



Neighborhoods, USA Board Meeting Minutes Thursday, September 25, 2014

I. ORIENTATION SESSION FOR NEW BOARD MEMBERS

Angela Rush made a recommendation to waive the new member orientation since all board members are re-elected members who have served one or more terms as a NUSA board member. **Beryl McCadden-Pritko stated the recommendation in the form of a motion; Tony Olden seconded. The motion carried.**

II. INSTALLATION CEREMONY OF NEW BOARD MEMBERS

George Lee administered the oath of office for board members re-elected at the 2014 Neighborhoods, USA Conference in Eugene, OR: Tony Olden, Gerri Robinson, Angela Rush, Tige Watts, Richard Whipple, and Vetricia McKinney; Anne-Marie Taylor was re-elected for another 3-year term in Eugene, OR but she was absent for work-related reasons from the Sept. 25-26 board meeting.

III. CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL

The meeting was called to order by NUSA President, Angela Rush. Tony Olden gave the invocation followed by the pledge of allegiance and roll call. Roll call was conducted by DeAnna O'Malley, Assistant Secretary; quorum was present.

MEMBERS PRESENT

- Angela Rush, President
- Tige Watts, Vice President
- John Hargroves, Treasurer
- Andre Bernard, Asst. Treasurer
- Jason Bergerson, Parliamentarian
- Tony Olden, Sergeant-at-Arms
- DeAnna O'Malley, Asst. Secretary
- Loretta Buckner
- George R. Lee, Jr.
- Rene Kane
- Ron McCorkle
- Vetricia McKinney
- Beryl McCadden-Pritko
- Gerri Robinson
- Margaret Wallace-Brown
- Eva Yakutis

MEMBERS ABSENT

- Monique Coleman, Secretary – *late arrival, 10am – weather delayed flight*
- Deletta Dean – *excused absence, work-related*
- Margaret Madden – *excused absence, health-related*
- Ann-Marie Taylor- *excused absence, work-related*

IV. APPROVAL OF THE AGENDA

President Angela Rush called for approval of the September 25-26, 2014 board meeting agenda. **Andre Bernard made a motion to approve the agenda. Tony Olden seconded. Richard Whipple requested a friendly amendment to the motion to allow adjustments in the agenda to address business as needed. Friendly amendment accepted; the motion carried.**

V. ELECTION OF OFFICERS

President Angela Rush announced Board Development would facilitate the election process. Gerri Robinson and Beryl McCadden-Pritko announced each candidacy as listed below. All offices were filled by acclamation since there was only one candidate in each category. Ms. Robinson and Ms. McCadden-Pritko called for a vote for each category for official confirmation.

PRESIDENT	
CANDIDATES	VOTES
Tige Watts	Elected by Acclamation
VICE PRESIDENT	
CANDIDATES	VOTES
Andre Bernard	Elected by Acclamation
SECRETARY	
CANDIDATES	VOTES
Monique Coleman	Elected by Acclamation
ASSISTANT SECRETARY	
CANDIDATES	VOTES
George Lee, Jr.	Elected by Acclamation
TREASURER	
CANDIDATE	VOTE
Angela Rush	Elected by Acclamation
ASSISTANT TREASURER	
CANDIDATE	VOTE
John Hargroves	Elected by Acclamation
SEARGANT-AT-ARMS	
CANDIDATE	VOTE
Tony Olden	Elected by Acclamation
PARLIAMENTARIAN	
CANDIDATES	VOTES
Jason Bergerson	Elected by Acclamation

VI. SECRETARY’S REPORT AND APPROVAL OF MINUTES FROM MAY 2013 BOARD METTING

Angela Rush recommended a few grammatical corrections under Section V and Loretta Buckner asked that the minute pages be numbered for easy access. **Richard Whipple made a motion to approve the minutes as corrected; George Lee seconded. The minutes were approved as amended.**

VII. TREASURER’S REPORT

John Hargroves presented NUSA’s financial report for the fiscal year beginning October 1, 2013 through September 24, 2014. The fiscal year had a beginning balance of \$34,575.08, income of \$149,986.29, and expenses of \$111,723.67. Ending balance as of September 24, 2014 was \$38,262.62. Mr. Hargroves also stated he is still looking into D&O Insurance. Mr. Hargroves also stated Ms. Rush will work on getting an audit completed since the organization is on a 5-year audit cycle. Tige Watts stated the Treasure’s Report will be accepted as information. Robert’s Rules dictates the report can be accepted as presented; the board does not have to vote to accept the report.

