

**National Association of Economic Educators
Executive Committee**

**Conference Call Minutes*
April 13, 2009 (4:30 pm, EDT)**

Executive Committee members present: Paul Grimes, Sue Lynn Sasser, Jan Mester, Pam Smith, Helen Roberts, Stephanie Brewer Jozefowicz, Jim Dick, Glenn Blankenship

- I. Welcome and call to order Paul Grimes

- II. Approval of March 8, 2009 minutes Paul Grimes
 - A. *Motion to approve*
 - 1. *Sue Lynn Sasser—moved*
 - 2. *Helen Roberts—seconded*
 - B. *Vote on motion: passed*

- III. NAEE Workbench Paul Grimes
 - A. With Abbejean Kehler's death, an unintended lapse occurred in the subscription to the Sharepoint website where the NAEE Workbench has been housed
 - 1. Payment issues have been resolved thanks in part to Helen Roberts tracking down billing information
 - 2. NAEE Workbench availability has been restored thanks in part to Tawni Ferrarini helping settle transition issues
 - B. For future, billing for the Sharepoint account for NAEE Workbench has been set up as an automatic electronic debit from the NAEE checking account and will be paid once annually

- IV. Update from Treasurer Helen Roberts
 - A. Spring 2009 NAEE Professional Development Conference issues
 - 1. In process of paying conference travel reimbursements for NAEE Executive Committee and NAEE Professional Development Committee Co-chairs per the NAEE travel policy guidelines
 - 2. **Helen Roberts to still send out receipts to conference attendees for their respective \$75 conference registration fees
 - 3. Jan Mester raised question regarding payments to the conference hotel (Embassy Suites, Las Vegas)
 - a. Due to problems with technical issues, a hotel representative indicated to Jan Mester that the hotel would make some reductions in charges to NAEE as compensation
 - b. Helen Roberts paid the hotel bill on the first day of the conference, and any potential adjustments to billing from the hotel have not been received to date as a reimbursement
 - c. **Jan Mester to check directly with the hotel regarding this issue and report back to the Executive Committee
 - B. **Helen Roberts to prepare and file necessary NAEE tax forms by their respective May deadlines
 - 1. NAEE must file a form with the State of Illinois annually by May 1
 - 2. NAEE must file a federal tax form annually by May 15

- C. **Helen Roberts to email a snapshot of Spring NAEF Professional Development Conference costs for recent years to the Executive Committee for sake of comparisons
- V. NAEF Awards Paul Grimes
- A. Three documents from the Awards Committee were distributed to the Executive Committee via email (see Appendix)
- B. No further changes to these documents were suggested
- C. **Though changing Rookie of the Year award to the Rising Star Award, Paul Grimes will direct Kim Sosin, NAEF webmaster, specifically to leave the list of Rookie of the Year award winners on the NAEF website for historical purposes
- D. *Motion to accept the recommendations from the Awards Committee and for the nominations process for the new Rising Star Award to be posted to the NAEF website*
1. *Helen Roberts—moved*
 2. *Sue Lynn Sasser—seconded*
 3. *Vote on motion: passed*
- VI. Update on NAEF Membership Task Force Paul Grimes
- A. Membership survey results were disseminated and discussed at the Spring 2009 NAEF Professional Development Conference in Las Vegas (which included conference call-in for this session for NAEF members unable to be present at the conference)
- B. Now, Executive Committee must determine the next steps for moving forward with membership issues
- C. One question outstanding is the use of the word “affiliation” in any membership criteria given the Council for Economic Education (CEE) revision to the affiliation process remains uncertain
- D. Careful wordsmithing to any changes in membership will have to be exercised as they will require a revision to the NAEF By-laws
- E. **Executive Committee members should be thinking about their willingness to serve on a subcommittee to wordsmith a recommendation regarding membership—to be further discussed during the May Executive Committee conference call
- VII. Pending meeting to discuss relationship between NAEF and CEE Paul Grimes
- A. Following discussion in Las Vegas, Paul Grimes contacted Bob Duvall and Joe Peri to inquire about their availability to set up a meeting in New York City to meet with Paul Grimes, Sue Lynn Sasser, and Helen Meyers to discuss concerns about the relationship between NAEF and CEE—to date, Paul Grimes has not received a response
- B. **Sue Lynn Sasser and Helen Meyers to send Paul Grimes an updated list of their respective available dates for traveling to New York City
- C. **Paul Grimes to contact Bob Duvall and Joe Peri again to try to schedule a meeting for late spring
- D. **Paul Grimes to invoice Bob Duvall for the 2009 CEE contribution to NAEF based on the MOU developed between NAEF and CEE when Curt Anderson was NAEF President
- VIII. NAEF organizational secretary (paid position) Paul Grimes

