last for 3 years.

Motion Passed

Bomasuto made the following motion:

On behalf of Recruitment & Selection, I move for the board to allow absentee voting for the 2004 Presidential election. No second required.

Discussion:

Keely: How many people does this affect? Bomasuto: Two. Keely: have people checked with their regions? Bomasuto: I don't know.

Motion passed

Executive committee term limits: committee approached to discuss terms of president and vice-president. This has been discussed with current candidates for president. Committee has been consulted thoroughly.

Bomasuto made the following motion:

On behalf of the Recruitment & Selection, I move for the board to change the term of president to a three-year term and to not include a year of Past President, effective beginning with the close of the Chicago Conference. No second required

Discussion:

Dulik: What's the rationale for past procedure? Kaiwi-Lenting: always been that way Andrews: Friendly amendment to change motion from 2005 start to 2004. Bomasuto: Ammendment accepted. Keely: tell us why motion is being put forward. Bomasuto: all other positions are 3 or 4 years and we are taking learning curve into consideration. L. Martin: will anything be lost by not having past president? Bomasuto: talked with two past-presidents, and there is no job description. Lingren: did you consider that two-year term was there because board wanted to turn over leadership? What about a year of president-elect to make up for learning curve? Bomasuto: lots of discussion about having a year of president-elect to account for learning curve. Decided against it. We have mechanisms in bylaws to remove elected officers, if necessary.

Motion passed

Bomasuto made the following motion:

On behalf of Recruitment & Selection, I move for the board to change the term of Vice President from a two-year to a three-year term of service. No second required.

Discussion:

Kollet: when will this term begin? Bomasuto: that depends. In 2007 5 of the 6 exec board positions are scheduled to turn over. Keely: a lot of people are surprised by this. Bomasuto: discussions have been going on for a long time. In Baltimore, the board took on only two of these issues. Lingren: why didn't the year rationale come out earlier? Would have been helpful to know this. Fanning: help me understand more of the rationale. What are pros and cons? Bomasuto: if this current motion is passed, next motion will be to extend current vice president's term to keep transition from happening at the same time. Bechely: why is vice president elected at annual conference? Kaiwi-Lenting: It's that way in the bylaws. McKenzie: If current motion passes, newly elected president will work with 2 vice presidents.

Motion Passed

Bomasuto made the following motion:

On behalf of Recruitment and Selection, I move that the current term of vice president, being held by Robin McAleese, be extended one year to conclude at the close of the Miami conference. No second required.

Discussion:

Bechely: why is not OK for Pres and VP to serve together? L. Martin: making sure that not all six people go off at the same time. Bomasuto: good for people to have someone there to help transition. Lingren: wasn't that the role of the past-president? Bomasuto: there is no job description for the past president. Fanning: Is Robin willing to take on that responsibility? McAleese: yes, and I have checked with my supervisor and people in my office. McBean: Are board members feeling like they missed out on this conversation? R&S is not trying to pull anything over on anyone. Dulik: I have to trust the committee, that's why we have committees. Keely: how far down the line have you looked at this? Bomasuto: have looked to 2012, but there is no guarantee that this won't happen again. Keely: if the Pres & VP have always gone off together, why is this a problem now? Bruce: 2007 issue is immediate, and also nice if Pres and VP didn't transition at the same time. Kaiwi-Lenting: tasks and responsibilities are not related. There is no real reason for positions to be in conjunction with one another. Payne: important for people to consider and listen carefully to committee reports and motions. However, very appropriate for issues to go into committee, this is appropriate channel. Even if everyone in committee doesn't agree, it's still important to bring it to the board. Wolcott: Association benefit by having McAleese continue. Andrews: if we pass this motion, we'll have a better chance of making sure that the whole exec board doesn't go off at once. Armour: remember that we're voting to represent a particular constituency.

Motion Passed

McAleese: Nikki risked a lot to participate in this process.

Kollet: good process, however, when issues of this magnitude come up, it would be better for more notice to consider the issue. Weed: issue was in report and Seattle minutes. Kaiwi-Lenting: we have a committee process for a reason. I charged the committee with this.

2. Presidential Election process was reviewed by Bomasuto.

Meeting recessed at 6:50 p.m.

Board dinner was held at House of Blues.

Friday, March 26, 2004

Meeting called to order at 9:08 a.m. by Kaiwi-Lenting. Kaiwi-Lenting reviewed schedule.

In Attendance: Ryan Aceto, Tom Amos, Charlie Andrews, Becky Armour, Joe Bechely, Nikki Bomasuto, Danielle Bristow, JJ Brown, Duane Bruce, Patti Dulik, Tammy Fanning, Linda Hendrickson, Terry Hill, Andrene Kaiwi-Lenting, Donna Keely, Grant Kollet, Beth Lingren, Carren Martin, Larry Martin, Robin McAleese, Melvin McBean, Brenda McKenzie, Heather Mueller, Kerry Nakasone, Melanie Payne, Joe Ritchie, Shawn Smee, David Trillizio, Jen Weed, Greg Wolcott. Board Members Absent: Gwen Fears, Laura Gladney.