VIII. ADMINISTRATIVE ASSISTANT’S REPORT

Jeri Pryor gave the Administrative Assistant’s report. Ms. Pryor stated there are 36 current city/county memberships; 3 corporate memberships; and 24 past due or expired city/county memberships. Ms. Pryor also stated with collection and expenses (October 2013 balance-\$57.93, add \$32 from Feb. 2014 meeting; add \$25 from May 2014 meeting; less \$64.93 for a sympathy basket) the current balance in the sunshine fund is \$50. Ms. Pryor also requested permission to work with Membership Services to align the memberships with NUSA’s fiscal year (October-September). **Tony Olden moved to accept the report; George Lee seconded. The motion carried.**

Tige Watts suggested the Board send something to Mike Gibson as a courtesy for his health issues. George Lee made the motion; Angela Rush seconded. The motion carried.

IX. CONFERENCE HOST REPORTS

a) EUGENE, OR WRAP-UP REPORT:

Rene Kane passed out a report booklet for board review. The conference had 593 attendees. Ms. Kane stated a few things stood out; those things were:

1. She stated 60% were first-timers but that means people are not coming back.
2. She recommends we figure out creative ways to get people to come together around their common interests or topics (Houston will attend to this via table talks).

These were key lessons learned. Ms. Kane opened up the discussion for questions. John Hargroves stated changing geographical location impacts the number or repeat attendees. John Hargroves also suggested we promote fundraising similar to Little Rock, AR. Angela Rush added some cities may not pay but they may be willing to support fundraising activities. There was additional discussion from the Board regarding constant contact (4,800 contacts) and registration being used for promotional efforts for each year's conference. George stated 21 sponsors and large local participation contributed to a successful conference. Rene Kane stated if neighborhoods submit conference workshop proposals for the Houston conference and the proposal is accepted, the City of Eugene will pay their registration. Board members discussed adding a youth component to the conference. Angela Rush made a comment that the evaluation form should scale good as 5 and bad being 1. Houston will revise the evaluation form. **Tony Olden made a motion to accept the Eugene, OR Conference Wrap-Up Report and Beryl McCadden-Pritko seconded the motion. The motion carried.**

b) HOUSTON, TX 2014 UPDATE AND REPORT:

Margaret Wallace-Brown introduced her team: Tonya Sawyer and Nathan Kraus. Mr. Wallace Brown stated she had few key things she'd like to discuss:

1. Schedule changes. Houston is not sure if they will have more than two breakfasts. There will be three meals.
2. The opening reception will be held on Thursday night and it will be called the Mayor's Reception. There will be an informal mix and mingle in the hotel bar on Wednesday night.
3. Houston will try to reduce the amount of announcements and speaking from the podium to enhance the amount of networking.
4. Workshop proposals. Ms. Wallace-Brown stated there are only 10 current workshop proposals to-date. She requested board members push it out to all connections.
5. 1200 attendees are optimistic but it is possible if all board members assist.
6. Certification Maintenance provider fee for the American Planning Association (APA).
7. Registration is set at \$200 and there is a youth component that will be added to the Houston conference.
8. Can a constant contact survey be set up for all contacts? Tige Watts stated it can be done.

