

**National Association of Economic Educators
Executive Committee**

**Conference Call Meeting Minutes*
January 12, 2009 (4:30 pm, EST)**

Executive Committee members present: Stephanie Brewer Jozefowicz, Helen Meyers, Helen Roberts, Sue Lynn Sasser, Abbejean Kehler, Paul Grimes, Jan Mester

- I. Approval of December 9, 2008 Executive Committee minutes Paul Grimes
 - A. *Motion to approve*
 - 1. *Helen Meyers—moved*
 - 2. *Sue Lynn Sasser—seconded*
 - B. *Vote on motion: passed*

- II. Welcome to new NAEE Executive Committee members Paul Grimes
 - A. Jan Mester, Council Representative (present)
 - B. Jim Dick, Center Representative (absent—he had prior commitment time conflict today)

- III. NAEE Spring Professional Development Conference update Paul Grimes/Jan Mester
 - A. March 8-9, 2009—Las Vegas, Nevada
 - B. After the agenda was all but set and accommodated session requests by CEE, Gwen Pajotte called Jan Mester this past Friday to inform her that CEE would not sponsor the Sunday lunch as originally agreed upon and neither Bob Duvall nor Patty Elder would attend the conference to present the sessions CEE had wanted regarding the state of the network and training for legislative visits in anticipation of the fall 2009 NCEE conference being held in Washington, D.C.
 - C. JoAnne Dempsey has agreed to present a session about preparing for legislative visits
 - D. Rob Clinton has identified a professional from the Las Vegas area who will speak to fundraising issues for non-profits in the current economic climate, and the Colorado Council is sponsoring the session by paying the speaker's honorarium
 - E. Issue raised by Helen Meyers that she was told when trying to make hotel reservations that the room block was filled
 - 1. Questions regarding whether the room block is really already filled by true NAEE members
 - 2. **Jan Mester to contact the conference hotel and ask for a list of who has registered so far under the NAEE rate
 - 3. **Jan Mester will contact the hotel and potentially ask to enlarge the room block as long as that doesn't commit NAEE to having to meet a larger minimum number of rooms without penalty to conference meeting room fees or other fees
 - F. Hotel room block rates supposed to be in effect until February 5, 2009 based on original contract
 - G. What to do about Sunday lunch CEE is no longer sponsoring?
 - 1. Too late to seek alternate sponsor
 - 2. With service fees and taxes, lunch likely to run approximately \$27/head for sandwich options, which for 40 people would translate into about \$1000
 - 3. Could scale back afternoon break on Sunday to beverages only and no food as there typically seems to be an overabundance of food anyway and there will be a manager's reception later in the day as part of the hotel room rate

4. Realistically, NAEF is sufficiently in the black that NAEF can pick up the lunch payment this year under the circumstances
- H. NAEF Executive Committee face-to-face meeting has been tentatively scheduled for Sunday morning
 1. Now set for 10:00 am
 2. **Jan Mester to confirm with the hotel that there will be meeting room space available for this meeting
 - I. **Jan Mester and/or Paul Grimes can bring a laptop computer and projector for use during the conference rather than paying the hotel rental fees
 - J. **Jan Mester to contact the hotel and inquire about conference call capabilities for the Task Force session in order to allow folks who won't be attending to the conference to listen to the conversation during that session
 - K. **Jan Mester to send Shelley an email requesting that Shelley send out an email to the entire NAEF list reminding everyone about the conference dates/location and agenda basics, encouraging attendance, explaining that the registration form is on NAEF.net, and stating the deadline for hotel room block reservations
 - L. Discussion of various fine tuning of conference agenda session titles and sponsorship information
- IV. Treasurer's Report Helen Roberts
 - A. NAEF budget healthily in the black
 - B. Ahead of expectations on membership dues payment remittances
- V. Membership Task Force Survey update Paul Grimes
 - A. **Paul Grimes to email out the raw survey results to the rest of the Executive Committee for review
 - B. **Over the next month, Paul Grimes to pull together the results to discuss more in depth during the February Executive Committee conference call
 - C. **As Executive Committee members look over the raw survey results, email Paul Grimes with any issues that seem striking and merit more discussion
 - D. 81 total survey responses were received, which represents approximately a 25% response rate
- VI. Other business Paul Grimes
 - A. Do we want someone to serve as a more permanent "file drawer" of financial records rather than relying solely on the hand-off of documents from one year's NAEF Treasurer to the next as has been past practice?
 1. Helen Roberts has asked about Shelley's willingness to serve as a "file drawer"
 - a. Neither Shelley nor Harlan are willing to agree to be a back-up Treasurer for NAEF, but they are willing to further discuss the "file drawer" concept pending a formal letter of request by NAEF
 - b. Would need to discuss the time commitment that would be required on Shelley's part and potentially an increase in her stipend that represents the increase in time commitment accordingly
 2. More important to have a designated person to store financial records for a longer period of time if NAEF were to move forward with seeking 501c3 status
 3. Regardless of 501c3 status, really need to have someone else designated to hold copies of bank account access numbers, tax forms, etc. as a back-up in case something were to happen and the current Treasurer were to be incapacitated for some period of time
 4. Opens up renewed discussion of NAEF hiring a part-time Executive Secretary for this and various other tasks

5. **For now, Helen Roberts to send copies of key documents to Paul Grimes as current President for safe keeping
 6. **To be agenda item for further discussion in Las Vegas during face-to-face Executive Committee meeting
- B. Jan Mester was contacted in December regarding whether the NAEE spring conference should be advertised specifically to Fed folks with separate emails/mailings
1. Fed folks who have chosen to join NAEE as associate members already are receiving the information
 2. Potential Fed involvement is going to be point of discussion in Task Force conversations regarding associate versus full membership status
 3. For this year, to proceed with “business-as-usual” approach and not make special outreach

VII. Next NAEE Executive Committee conference call—
Monday, February 9, 2009, 3:30 pm, CST

Paul Grimes

VIII. Meeting adjourned, 5:35 pm, EST

Sue Lynn Sasser

*Minutes recorded by Stephanie Brewer Jozefowicz

** Indicates action needed prior to next meeting/conference call