An icebreaker was led by Donna Keely.

VI. EXECUTIVE BOARD REPORT

Director of Membership Services: Becky Armour

Armour passed out Membership Report (Appendix F)

- A. **Transition from Washington to Michigan** is (almost) complete. Still incomplete is one section of web that is owned by Association Gate. Three phenomenal staff members have jumped in to this project and are doing a great job.
 - B. **Downfall of Association Gate:** business still goes on as usual despite challenges. Association Gate was not linked with our membership database. HO still manually entered information. We are also still able to accept credit cards as that function was/is carried out Authorize.net.
 - C. **Home Office Staff:** consult regularly with them. First priority has been to process memberships to guarantee that they get benefits right away. A welcome packet is sent immediately, people are sent publications and subscribed to list serves, etc.
 - D. **Membership Info from Regional Conferences** has been very good so far. Regions 1 & 9 provided perfect information to the HO! HO is about half-way through processing Region 6 and is proceeding with Region 2. Thanks for the support of all here in getting this information promptly.
 - E. **Membership Brochure** (Appendix G): Exec board has been reviewing. Please provide feedback to Becky during this meeting. Brochures can be available to drive in workshops, other conferences, etc.
 - F. **List Serves:** People are automatically subscribed to nodanet and regional list serves as well as any requested networks. People get instructions on how to use the list serves and how to unsubscribe. Please leave clean-up on "unsubscribers" to Becky so that multiple messages do not go out over list serve. If you're having trouble posting, contact Becky.
 - G. **Home Office Staff Projects:** If you have specific projects that the home office staff could work on in the summer, let Becky know. One current project is to beef up list of non-member institutions.
 - H. **Database glitches:** have identified person in IT department to help with this. Label requests is one problem area – some doubles are printed. If you request labels, please check to make sure that there are no duplicates. When requesting labels, wait until very close to the time that you need them so that the list is most accurate. Labels can be sent to you very quickly electronically.
 - I. **Membership report Highlights:** We are up 90 members from this time last year. Some regions are not reporting yet b/c they haven't had their conferences. Also reported on how home office staff spends time that NODA is paying for. Laura, lead HO worker, loves working for NODA and is doing a fantastic job. Please greet her in Chicago. HO can run more detailed reports if someone wants them. Please request.
- C. Martin: Kudos to Becky and HO staff for doing great job with transition and being so supportive.

Break 9:30-9:55 a.m.

VII. PRESIDENTIAL ELECTION

Bomasuto read the president's position description aloud from the Policy Manual and reviewed the election process. There were three candidates: Joe Ritchie, Brenda McKenzie, and Charlie Andrews (handout, Appendix H). Each candidate was given 15 minutes to present and 10 minutes to answer questions. Board discussion was held in a closed meeting.

Kaiwi-Lenting announced that Charlie Andrews was elected NODA President for the 2004-2007 term.

Board broke for lunch at 12:45. The Special Projects committee held a lunch meeting.

Meeting reconvened at 2:00.

Board held discussion about the process of board voting and how board decisions are made. Brown, Hendrickson, Weed, Bechely Bruce, Kollet, Bristow, Wolcott, McBean, Bomasuto, Armour, Payne, Lingren, Trillizio, Smee McAleese, Andrews, Hill, Payne, Amos, L Martin, C Martin, Keely, and Kaiwi-Lenting shared opinions/feelings about the process.

VIII. COMMITTEE REVIEW

Scholarships and Awards, and Special Projects chairs reviewed committee status before breaking into committee meetings.

Scholarships & Awards – JJ Brown: discussing new awards, update on timeline to Chicago
Special Projects - Patti Dulik: work on pre-conference workshop for advancing professionals
Orientation & Mentoring – Tammy Fanning: assigning new mentors and discussing responsibilities of mentors.

The following committees met 3:00-4:15: Scholarships & Awards, Special Projects & Strategic Priority 3.

Greg Wolcott left meeting at 3:00 p.m.

Ice Breaker was led by Donna Keely and the Class of 2006.

IX. COMMITTEE REPORTS

A. Bylaws: Heather Mueller

Discussed feedback from board members on corrections to the bylaws. Board will be asked to review revised version by September 15 and will be asked to vote on the entire revision at Chicago meeting.