Tige Watts asked how many rooms are on hold and how many people can the hotel accommodate. There are 947 sleeping rooms in the hotel. Andre Bernard asked about plans or arrangements for travel from the airport. Ms. Wallace-Brown stated she currently has not planned to make arrangements for transportation. John Hargroves suggested arrangements be added to the registration. The hotel cost is \$135/night plus tax. Gerri Robinson requested price negotiations be worked out with the shuttle services. Ms. McCadden-Pritko and Rene Kane mentioned airline discount rates. Ms. Wallace-Brown mentioned Mega Bus as an option for travel. Houston's focus is conference attendee connectivity. **Jason Bergerson made a motion to accept the Houston Report; seconded by Angela Rush. The motion carried; Jason Bergerson made motion to keep the conference fee to \$200. Angela Rush seconded. The motion carried. Richard made a motion to request to do the registration book electronically. Jason Bergerson seconded. The motion carried.**

Tige Watts announced the 2014-2015 committee assignments before lunch. Committees are as follows:

AWARDS COMMITTEE

Monique Coleman, Co-Chair
Angela Rush, Co-Chair
Loretta Buckner

BOARD DEVELOPMENT COMMITTEE

Beryl McCadden-Pritko, Chair
Monique Coleman
John Hargroves
Gerri Robinson

BYLAWS & RULES COMMITTEE

Jason Bergerson, Chair
Deletta Dean
John Hargroves

MEMBERSHIP SERVICES COMMITTEE

Eva Yakutis, Chair
Margaret Madden
Vatricia McKinney

PROGRAM DEVELOPMENT COMMITTEE

Richard Whipple, Chair
Tony Olden
Margaret-Wallace Brown

PUBLIC AFFIARS COMMITTEE

DeAnna O'Malley, Chair
Andre Bernard
Anne-Marie Taylor

RESOURCE DEVELOPMENT COMMITTEE

George Lee, Chair
Rene Kane
Ron McCorkle

BUDGET, FINANCE, & STEERING COMMITTEE (Officers & Committee Chairs)

Andre Bernard, Vice President – **BFS Co-Chair**
Angela Rush, Treasurer – **BFS Co-Chair** and Awards Co-Chair
Tige Watts, President
John Hargrove, Assistant Treasurer
Monique Coleman, Secretary and Awards Co-Chair
George Lee, Assistant Secretary and Resource Development Chair
Tony Olden, Sergeant-at-Arms
Jason Bergerson, Parliamentarian and Bylaws & Rules Chair
Richard Whipple, Program Development Chair
Eva Yakutis, Membership Services Chair
DeAnna O'Malley, Public Affairs Chair
Margaret Wallace-Brown, 40th Anniversary Ad Hoc Committee Chair

40TH ANNIVERSARY AD HOC COMMITTEE

Margaret Wallace-Brown, Chair
Angela Rush, Tige Watts, George Lee, DeAnna O'Malley,
Beryl McCadden-Pritko, Gerri Robinson, Elton Gatewood, Robert Gibbons,
and Karen Harber

X. CALL BACK TO ORDER & ROLL CALL

Following the lunch break the Board reconvened at 1:18pm. Quorum established.

- Tige Watts, President
- Andre Bernard, Vice President
- Monique Coleman, Secretary
- George Lee, Jr., Asst. Secretary
- Angela Rush, Treasurer
- John Hargrove, Asst. Treasurer
- Tony Olden, Sergeant at Arms
- Jason Bergerson, Parliamentarian
- Loretta Buckner
- Rene Kane
- George R. Lee, Jr.
- Ron McCorkle
- Beryl McCadden-Pritko
- Vetricia McKinney
- Gerri Robinson
- Margaret Wallace-Brown
- Eva Yakutis

MEMBERS ABSENT

- Deletta Dean – *excused absence, work-related*
- Margaret Madden – *excused absence, health-related*
- Anne-Marie Taylor – *excused absence, work-related*

XI. REVIEW OF COMMITTEE ASSIGNMENTS FOR 2014-2015/COMMITTEE MEETINGS

Tige Watts passed out the committee report assignments. Tige Watts stated committees will break up into committees and work on reports to be presented tomorrow. Mr. Watts stated the reports should include a wrap-up from last year as well as any new recommendations. Jason Bergerson asked if there are changes that impact bylaws, committee procedures, or standing rules to get them to Bylaws & Rules to him as soon as possible.

Loretta Bucker asked about passing along Membership Service reports. Tige Watts suggested she pass the information along to Membership Services during the break. Ms. Buckner asked if she could be reimbursed for printing. Angela Rush stated there is a reimbursement sheet that committee members can fill out for reimbursement.