- A. NAEF membership survey included questions regarding support of hiring a part-time staff member to be an organizational secretary to maintain postal and email lists; serve as a repository for financial records (banking, tax, etc.), policy records, and other NAEF documents; and complete other tasks defined by the Executive Committee
 - B. Someone has indicated a willingness to Paul Grimes to work in such a part-time capacity
 - C. NAEF Executive Committee would need to determine appropriate time commitment and remuneration before proceeding
 - D. If such a position was created, this person could provide continuity given the by-design turn over of Executive Committee members
 - E. **Paul Grimes to contact Curt Anderson to see if Curt has any past MOU's defining current services for which NAEF pays
 - F. Paul Grimes to follow-up with Sue Lynn Sasser and Jim Dick to work on creating a list of job responsibilities for such a secretarial position described above
- IX. Old business—none Paul Grimes
- X. New business—none Paul Grimes
- XI. Next Executive Committee conference call—May 18, 3:30 pm CDT Paul Grimes
- XII. Adjournment: 5:15 pm Paul Grimes
- A. *Motion to adjourn*
 - 1. *Jim Dick—moved*
 - 2. *Helen Roberts—seconded*
 - B. *Vote on motion: passed*

* Minutes recorded by Stephanie Brewer Jozefowicz

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

Appendix

National **A**ssociation of **E**conomic **E**ducators

Call for Nominations! 2009 Awards!

Please take the time to nominate a worthy colleague for one of the awards given by the National Association of Economic Educators and the Council for Economic Education. The awards are:

- The John C. Schramm Leadership Award
- The Bessie B. Moore Service Award
- The Henry H. Villard Research Award
- The International Award
- The Rising Star Award*

Nominations are due by June 1 and may be submitted by email. Recipients will be recognized at the Awards Dinner at the NAEE/Council/GATE annual conference in Washington D.C. in October, 2009. Nominations will be held for three years, so if your nominee is not chosen this year, he or she will automatically be considered for the following two years.

For information on each award, full nominating procedures, and a list of past recipients please go to:

<http://ecedweb.unomaha.edu/naee/awardsinfo.shtml>

(This is the Awards link on the NAEE website, www.NAEE.net.)

*Please note that as of 2009, the Rising Star Award will replace the Rookie of the Year Award. Nomination procedures are the same as for other awards.

Draft: Suggested Criteria / Information for NAAEE Website:

THE RISING STAR AWARD

Sponsored by the National Association of Economic Educators and the Council for Economic Education

PURPOSE:

This award is to recognize an individual who has been a member of the economic education network for seven years or less. The purpose of the award is to identify someone who has "hit the ground running" and made extraordinary contributions to economic education programs or services early in his or her career in economic education. The Rising Star Award encourages, recognizes, and acclaims one who has met the challenges of providing economic education service early on and who demonstrates the dedication and potential to be a strong leader in the future.

As of 2009, the Rising Star Award replaces the "Rookie of the Year" recognition. The procedures for nominating an individual for the Rising Star Award are the same as the nominating procedures for other awards.

CRITERIA:

1. Active contributions to economic education at the local, state, national or international levels
2. Contributions seen to be extraordinary for one early in his / her career in economic education
3. Demonstrated dedication to economic education and potential to make continued future contributions

ELIGIBILITY

1. Individuals currently affiliated with the NAAEE / Council for Economic Education network and who have been involved for seven years or less.
2. Economic educators who have not received this award (or the Rookie of the Year recognition) in the past.
3. Economic educators who are not currently serving on the NAAEE Awards committee or the NAAEE Executive Committee.