B. Marketing: Linda Hendrickson

1. Thanks to those who have provided tasks to this committee and helped provide direction.
2. Formalizing style guide for publications.
3. Pursue press releases to acknowledge new board members, award winners, etc.
4. Create brochure that highlights all publications and includes an order form. Will also make comprehensive list of all brochures. All committees, please send copies of any brochures that you have/use to Marketing committee. Include name, description, who gets it, cost, etc.
5. NODA Table will be up and running in Chicago. Will include brochures, banner, etc. Will be portable to take to other conferences/meetings.
6. Still looking at marketing items such as pens, lapel pins, etc.
7. NODA logo copyright will be pursued by leadership.

C. Membership - Becky Armour:

1. Reviewing section B of policy manual – list of membership benefits. Will be making motion in Chicago for changes to this.
2. Will be doing a survey of current members and non-members. Will be brought to Chicago for review. Anticipate sending out membership survey in January. Non-member survey will be by phone.
3. Researching possibility of Institutional memberships
4. Researching HBCU network
5. Working on timeline for contacting non-members

D. Strategic Priority 4: Jen Weed

1. Priority was read aloud to board.
2. Committee will be researching grants that NODA might apply for to support funding. Also looking for NODA functions that could be supported by a grant. Will also be researching how other organizations utilize grants.

McBean: committee may disband in fall as all current avenues/opportunities have been pursued

X. STANDING APPOINTMENT REPORTS

A. Inter-association Liaison: Andrene Kaiwi-Lenting

1. Strategic Priority 1 should review the job description of Inter-association liaison.
2. Working on receptions for NASPA and ACPA. Please attend if you'll be at those conferences
3. If there are other organizations that should be contacted, please let Jeanine know.
4. If you have feedback on working with OCM, please contact Jeanine
5. Asking strategic priority 1 to consider who we should be connecting with and what we want from those relationships.

Armour: OCM has link from NODA website

B. Orientation Professionals Institute: Andrene Kaiwi-Lenting

1. 6 faculty members selected for Chicago: Les Cook, Jeanine Ward-Roof, Mary Jo Fabich, Craig Mack, Mike Minjares, Cindy Payne
2. 8 participants have already signed up for OPI. Have expanded to 55 participants and have changed schedule to accommodate larger numbers.
3. Has been pleasure to work with Melvin McBean on making arrangements for Chicago
4. Needs many seasoned professionals to serve as mentors during breakfast on first day of conference (Friday). Contact Chris Timmerman if you're available. Patti Dulik will follow up so that we are not overlapping with mentorship for Advancing Professionals.

Andrews: why 55 and not 60? Kaiwi-Lenting: 55 is goal, but will probably get 60

XI. COMMITTEE MEETINGS

Orientation & Mentoring, Finance and Strategic Priority 1 met 5:25-6:45.

Kaiwi-Lenting passed out handout describing possible locations for Spring 2005 meeting (Appendix I) and asked board to consider possibilities.

Board recessed for day at 7:05 p.m.

Saturday, March 27, 2004

Kaiwi-Lenting called the meeting to order at 8:40 a.m.

In Attendance: Ryan Aceto, Tom Amos, Charlie Andrews, Becky Armour, Joe Bechely, Nikki Bomasuto, Danielle Bristow, JJ Brown, Duane Bruce, Patti Dulik, Tammy Fanning, Linda Hendrickson, Terry Hill, Andrene Kaiwi-Lenting, Donna Keely, Grant Kollet, Beth Lingren, Carren Martin, Larry Martin, Robin McAleese, Melvin McBean, Brenda McKenzie, Heather Mueller, Kerry Nakasone, Melanie Payne, Joe Ritchie, Shawn Smee, David Trillizio, Jen Weed, Cindy Payne, Jeb Branin. Board Members Absent: Gwen Fears, Laura Gladney, Greg Wolcott

XII. COMMITTEE REPORTS/STANDING APPOINTMENTS REPORTS/ACTION ITEMS

A. Historian Report: Andrene Kaiwi-Lenting

1. Board meeting agenda from 1980 was shared. 8 items on agenda.
2. 1978 Letter from community college rep to NODA president was shared. Letter called for increasing participation by 2-year representatives in NODA leadership and in conference sessions.

B. Policy Manual: Jeb Branin

1. Continuing re-design project begun by Robin Hart.
2. Changing the way that the manual is formatted (layout, font, underlines, bullets, etc) for consistency. Seeking consistency is how updates are noted.
3. Table of contents has been updated as well.
4. Needs a full re-type to clean up embedded "code."
5. Old minutes and notes have not yet been moved to CD-ROM, Robin Hart is following up with this project.

6. Updates requiring board feedback:

- Section B.2.5 – needs to be deleted for now
- Section B.4 – is this policy happening?