Ron McCorkle asked when a new committee is formed how new committee members receive information from previous committee members for information. Tige Watts stated the Chair should be responsible for transferring information.

Tige Watts stated the shuttle leaves at 4:15 p.m. for the reception. Board members must be prompt and on time if they plan to leave on the shuttle. The meeting was recessed to allow Committees to meet and discuss business. Committee reports are scheduled for the September 26 board meeting agenda.



Neighborhoods, USA Board Meeting Minutes Friday, September 26, 2014

I. CALL TO ORDER, ROLL CALL, BUDGET, FINANCE AND STEERING COMMITTEE MEETING

Tige Watts called the meeting to order at 9:00am and stated he will turn the meeting over to Andre Bernard. The purpose of this meeting is to address budget allocation items for the upcoming fiscal year.

ROLL CALL

Andre Bernard asked Monique Coleman to conduct roll call. Only officers and committee chairs are required to attend. Quorum established.

MEMBERS PRESENT

- Tige Watts, President
- Andre Bernard, Vice President
- Monique Coleman, Secretary
- George Lee, Jr., Asst. Secretary
- Angela Rush, Treasurer
- John Hargrove, Asst. Treasurer
- Tony Olden, Sergeant at Arms
- Jason Bergerson, Parliamentarian
- Loretta Buckner
- Rene Kane – *present, not required*
- George R. Lee, Jr.
- Ron McCorkle – *present, not required*
- Beryl McCadden-Pritko
- Vetricia McKinney – *present, not required*
- Eva Yakutis

MEMBERS ABSENT

- Margaret Wallace-Brown – *arrived after BFS Committee adjourned*

John Hargroves gave an overview of anticipated budgeted changes, which totaled an increase of \$69,013. The line item changes were as follows:

1. Expected conference registrants budget increased from \$112,500 to \$200,000
2. Program Development expense increased from \$100 to \$1,100
3. NUSA Newsletter (3 issues) increased from \$4,500 to \$5,000
4. Conference registration payment to host entity from \$87,500 to \$150,000
5. Storage rental increased from \$772 to \$785
6. Business utilities increased from \$0 to \$500
7. Computer line item increased from \$0 to \$1,000
8. Financial Services (tax return & audit) increased from \$1,500 to \$5,000

Angela Rush stated all changes will be made and a clean copy will be presented to the Board during the regular meeting. Andre Bernard called for review and approval of the General Membership meeting minutes. Angela Rush stated the hired parliamentarian suggested the board approve the minutes and allow the general membership to make comments at the next meeting. There were a few revisions suggested. **Richard Whipple made a motion to approve the minutes; Tony Olden seconded. The minutes were approved as amended.**

II. INVOCATION, CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

Before officially calling the meeting to order, Tige Watts asked Andre Bernard to give the invocation.

Monique Coleman called roll at 10:05am. Quorum established.

- Tige Watts, President
- Andre Bernard, Vice President
- Monique Coleman, Secretary
- George Lee, Jr., Asst. Secretary
- Angela Rush, Treasurer
- John Hargrove, Asst. Treasurer
- Tony Olden, Sergeant at Arms
- Jason Bergerson, Parliamentarian
- Loretta Buckner
- Rene Kane
- George R. Lee, Jr.
- Ron McCorkle
- Beryl McCadden-Pritko
- Vetricia McKinney
- Gerri Robinson
- Margaret Wallace-Brown
- Eva Yakutis

MEMBERS ABSENT

- Deletta Dean – *excused absence, work-related*
- Margaret Madden – *excused absence, health-related*
- Anne-Marie Taylor – *excused absence, work-related*

Jeri Pryor asked all board members fill out the emergency contact sheet and submit it to her before we leave for lunch.

