1. OPENING

President Joe Rives called the Annual Business Meeting of the NABCA Membership to order at 8:32am Eastern on Thursday, April 12, 2018 in the Crystal A Room of the Hershey Lodge in Hershey PA.

2. PRESENT

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Rives</td>
<td>President</td>
<td>Present</td>
</tr>
<tr>
<td>Dennis Huffman</td>
<td>Vice President/President Elect</td>
<td>Present</td>
</tr>
<tr>
<td>Farley Leiriao</td>
<td>Secretary/Treasurer</td>
<td>Present</td>
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<tr>
<td>Allison Fitzpatrick</td>
<td></td>
<td>Present</td>
</tr>
<tr>
<td>Tessie Bradford</td>
<td>Conference Committee Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Darice Ingram</td>
<td>Finance Committee Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Erica Bell</td>
<td>Membership Committee Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Skye Field</td>
<td>Research Committee Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Jane Morgan</td>
<td>Communication Committee Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Ed Johnson</td>
<td>Membership Delegate</td>
<td>Present</td>
</tr>
<tr>
<td>Ryan Theule</td>
<td>Delegate-at-Large</td>
<td>Present</td>
</tr>
<tr>
<td>Tony Araujo</td>
<td>Finance Committee Vice Chair (ex officio)</td>
<td>Present</td>
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<tr>
<td>Shanna Longa</td>
<td>Finance Committee Vice Chair (ex officio)</td>
<td>Present</td>
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<tr>
<td>Jeremy Couch</td>
<td>Research Committee Vice Chair (ex officio)</td>
<td>Present</td>
</tr>
<tr>
<td>Evelyn Ellis</td>
<td>Communication Committee Vice Chair (ex officio)</td>
<td>Present</td>
</tr>
<tr>
<td>joyce gossom</td>
<td>Executive Director (ex officio)</td>
<td>Present</td>
</tr>
</tbody>
</table>

3. APPROVAL OF THE AGENDA

The agenda was unanimously approved as distributed. Mover: Dennis Huffman. Seconder: Ed Johnson.

4. APPROVAL OF LAST MEETING’S MINUTES

The minutes from the Thursday, April 20, 2017 meeting were unanimously approved as distributed. Mover: Ed Johnson. Seconder: Darice Ingram.

5. President

5.1. The President will welcome Members to the 21st Annual Conference of the National Association of Branch Campus Administrators

5.2. State of the Association Address was provided by President Joe Rives.

6. Vice President

6.1. The Vice President Announced the 2018-2019 Executive Committee Members

6.1.1. President Dennis Huffman

6.1.2. Vice President/President Elect Carol Urbaitis

6.1.3. Secretary/Treasurer Farley Leiriao

6.1.4. Finance Committee Chair Antonio “Tony” Araujo

6.1.5. Finance Committee Vice Chair Shanna Longa

6.1.6. Past President Joseph “Joe” Rives

6.1.7. Conference Chair Adam Lipson

6.1.8. Conference Committee Vice Chair Julie Shade

6.1.9. Research Committee Chair Jeremy Couch

6.1.10. Research Vice Chair
6.1.11. Membership Committee Chair  Erica Bell  
6.1.12. Membership Committee Vice Chair  Laura Dimino  
6.1.13. Partnerships Committee Chair  Darice Ingram  
6.1.14. Partnerships Committee Vice Chair

7.  **Treasurer and Finance Chair**

7.1. Secretary/Treasurer

7.1.1. The Secretary/Treasurer will answer questions about the 2016-2017 Annual Report*, 2016-2017 Internal Audit Report* and 2017-2018 Year-to-Date Report *

7.1.1.1. Ballot Question: What actions have been taken to correct the following audit deficiencies going forward? “Expenses should be clearly delineated by category rather than lumped into a general category like Administration and Office Expenses. Receipts serving a backup documentation for Administration and Office Expenses were not available in Accounts Payable, with the exception of the Post Office Box invoice.” Shane Reeder, eric.reeder@cwu.edu. **Response from Treasurer:** The Finance Committee and Treasurer have worked during the last two years to improve and relate expenses to specific committee members and activity. The 2018-2019 Budget reflects even more specificity as the association better delineates expenses and revenue sources.

7.2. Finance Committee Chair

7.2.1. The Finance Committee Chair will answer questions about the Proposed 2018-2019 Budget *

8.  **President**

8.1. Are there any questions or comments from the Membership about 2017-2018 NABCA Executive Committee Accomplishments or Activities?

8.1.1. Ballot Question: Why is sexual orientation and gender identity not covered in the non-discrimination statement? **Response from Executive Director:** Use of the term “gender” was intended to be inclusive of all aspects and identities related to gender. The Handbook has been revised to include the following: “gender (including sexual orientation and gender identity)”

8.1.2. Comment from Ballot: Refresh the NABCA website to make it more user friendly. **Response from President Rives:** Website revision will be undertaken during the year. The Executive Assistant developed a template that will be reviewed and vetted by a web designer with modifications taking place during the development. The Treasurer is developing an RFP for Web design and hosting for the Association.

8.2. President Service Award, 2017-2018

8.2.1. Drake Levasheff, Founding editor of the *Access Journal*

8.2.2. Skye Field and Jeremy Couch, Expansion editors of the *Access Journal*
9. Vice President’s Remarks
   9.1. Plans to keep the work of the association moving forward, especially the Branch Campus Leadership Institute, Membership growth, Website redesign and hosting.
   9.2. He brings to NABCA a perspective on facilitator preparation for renewal based on the work of Parker Palmer. He will also bring occasional poems with comments to share during the year.
   9.3. To Be of Use by Marge Piercey was read to the Membership.

10. President’s Remarks
   10.1. The President encouraged intentionality by Members during the Conference.

11. Adjournment
   The Annual Business Meeting was adjourned by President Joe Rives at 9:47am Eastern Time. The next meeting will be held in Spokane Washington.

Minutes submitted by

joyce gillie gossom, EdD
Executive Director