B Armour: This is already happening for all non-member institutions, however, there is no targeted effort at these populations. J Bechely: we're working on this currently. J Brown: our campus keeps a database of these campuses and could be provided to NODA home office. Bruce: we should eliminate this section as it calls for board approval, and we don't want this. J Ritchie: ditto. Should drop this as it's not really a policy. D Trillizio: change wording instead of dropping? Kaiwi-Lenting: will drop for now.

- Section D.3.3 – recommend to strike
- Section D.4.2.3 – recommend to strike 3rd bullet
- D.7 – referring to rep at other conferences. Exec board will look at rewriting it
- E.3 – can Data Bank fee be eliminated? Member will be changed to \$0 and Non-Member will be changed to negotiable. B Armour: there is currently no membership directory – strike this. D Bristow: can we indicate that the first OPM is free? Andrews: this is indicated on the previous page
- E.5.1: add "Associate and Assistant Editors"
- E.7.6.3: strike this
- F.2.5: clarification needed.

Brown: one award is given. Branin: change two awards to one.

- F.2.6: Outstanding Institutional Innovation in Orientation award is stricken
- F.2.7: Kaiwi-Lenting and Scholarships and Awards will work on criteria
- Section G: recommend that once we've created the Annual conference planning manual we strike this section and refer to that manual. Section will stand until manual is complete.

McKenzie: concern about striking section and giving less weight to policies. Branin: will need to be clear in planning manual that it is policy and not just guidelines.

- G.11: Annual conference planning manual will not include this information. This section needs to stand for now.
- Nothing about OPI in manual.

Kaiwi-Lenting: something needs to be added to acknowledge this program. Will follow up.

- Policies and Procedures document for the Home Office may be needed as a stand-alone document
- Policies for NODA Grant Fund have been written. Should they be included?

Kollet: will provide these to Branin

- Lifetime Membership is extended to Executive Committee and should be included in this
- Should anything be added about creating ad-hoc committees? No – it's in the bylaws.

7. Please don't hesitate to contact Jeb if you see things that need to be updated/changed

8. Would like to continue in this role for now. In the future, this job should be part of the responsibilities of the chair of the bylaws committee

Lingren: Section G.10 refers to publication contest. Could board read that section to look at revising to be more inclusive of different types of programs and cost-effectiveness of publications

C. Strategic Priority 1: Danielle Bristow

1. Non-member reception: Working with state coordinators to host a non-member reception or idea marketplace where regional conferences or spring board meetings are held
2. Network representation on regional committees: Recommending that each regional conference have person on planning committee
3. On-line Elections will be moving to ad-hoc technology committee
4. Interassociation partnerships – revise interassociation liaison job description to include:
 - shippable exhibit for other association conferences to give out info and sell publications
 - Coordinate publications submissions in other associations' pubs
 - Coordinate submission of programs to other association conferences.

McAleese: could this person bring specific info about conference dates, etc to board?

- Explore NACADA, AACRO, APPI partnerships

5. Associate member/corporate sponsorships: would like to create job description for new standing appointment position for business relations to include:

- retain and recruit associate members
- recruit conference sponsors

Armour: this would replace corporate relations position? Kaiwi-Lenting: please clarify to whom this position would report. Bristow: would report to ACF.

6. New Initiatives:

- Communicating more to membership directly from president. Would be one-way only: president to membership
- More outreach to conference attendees. President would give assignments to board members to intentionally greet others
- more support for underrepresented populations on board. Ask R&S to set aside at-large positions for different populations. Will be bringing up motion in Chicago

Weed: struggle with list serve issue. What about feasibility of having president message on website? Kaiwi-Lenting: goal is communication. Committee can work out details. Hendrickson: like idea of outreach to conference attendees and would like to see that pursued. Bechely: caution against labeling at-large positions because of over-representation. McBean: great idea to have one person work with corporate relations. ACF has a lot to do, but associate members need one person to contact. Hill: should people be members to attend drive-in workshops? Did this committee address this? Kaiwi-Lenting: this was delegated to Membership committee. Want to be flexible with one-time only events, but goal is for these NODA funded activities to support members of NODA.

7. AACRO Update from Cindy Payne:

- NODA will be facilitating pre-conference workshop at AACRO. Presented by Cindy Payne and Jeb Branin. Workshop will be about orientation information and will include a panel: Larry Martin, UNLV director, Jack Rhodes, Bonita Jacobs(?). Topic is how to establish an outstanding orientation program. Very condensed version of what you'd receive at an OPI
- Would like permission to give out Orientation Planning Manual to attendees as well as NODA Membership Info, Chicago/Miami materials. Will also follow up with FYE for parent handbooks and Monographs. Also, what about New Member Handbook.