III. COMMITTEE REPORTS

a) MEMBERSHIP SERVICES COMMITTEE

Eva Yakutis presented the report and stated there were four recommendations made:

1. Annual term be aligned with annual conference; process for bringing membership into sync with the annual (May) conference will be implemented.
2. Affiliate memberships will remain the same and consist of two year terms.
3. Membership portal be added to Constant Contact.
4. There are three (3) new affiliate applicants:
 - Meredith Gardens HOA (Huntington Beach, CA)
 - Killough Springs Neighborhood Assn. (Birmingham, AL)
 - Third and Fourth Streets “TAF” Neighborhood Assn. (Coronado, CA)

Ms. Yakutis stated there was approval of an affiliate renewal: Citizen Crime Watch-Special Task Force (Quezon City, MetroManila, Philippines). There are 585 individual members; city/county members are 37 (26 members past due); 3 corporate level members; 23 affiliate level members.

Committee action items include:

- Affiliate networking activity at the conference
- Revised affiliate agreement – changes made per May board meeting approval
- Membership card

Margaret Wallace-Brown asked for an explanation of the real benefit to the organization for membership. Ms. Wallace-Brown asked if there is a real benefit to the organization. **Tige Watts called for approval of the three (3) affiliate applications. Rene Kane made a motion to approve; Margaret Wallace-Brown seconded. Angela Rush and John Hargroves abstained. The motion carried. Tige Watts called for a motion to move memberships to May-May calendars. George Lee made the motion, Tony Olden seconded. Angela Rush and John Hargroves abstained. The motion carried. Monique Coleman moved to accept the report as presented; Andre Bernard seconded; Angela Rush and John Hargroves abstained. The motion carried.**

b) PROGRAM DEVELOPMENT COMMITTEE

Richard Whipple called for a motion to approve the local logo for Memphis, TN. Richard explained the logo will be used next to the NUSA logo. The local logo allows the host entity to have an identity. **A motion was made by Rene Kane and seconded by Ron McCorkle. The motion carried.**

Richard Whipple called for a motion to approve the certificate maintenance fee of \$945. As NUSA put workshops together all things that are planning related will be issued CM credits for AICP certified planners. At least 20 planners need to attend the conference for CM credits. **Monique Coleman made a motion to approve the request. Beryl McCadden-Pritko seconded.** Loretta Buckner asked if APA is a government entity and she asked if the planners are government entities. Margaret Wallace-Brown noted there are various types of planners. Monique Coleman stated APA involvement will bolster participatory planning by planning professionals. **Tige Watts called the question; the motion carried.**

Richard Whipple stated there are some changes to the host bid-package. Mr. Whipple stated we need host entities to meet deadline dates. Mr. Whipple stated the only leverage NUSA has is the registration fees that can be withheld since NUSA collects registration fees. Mr. Whipple went over the proposed deadline dates and proposed monetary penalties. After an extensive discussion regarding the monetary penalties imposed upon host entities that miss deadlines, the Board of Directors chose to forego voting on the monetary penalty until further discussion and only vote to allow an electronic registration booklet being submitted.

Gerri Robinson made a motion to table the discussion and bring it back up under unfinished business. Beryl McCadden-Pritko seconded. The motion carried. Angela Rush made a motion to allow the electronic registration booklet, Ron McCorkle seconded. The motion carried. Ron McCorkle made a motion to permit the host entity to use the ballroom for the general membership meeting; the motion was not seconded. Monique Coleman and Berry-McCadden-Pritko abstained. The motion carried but was not seconded.

c) PUBLIC AFFAIRS COMMITTEE

DeAnna O'Malley requested the Board approve Public Affairs working with the Carolina Software Group to continue to improve the website. Ms. O'Malley provided information regarding Twitter followers and the youth component will enhance NUSA's Facebook and Twitter activity. Tige Watts discussed Facebook advertising for NUSA. NUSA is working to cross-promote Neighborhoods, USA at other conferences and outlets via social media. Ms. O'Malley also mentioned the new informational brochure and stated Ms. Rush will continue to reproduce the NUSA Newsletter. **John Hargroves made a motion to allow Angela Rush to provide the services for the newsletter; Andre Bernard seconded. Angela Rush abstained. The motion carried. Tony Olden made the motion to allow the use of the Carolina Software Group, Angela Rush seconded. The motion carried. Ron McCorkle made a motion to accept the report; Tony Olden seconded. The motion carried.**

d) RESOURCE DEVELOPMENT COMMITTEE

George Lee stated Resource Development plans to expand the list of potential sponsors and will provide a revamped sponsorship package. Resource Development will solicit sponsors that align with NUSA's mission statement. Resource Development has set up a Google Drive to ease the share of information. George Lee stated a condensed flyer will be developed into a one page flyer to ease

marketing. Ron McCorkle stated the Google Drive is available for the board to use and a folder has been set up for each committee.