PREVIOUS RECIPIENTS:

ROOKIE OF THE YEAR AWARD

1998 - 2008

RISING STAR AWARD

2009 onward

3/30/09

TO: NAEE Executive Committee

FROM: Jane Lopus, Chair, NAEE Awards Committee

Re: Proposed Changes to NAEE Website regarding awards

The NAEE Executive Committee asked the NAEE Awards Committee to make some changes to the NAEE Awards criteria and procedures. These changes are reflected in the suggested changes for the NAEE website outlined below. Draft criteria for the new "Rising Star Award" (replacing the Rookie of the Year Award) is in a separate document. Relevant changes have also been made to the awards announcement. These changes have been approved by the NAEE Awards Committee. We suggest that this year's documents state that the Rising Star Award is replacing the Rookie Award, but the distinction between the two can be removed in future years.

Proposed Changes:

-Throughout the NAEE website:

Replace NCEE with the Council for Economic Education or the Council.

Under link to NAEE Annual Awards Program:

Change to read:

The National Association of Economic Educators and the Council for Economic Education present the following five awards annually: The *Bessie B. Moore Service Award* is awarded to an economic educator who has provided outstanding service to economic education. The *Henry H. Villard Research Award* honors an individual who has conducted outstanding research in economic education. The *John C. Schramm Leadership Award* is given to someone who has exhibited great leadership in economic education. The *International Award* is awarded for exemplary contributions to economic education internationally. The *Rising Star Award* recognizes a new member to our network who has "hit the ground running." (Please note that as of 2009, the Rising Star Award is replacing the Rookie of the Year Award.) Other special awards are also given from time to time.

To learn more about each award and to see the list of past recipients, please see the specific awards pages:

Change link from "Rookie of the Year Recognition" to "Rising Star Award" and put it last on the list.

Submissions for the 2009 awards should be by email and received on or before June 1, 2009.

Nominations should be submitted to Jane Lopus, Chair of the NAEE Awards Committee at the following email address: jane.lopus@csueastbay.edu. For more information, please contact Jane at that email address. (She is on sabbatical and not available by phone in her office this spring.)

Beginning in 2008, nominations will be held for three years. If a nominee is not selected the first year, he/she will automatically be considered for the same award during the next two years. The principal nominator is invited to submit updated information.

How to Nominate:

The following describes how to nominate an individual for the Schramm, Moore, Villard, International and Rising Star Awards.

1. Before nominating an individual, please ask his/her permission and request a current vita. The vita should be five pages or less and should focus on the criteria for the relevant award.
2. Please include all nomination information in a single email message. Title the message with the name of the nominee and award (for example "John Maynard Keynes - Villard Research Award.") Include the following nomination information either combined in one email attachment or as separate attachments:
 - Single page nomination cover page with the following information specified:
 - Name, title, and network affiliation of nominee
Address, phone number and email address of nominee
 - Name, title, and network affiliation of person submitting nomination
Address, phone number and email address of person submitting nomination
 - A letter of nomination from the primary nominator
 - A maximum of three letters supporting the nomination
 - A copy of the nominee's vita. The vita should be five pages or less and should focus on the criteria for the relevant award
3. The nominating letter and support letters should provide specific information regarding the nominee's accomplishments in economic education relevant to the specific award. Incomplete nominations will not be considered. All materials should be submitted in one email message. You may combine the cover page, primary nominating letter, supporting letters, and nominee's vita in one email attachment or you may send the information as separate email attachments in the same email nominating message.

SUGGESTED CHANGES TO EXISTING AWARDS DESCRIPTIONS:

THE BESSIE B. MOORE SERVICE AWARD

Under CRITERIA:

Change # 5 to say:

5. *Continuing involvement and length of service in economic education*

THE HENRY H. VILLARD RESEARCH AWARD

Under PURPOSE:

Add a sentence at the end to say:

The NAEF Research Committee makes a recommendation for the recipient of this award.