Kaiwi-Lenting: will try to get you updated membership brochures. Armour: get me a list with amounts, and we'll send them to Jeb's campus address

- This is a great opportunity for outreach, and I really enjoy this. Please let me know if there are other places we could take this information

J Branin: this technology information is coming out of pre-conference workshops. There is a lot of possibility here. Kaiwi-Lenting: have also been approached by NASPA to do similar program in Tampa, 2005

XIII. TRANSFER INSTITUTE REPORT: Bonita Jacobs

A. Transfer students are a challenging group. We have been doing a lot of research on transfer students. Institute came out of this planning. NODA has been a co-sponsor of this event

B. Have also been approached by NACADA to co-sponsor

C. Overall evals have been very positive, but want to address some concerns that were expressed. Want to make sure that this partnership serves both Institute and NODA. Concerns:

- One concern is that more orientation programs are needed. However, there were several sessions offered. Need to keep in mind that this is not an orientation conference, but rather the focus is on Transfer Students
- Late January date is difficult because of weather. Need to stay here because of conflicts with other organizations. Still committed to this timing
- Need to get information out to potential participants earlier

D. Progress:

- Lots of positive feedback from attendees
- Continued to work on research issues

E. NODA's participation:

- President has option to address participants, host a reception, have membership information available
- Need to view this as a publicity opportunity as well as a support of scholarship on transfer students.

Ritchie: it was a good opportunity to attend and we need to do a better job of presenting ourselves – NODA table, etc.

- Jacobs discussed the differences between a conference and an institute – Institute is designed to be a research work in progress

Keely: attended institute and it was a good opportunity. Was disappointed by lack of participation of NODA members. Attendance was heavily dominated by Texas participants. Jacobs: authors presented sessions there, and several of them were from Texas. In addition, institute was hit by travel freezes this year. We are concerned about this participation as well and are working on it. Keely: is there a way to get information out earlier and have info available at NODAC in Chicago? Jacobs: yes, we are working on this for next year. Keely: Transfer book is amazing.

Ritchie made the following motion:

I move that we provide \$1000 in sponsorship and mailing labels for the 2005 Transfer Institute.

Second: Keely

Discussion:

Ritchie: have spent \$800 in the past, and we can afford \$1000. Bonita, can you work with us to determine what \$1000 could purchase and provide. Jacobs: Yes.

Motion Passed

C Payne: would also like to see NODA commit to presenting a pre-conference workshop at Institute.

COMMITTEE REPORTS, Continued

D. Strategic Priority 3: Melanie Payne

1. Want to make sure that everyone has opportunity to provide feedback and appreciate the time that everyone spent reading the proposals
2. Summary. Received two very different proposals. Some pieces of both were appealing and also not quite what we were looking for. Committee doesn't feel comfortable recommending one of these.
3. Committee would like to propose revising proposals to remove part about searching location for home office and focus on getting to know NODA and what our needs are. The end result needs to be telling us what we can afford and then we can take a second phase, if appropriate. The committee feels like this is still forward progress. We are learning a lot from this process. Committee members have made commitment to consult with business profs on campus, etc.

McKenzie: seems like this is backward progress. Are we reopening proposal process? M Payne: we are renegotiating as well as seeking other proposals. Hill: I agree that this is a slow down, but we only had one bid to really work with. We have a tight timeline to go forward with and solicit more bids. McBean: I was also in favor of moving ahead, but am now more cautious about spending our money. I think that we are still moving ahead. M Payne: we are not starting from the same point. Andrews: the timelines from committees and from consultants seem very reasonable. MPayne: we believe with some of our tweaking, we may be able to streamline the process. L Martin: what is your goal for what we will accomplish in Chicago? M Payne: would like to hire a consultant and have them begin work before Chicago. Weed: how will we vote on consultant? M Payne: you will get information electronically and will have to vote electronically. McAleese: clarified process on on-line voting. People will have to pay attention and vote promptly. Kaiwi-Lenting: don't necessarily need vote since this has already been approved. McAleese: would still like board approval to proceed

4. Timeline: committee members flesh out proposal by early May. Timeline after that will depend on when consultant can do work. Want to go back to both proposals and give opportunity to revise.

Bechely: we're taking all of this back to our campuses and to experts who look at this stuff. Our recommendations will be based on expertise inside and out of our committee. M Payne: I know that this feels like it's taking a long time, but this is important enough to do right. McAleese: thanks to Melanie for the great job she's done with this work. M Payne: committee has put in a lot of work

E. Scholarships & Awards: JJ Brown

1. We have an awesome committee and have been meeting a lot.
2. Refined timeline for NKR awards and deadlines. Deadline will be around September 12. Process will be the same as last year – encouraging electronic submissions.
3. Research Award will be kicked off very soon. Accelerated timeline in order to get information to Chicago committee

4. New award: "Outstanding Service Award" Purpose: may be presented annually to a person who has provided outstanding service to NODA. Any member is eligible with exception of Executive committee and Board of Directors. Have discussed this award for a couple of years and would like to implement it at this time. This would be included as an association award. Person would be presented with a plaque.
5. Two new awards: Outstanding Network Chair and Outstanding Regional Coordinator Awards. VP (Networks) and DOR (Regional Coordinator) would help solicit nominations. Could be given every year, but doesn't have to be. This would not be part of large association awards, but would be given at leadership reception. Winners would receive plaques.

