

~ Minutes ~

**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**

Attendee Name	Title	Status
Joe Rives	President	Present
Dennis Huffman	Vice President/President Elect	Present
Farley Leiriao	Secretary/Treasurer	Present
Allison Fitzpatrick	Past President	Present
Tessie Bradford	Conference Committee Chair	Present
Darice Ingram	Finance Committee Chair	Present
Erica Bell	Membership Committee Chair	Present
Skye Field	Research Committee Chair	Present
Jane Morgan	Communication Committee Chair	Present
Ed Johnson	Membership Delegate	Present
Ryan Theule	Delegate-at-Large	Absent
Tony Araujo	Finance Committee Vice Chair (ex officio)	Present
Adam Lipson	Conference Committee Vice Chair (ex officio)	Present
Jim Shockey	Membership Committee Vice Chair (ex officio)	Absent
Jeremy Couch	Research Committee Vice Chair (ex officio)	Present
Evelyn Ellis	Communication Committee Vice Chair (ex officio)	Present
joyce gossom	Executive Director (ex officio)	Present

**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 21<sup>st</sup> 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?

8.1.1.1. 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.

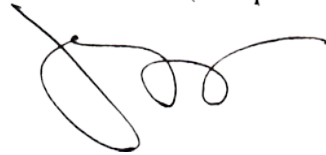
**10. President's Remarks**

- 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