Beryl McCadden-Pritko stated Wells Fargo has money to give to get NUSA sponsorship from Wells Fargo. Ms. McCadden-Pritko stated there are other resources that are out there and we should share information with Resource Development. Monique Coleman added the CRA credit with banking institutions would be helpful. Margaret Wallace-Brown stated they are working to get Chase Bank and others to support NUSA for the 2015 conference as well as multiple years. **Margaret Wallace-Brown made a motion to approve the Resource Development Committee report; Tony Olden seconded. The motion carried.**

Tige Watts informed the Board we need to reconvene at 1pm sharp because there is a conference facility tour arranged for the Board at 3pm. The meeting was recessed until 1pm.

IV. CALL BACK TO ORDER AND ROLL CALL

Tige Watts called the meeting to order. Monique Coleman called roll at 1:03 pm. Quorum established.

- Tige Watts, President
- Andre Bernard, Vice President
- Monique Coleman, Secretary
- George Lee, Jr., Asst. Secretary
- Angela Rush, Treasurer
- John Hargrove, Asst. Treasurer
- Tony Olden, Sergeant at Arms
- Jason Bergerson, Parliamentarian
- Loretta Buckner
- Rene Kane
- George R. Lee, Jr.
- Ron McCorkle
- Beryl McCadden-Pritko
- Vetricia McKinney
- Gerri Robinson
- Margaret Wallace-Brown
- Eva Yakutis

MEMBERS ABSENT

- DeAnna O'Malley – *late*
- Richard Whipple -*late*
- Deletta Dean – *excused absence, work-related*
- Margaret Madden – *excused absence, health-related*
- Anne-Marie Taylor – *excused absence, work-related*

V. CONTINUATION OF UNFINISHED COMMITTEE REPORTS & ACTION ITEMS

a) STEERING, BUDGET AND FINANCE COMMITTEE

Angela Rush reviewed the revisions made by this Committee. Please refer to item XII on the September 26 meeting minutes. **Beryl McCadden-Pritko made a motion to accept the budget as presented. George Lee seconded. The motion carried.**

b) 40TH ANNIVERSARY AD HOC COMMITTEE

Margaret Wallace-Brown stated the committee has decided to focus only on the organizations' 40 years and not individuals with the exception of Howard Hollman and Judy Lafume, the two founders. There will be a 3-minute video that will highlight NUSA's 40 years. Book donations, book plates and a bookshelf will be used to commemorate NUSA's 40 years in Houston Neighborhood Centers, Inc. Houston NUSA 40th Anniversary pins will also be provided by the City of Houston. **Tony Olden made a motion to accept the report. Jason Bergerson seconded. The motion carried.**

c) AWARDS PROGRAM COMMITTEE

Angela Rush discussed the recommended changes to the Awards Program. There will be only one honoree for the Who's Who Award and we will notify the honorees in advance. The Committee could not differentiate between the Who's Who and the Dawson Award. The Committee will also like to ask the Board to help choose the Who's Who. Ms. Rush stated the Awards Committee proposes to only recognize the 1st, 2nd, and 3rd place winners for the NOTY Award and remove the finalist awards. Monique Coleman discussed the Newsletter Competition and the overall judging structure. The two categories will remain: print and electronic and there will be a division of applicants that produce 1-6 newsletters and 7-12 newsletters and everyone will receive a plaque instead of the paper certificates. Ms. Coleman also stated finalists will be notified for conference so we can plan presentations accordingly. Ms. Coleman also stated the committee proposes to restructure judging; judge BNPA on Wednesday (and possibly NOTY) or judge BNPA on Wednesday and NOTY judging on Thursday. Judging consumes a lot of time for the Awards Committee members as well the presenters. Jason Bergerson asked how the change would conflict with the Wednesday Board meeting. Monique Coleman stated the judging would take place in the evening so the change does not conflict with the Wednesday board meeting. Margaret Wallace-Brown asked pictures be forwarded to Houston so pictures of the winners can be shown during the awards.