L Martin: if network chair or RC gets award, their network or region would not get to see them receive award.
 Kaiwi-Lenting: concern that membership thinks we award ourselves. McKenzie: could recognize person at regional meeting or network session. Lingren: committee discussed creative presentation of all awards because people often don't pay attention to presentations.

JJ Brown made the following motion:

On behalf of the Scholarships & Awards Committee, I move that an "Outstanding Service Award" be created which may be given out annually. No Second Required. Discussion: none. **Motion Passed**

JJ Brown made the following motion:

On behalf of the Scholarships & Awards Committee, I move that an "Outstanding Network Chair" award be created which may be presented annually. No second required. Discussion: none. **Motion Passed**

JJ Brown made the following motion:

On behalf of the Scholarships & Awards Committee, I move that an "Outstanding Regional Coordinator" award be created which may be presented annually. No second required. Discussion: none. **Motion Passed.**

6. Also discussed potential PRIDE award and Outstanding Orientation Program, and something to recognize Associate members. Need to discuss further. Looking forward to working with Chicago conference to present awards there.

F. Special Projects: Patti Dulik

1. Advancing Professionals Pre-conference Workshop:
 - Expecting good attendance based on response from session at Seattle conference
 - Topics: supervision (employees, GA's), education (Master's, PhD, other opportunities), negotiation (staying in position or leaving). Balance also discussed between other topics. Finish up with a panel.
 - Please provide names of good presenters to Patti. Need to be dynamic and quick presenters.
 - Participants will be supplied with binders, and refreshments
 - Would like to provide participants with list of conference sessions that are relevant to this group
2. Advancing professionals mentorship program: Jen Weed
 - Got feedback from Seattle attendees that there is a need for this
 - Please send the names of potential mentors Jen Weed
 - Not a large time commitment, would like mentors/mentees to sit together during opening banquet and keynote Would like to consider collaborating with Established professional reception

Lingren: what's an advancing professional. Dulik: 4-7 years. Dulik: Also working on guidelines list for mentorship expectations

G. Orientation & Mentoring: Tammy Fanning

1. **Time line and guidelines for mentorship.** Sharing with both mentors and mentees
2. Discussing **Robert's Rules** and how they should be used at board meeting. Prepare specific training for new board members. Also more information about how meetings are run
3. **Mentor/Mentee Dinner:** Mentors asked to have dinner with mentees

R Aceto: will look at adding a section that specifically addresses the concerns of undergraduate students on the board. Bechely: make sure that publications are shared with new members. Kaiwi-Lenting: new class should give feedback to committee.

H. Finance: Grant Kollet

1. Line Item Budget (Appendix J) was passed out and reviewed, including correcting typos/mistakes from EST Dulik: could we get a report that's more descriptive of the categories? C Martin: yes, can provide a glossary of categories.

2. Requests for New Funds. Approved 7 Requests:

- Reg 1 Drive in Conference \$300
- Leadership Awaits Brochure Series \$1100
- Grad Student Symposium \$1100

McAleese: please clarify. Kollet: \$500 for case study breakfast & \$600 for symposium

- Mentor Program \$350
- Advancing Professionals Pre-conf \$485
- Regional Lanyards for Annual Conference \$5000
- NODA History Board \$400 – need to follow up on this as a potential duplicate request?

Kollet made the following motion:

On behalf of Finance Committee, I move to amend the 2003-2004 First Quarter Income Statement as follows: move \$800 from New Initiatives to Interassociation Liaison. No second required.

Discussion:

Martin: this is to correct an error in categorization of the Transfer Institute Reception expense.

Motion Passed

3. Finance committee will be continuing work before Chicago to review policy manual and finance procedures.

XIV. ORIENTATION REVIEW: Brenda McKenzie

A. Thanks for people who submitted articles. Please let Brenda know if you didn't receive your copy.

B. Will be revising the look for brochure for future.

C. Need to revise deadlines. Will be adding a fourth edition to be sent electronically. Three will be mailed first class mail.

- Spring – April 16, mailed by 5/10
- Summer – June 25, electronic
- Fall (pre-conference) – August 20

D. Researching/developing advertising guidelines. Will come forward in Chicago with guidelines. Have been approached by Associate Member to advertise in Orientation Review. Guidelines will be in line with NODA's mission and values.