Rene Kane and Richard Whipple stated hosting the judging on Wednesday could add cost for the host city. George Lee stated there is a cost that is set aside for the board meeting. Andre Bernard stated we should look at the rooms during the tour to find a space to facilitate judging. John Hargroves stated AV is expensive so we need to determine feasibility before we settle on changing judging for BNPA (and possibly NOTY) on Wednesday.

The Board discussed the difference between the Dawson and Who's Who award and the need to distinguish between the two. Richard Whipple clarified the Who's Who is nominated by anyone and the Dawson is nominated by the Board.

Rene Kane made a motion, Andre Bernard seconded. The motion carried. Rene Kane made a motion to notify the award recipient to designee to be present at the conference. Andre Bernard seconded. Loretta Buckner seconded. The motion carried.

Andre Bernard made a motion to approve one (d), all of section two and all of section three. Margaret Wallace-Brown seconded. The motion carried.

John Hargroves made a motion to defer item four; Margaret Wallace-Brown seconded. The motion carried. The Awards Committee will research the Dawson Award and bring recommendations before the board at the winter meeting.

Andre Bernard made a motion to accept the report. Rene Kane seconded. The motion carried.

d) BOARD DEVELOPMENT & BYLAWS & RULES COMMITTEE

Jason Bergerson gave an overview of redline items that were discussed at the winter board meeting in San Diego, CA. Language was added to define the assistant secretary role, the assistant treasurer role was not defined, a description of the parliamentarian as well as making amendments to the language for the treasurer and sergeant-at-arms. Likewise, Mr. Bergerson stated some committees were not defined (Board Development, Bylaws & Rules, Resource Development). The additions clarify their function. There was no reference that the President has the ability to form ad hoc committees; that addition was proposed. Moreover, out-of-date information such as dates and the ordering of business, as well as additional clean-up was recommended to make the bylaws, standing rules, and committee procedures a more useful document.

Jason Bergerson asked a committee chairs submit recommended changes to him at least one month prior to the February meeting. Awards section and affiliates section will all be wrapped together into grouped sections with other committee procedure references so the document is clear and cohesive. Mr. Bergerson reviewed the language that will be added to govern how go-to meeting are to be facilitated. Mr. Bergerson will provide a draft document with all changes, which will be reviewed and discussed for approval at the winter board meeting.

Beryl McCadden-Pritko stated Board Development will review election procedures and will discuss them at an upcoming teleconference. Ms. McCadden-Pritko also stated they are asking questions to get additional input to help get the board all on one accord. **Ron McCorkle made a motion to approve the recommendations; Rene Kane seconded. Monique Coleman abstained. The motion carried.**

VI. UNFINISHED BUSINESS

a) PROGRAM DEVELOPMENT COMMITTEE REPORT–PENALTY FEE FOR MISSED DEADLINES

Tige Watts called for further discussion regarding the host entity bid contract. **George Lee moved to adopt the proposed changes presented on page one only; Loretta Buckner seconded. The motion carried. Beryl McCadden-Pritko made a motion to accept the date portion of the recommendation and ask the Program Development to create an incentive-based portion in lieu of a penalty. Margaret Wallace-Brown seconded. Tige Watts requested Monique Coleman conduct a roll call vote. The vote outcome is shown below.**

NAME	VOTE	NAME	VOTE
Jason Bergerson	Y	Tony Olden	A
Andre Bernard	Y	DeAnna O'Malley	Y
Loretta Buckner	Y	Beryl McCadden-Pritko	Y
Monique Coleman	Y	Gerri Robinson	Y
<i>Deletta Dean –absent during vote</i>	-	Angela Rush	Y
John Hargroves	Y	<i>Anne-Marie Taylor-absent during vote</i>	-
Rene Kane	Y	Margaret Wallace-Brown	Y
George Lee	Y	Tige Watts	A
<i>Margaret Madden-absent during vote</i>	-	Richard Whipple	A
Ron McCorkle	Y	Eva Yakutis	Y
Vatricia McKinney	Y		

Vote results were as follows: 14-voted in favor (Y), 0-opposed (N), 3-abstained (A). The motion carried.