Dulik: will other Associate members be mad if they see this person advertising? McKenzie: will include info in review that ad guidelines are available, and list to contact editor. Ritchie: what are we truly providing to our members on line? McKenzie: reason to add fourth version is necessary due to deadlines. Electronic summer edition is test. Melvin: need to consider whether membership wants hard copy. McKenzie: still do many publications in hard copy. M Payne: does electronically mean NODAnet? McKenzie: no, it would go to people who are eligible

McAleese made the following motion:

On behalf of Brenda McKenzie, editor of the Orientation Review, I move to approve rates for advertising in the Orientation Review. The rates for non-members are as follows: 1/8 page = \$75, 1/4 page = \$125, 1/2 page = \$250, full page = \$500. Rates for Associate Members are as follows: 1/8 page = \$37.50, 1/4 page = \$62.50, 1/2 page = \$125, full page = \$250. Second: Armour.

Discussion:

Hill: how many people receive review? Armour: all members, about 1012. Question: How were prices arrived at? McKenzie: research and recommendation from Joe. Andrews: Should increments change so that discounts are offered for larger ads? J Weed: prices consistent with student paper. Dulik: is there a way that associate members could receive discount for multiple ads. Lingren: could this be tentative? McAleese: hesitant to change these often. McKenzie: would entertain friendly amendment. Hill: how does this compare to label cost? Bruce: have we discussed this with associate members? Ritchie: associate member know this is

coming and want an answer from this. Weed: how is this a benefit to their membership if they still have to pay? Ritchie: it's cheaper. McKenzie: businesses are used to this, and they are expecting it.

Motion Passed

E. **Posting Orientation Review on Web.** Initially not recommended by Publication Review Board because Review is a benefit of membership. However, much of content is already on web in other formats. Would like to offer Review on web one month or so after it's available.

Brown: recommend putting old edition on web as new ones go to print. Kaiwi-Lenting: please continue to give this thought.

XV. LOCATION SELECTION FOR SPRING 2005 NODA BOARD MEETING

McAleese made the following motion:

I move to hold the Spring 2005 Board Meeting on Wednesday, March 30-Saturday, April 2. Second: Ritchie

Discussion:

Lingren: should we bring up conflicts? I will have conflicts during that time. Hill: will also have conflict.

Kaiwi-Lenting: how many have conflicts – 6. Bechley: like idea of continuing through Saturday. Andrews: how many have conflicts with April 6-9? Show of hands indicated approximately 6.

Motion Passed

McAleese made the following motion:

I move to hold the Spring 2005 Board meeting in Nashville, TN. Second: Lingren

Discussion:

Bristow: does this mean we would use the same hotel as ACPA? Would be willing to help research alternatives. Dulik: like centrality of location. Hill: appreciated that Vancouver was considered.

Motion Passed

Smee, Brown and Bechely left meeting.

XVI. REPORTS, CONT.

A. INTERNSHIP REPORT: Melanie Payne

1. Very proud of participation numbers 197!
2. Candidates allowed to select 6 potential sites or just request that their apps be sent to schools that were looking
3. Went electronic!! Consideration of next coordinators needs to given to who can maintain the electronic format.
4. Resources provided to interns and hosts:
5. Want to be actively involved in discussion about NODA membership requirement for participants. Checking membership is a time consuming process. Add ability to participate to list of membership benefits.
6. Some communication challenges with hosts.
7. Preparing presentation for NODA regionals.
8. Create hosting manual

B. AFFIRMATIVE ACTION OFFICER: Linda Hendrickson

1. Reviewing program proposals for regional conferences
2. Thanks for including me in conversations regarding selection and awards.
3. Proud of the effort everyone around the table makes to be inclusive of everyone. We make a lot of people feel comfortable and welcome.
4. Need to make a big effort to use term "Annual" Conference

Dulik: has there been discussion about changing the name of NODA. Kaiwi-Lenting: Yes. Bristow: can skits regarding diversity be added to website? Armour: skits get on the web from appearing on the list serve.

Someone could submit them this way. Aceto: why was the term "Annual" used when regionals are also offered annually? Kaiwi-Lenting: still some confusion about this. McBean: Canadians and two-year schools are feeling

like they're not being listened to, and this is a really big issue. I don't think that we're being as inclusive as we could be. McAleese: I agree. Canadian network HP – old network chair was for dissolving ties to NODA, new network chair is interested in maintaining ties. Need to take more time to work on this. Kaiwi-Lenting: would like everyone to submit info to your region and fill them in on this issue. Hill: Agree that Cathy wants this to work out, but this is a big issue, and she doesn't have a lot of control.

C. CAS REPRESENTATIVE: Andrene Kaiwi-Lenting

1. CAS Annual meeting was attending by Ralph Busby, our CAS Representative
 2. Ralph asked that we send something to acknowledge former CAS Rep Gerri Strumpf for her service
 3. Please consider how we use CAS on our campus and what we would like the CAS liaison to do for us.
- Kollet: lots of discussion about whether CAS is a living document or is stagnant. Recommend that a conference session be presented. McKenzie: we used to have leadership in organization who were CAS trainers. What happened to this? Kaiwi-Lenting: those people have left the board. Ritchie: I will be presenting a session in Chicago.

McAleese made the following motion:

I move to appoint Cindy Payne as Transfer Network Chair. Second: Bruce.

Discussion:

McAleese: have received resignation from Janet Trepka. Cindy has offered to fill this role through Chicago.

Motion Passed

XVII. NEW BUSINESS Andrene Kaiwi-Lenting

- A. Wish Donna Keely a Happy Birthday!
- B. Review Schedule:
 - April 16, 2004 – committee chairs please submit committee review report to Andrene
 - September 15 – should see first set of Bylaws to review. Please provide feedback promptly
 - Board reports are due to Andrene on October 4, 2004
 - Tuesday, October 26-Monday, November 1 – Board of Directors meeting in Chicago

Bristow: can we list the ending time of our meetings later so that people don't have to rush out. Bruce: thank to Andrene for putting meeting together here at the Remo. Website reports were amazing! Lingren: don't forget to submit proposal for NODAC 2004.

C. Kaiwi-Lenting made the following motion:

I move to appoint Terry Hill as the chair of the new Technology Ad-hoc committee. Second: Bruce.

Discussion:

Hill: am willing to serve.

Motion Passed.

- D. Kaiwi-Lenting read list of board accomplishments:
 - Approved New Co-Chair for Two Year College Network Rosemary Ramirez
 - Passed out a draft of the Network Chair Handbook
 - Updated Policy Manual was distributed
 - Minutes from Fall Board meeting were presented and approved
 - Had Board Dinner at House of Blues
 - Financial Reports for 2002-2003 Fiscal year and 1st Quarter for 2003-04 were presented and approved
 - Information about 2005 and 2006 Regional Conferences were distributed
 - Regional Coordinator CD-ROM was unveiled
 - Decision to eliminate the Hosting a Conference session and folding it into Idea Marketplace
 - Assumed role of Associate Member liaison-really excited about the current state
 - Received updates for Chicago 2004, Miami 2005 and Salt Lake City 2006.
 - Set the Conference fee for Chicago at \$290 for professionals, \$260 for international participants and students.
 - Made commitment to solicit Canadian and Two Year College members to apply for the upcoming At-Large Board vacancies

- Committee members from R&S made a commitment to contact folks who attended Leadership presentation to follow up with how they might want to get involved.
- Began exploring options (again) for on-line voting to capture those who can't attend regionals
- Leadership Awaits Brochure series presented and the concept was approved by the Board
- Passed motion to allow Board members to cast an absentee vote for presidential election
- Changed the term of President to 3 years
- Changed the term of VP to 3 years
- Voted to extend Robin's term as VP one year, to end in 2005 so that President and VP will not enter and leave term in the same year
- Received latest membership report and updated membership brochure
- Transition from Washington State to Flint is complete
- Home Office staff will work on updating the non-member institution list this summer
- Collected revisions of By-Laws that will be reviewed and updated by Chicago
- Will create a brochure with a list of all NODA Publications which includes an order form
- Membership Committee is creating questions and will bring to Chicago for approval so survey can be conducted in January
- Membership is exploring idea of HBCU Network
- Continued discussions on Strategic Priorities
- Elected Charlie Andrews NODA President
- Cleaned up aspects of the Policy Manual
- Developed some more specific duties for Interassociation Liaison
- Decided to provide \$1000 to the Transfer Institute to help them support some aspect of the Institute
- Created a new NODA Outstanding Service Award
- Created a new Outstanding Network Chair Award
- Created a new Outstanding Regional Coordinator Award
- Finalized topics for Advancing Professionals Preconference Workshop
- Reevaluated the content for our Orientation & Mentoring efforts and decided to create a newsletter for new Board members
- Updated items on the 2003-2004 Line item Budget Report
- Finance committee approved 7 requests for funding from New Initiatives and NODA Grant Funding
- Made decision to produce a 4th edition of Orientation Review electronically
- Established new deadlines for Orientation Review submissions
- Approved new advertising rates for members and non-members for Orientation Review
- Set our Spring 2005 Board meeting for March 30 to April 2 in Nashville, TN
- Approved the appointment of Cindy Payne as new Transfer Network Chair
- Appointed Terry Hill Chair of the new Technology Ad-Hoc Committee

C Martin made the following motion:

I move to adjourn the Spring 2004 meeting of the NODA Board of Directors. Second: Keely

Discussion: none. **Motion Passed.**

The meeting adjourned at 12:25 p.m.