Tige Watts called for a short recess for board members to attend the conference venue tour. The meeting will reconvene following the tour. Tige Watts called the meeting back to order at 2:45 p.m. Richard Whipple was absent because he was in a meeting with the City of Houston staff and Margaret Wallace-Brown had to return to her office. Quorum was established with the remaining members.

b) DISCUSSION/APPROVAL OF ADMINISTRATIVE ASSISTANT CONTINUANCE OF SERVICES

Tige Watts stated a contract is not available at this time. However, the Board must approve the continuance of services under the current contract (with Ms. Pryor’s acceptance of the terms to continue to provide services) until a new contract is ready for board review and approval. Mr. Watts stated there are services currently being provided that are not addressed so the scope of services needs to be updated and finalized. **Monique Coleman made a motion to approve the continuance of services provided by Jeri Pryor as the Administrative Assistant. Ron McCorkle seconded. The motion carried.**

c) **DISCUSSION/APPROVAL OF WEB SERVICES CONTRACT WITH CAROLINA SOFTWARE GROUP**

This item was approved in the Public Affairs Committee report. No further action taken.

d) **DISCUSSION REGARDING PARLIAMENTARIAN SERVICES FOR CONFERENCE**

Tige Watts stated since the hiring of a professional parliamentarian at the Eugene Conference, the board and particularly the executive committee fees the service is valued and needed for the facilitation of NUSA's general membership meeting; this requires board approval. As a result, **Ron McCorkle made a motion to hire Dennis Clark, President of the Texas Chapter for Parliamentarians for a fee of \$200 to help facilitate the 2015 NUSA general membership meeting in Houston, TX. George Lee seconded. The motion carried.**

VII. NEW BUSINESS

a) **SIGNATORY AUTHORITY RESOLUTION REQUIRED**

John Hargroves recommended that the President (Tige Watts), Vice President (Andre Bernard), Treasurer (Angela Rush), and Assistant Treasurer (John Hargroves) be authorized to sign checks. The Administrative Assistant (Jeri Pryor), Statutory Agent (Karen Harbor), Treasurer (Angela Rush), and Assistant Treasurer (John Hargroves) to be authorized credit card holders. Jason Bergerson must be removed and Andre Bernard must be added to have signing authority on the NUSA checking account; this requirement is stated in the bylaws. The Secretary must provide documentation stating the individuals that are authorized (and the minutes will serve as that documentation). **Angela Rush made a motion to remove Jason Bergerson and add Andre Bernard as an authorized signatory on the NUSA checking account; Tony Olden seconded. The motion carried. George Lee made a motion to add Angela Rush as a credit card holder and remove Andre Bernard as a credit card holder, which can be transacted online; Tony Olden seconded. The motion carried.**

b) **GO-TO MEETING REQUIREMENT**

Tige Watts suggested we use Go-To Meeting as a monthly platform to continue discussing NUSA business on a monthly basis. This platform will also help expedite board meetings when we need to make decisions and conduct business. **George Lee made a motion to require executive board members and committee chairs to participate in monthly go-to meetings to continue discussion. Ron McCorkle made a friendly amendment asking that a survey be sent out to identify a date that works best for everyone who must participate. Tony Olden seconded. Loretta Buckner abstained. The motion carried.**

c) **TECHNICAL ADVISOR REMOVAL**

Tige Watts suggested we remove and no longer classify individuals as technical advisors. **George Lee made a motion to remove technical advisor terms and allow any member to serve on a committee; Tony Olden seconded.** John Hargroves stated any member can be a part of a committee but they member must go to the committee chair. Monique Coleman requested all new business be placed on the agenda so all board members have an opportunity to consider new business agenda items. **The motion carried.**

