

**National Association of Economic Educators
Executive Committee**

**Meeting Minutes*
August 4, 2008 (4:00-4:57 pm, EDT)**

Executive Committee members present: Paul Grimes, Stephanie Brewer Jozefowicz, Helen Meyers, Helen Roberts, Sue Lynn Sasser, Pam Smith

- I. Approval of July 7, 2008 Executive Committee minutes Sue Lynn Sasser
 - A. *Motion to approve*
 - 1. *Helen Roberts—moved*
 - 2. *Sue Lynn Sasser—seconded*
 - B. *Vote on motion: passed*

- II. Financial Activities Sue Lynn Sasser
 - A. Revised wording to proposed policy statement (See Appendix A)
 - 1. *Motion to approve policy*
 - a. *Helen Meyers—moved*
 - b. *Paul Grimes—seconded*
 - 2. *Vote on motion: passed*
 - B. **Helen Roberts to send budget out with recommendations for September conference call
 - C. **Sue Lynn Sasser to send letter to Bob Duvall requesting annual NCEE funding for NAAE per past agreements between NCEE and NAAE

- III. Council directors have been sent a letter via email requesting a contribution to NAAE Sue Lynn Sasser
 - A. To date, Georgia, Oklahoma, and Arkansas Councils have sent contributions
 - B. Issue raised by Illinois Council regarding timing of membership
 - 1. NAAE website currently refers to membership lasting for a “calendar year”
 - 2. Other possibilities
 - a. Shelley has indicated a willingness to set up a ticker to maintain a staggered 12-month membership period based on the date on which a respective membership payment is made, and she is willing to send reminder notices
 - 1. Benefit: no matter when payment is made, members get a full calendar year
 - 2. Challenge: for new members and members renewing their membership and paying the membership dues as part of the overall registration for the annual fall NCEE/NAAE/GATE conference, these individuals could make a payment any time starting as soon as the conference registration opportunity is made available on the web (typically July or August) and the time of the conference—a lag in reporting the information and transferring the membership dues from NCEE to NAAE accounts then exists (typically, this information is not reported to NCEE until November)
 - b. Run membership from October-September to coincide with the timing of the annual fall NCEE/NAAE/GATE conference
 - 3. *Motion to change membership period from “calendar year” to “one year’s an*

annual fall conference to the following year's annual fall conference" (typically, October-September) with a reminder notice to be sent to past members who haven't renewed their membership to date

- a. *Paul Grimes—moved*
- b. *Helen Roberts—seconded*
- c. *Vote on motion: passed*

- IV. Annual Professional Development Spring Conference Sue Lynn Sasser
- A. Email update from George Vredevelde for the 2009 Conference
 1. Sunday-Wednesday allows for cheapest room rates
 2. Considering Mandalay Bay at \$150/night (on the Strip)
 3. Needs to be held in late February or early March to avoid March Madness
 - B. **Sue Lynn Sasser will tell George to continue moving forward and more detailed information will be forthcoming to the Executive Committee
- V. Update on 2009 NAAE Executive Committee/Officer nominations Sue Lynn Sasser
- A. Representatives rotating off of Executive Committee
 1. Donna Wright (Council Representative)
 2. Curt Anderson (Center Representative)
 - B. Current slate of nominations to date
 1. President-Elect: Stephanie Brewer Jozefowicz
 2. Council Representative: Jan Mester
 - C. Still need nominations for Council/Center representatives and for President-elect—submit name suggestions to Sue Lynn for discussion during the September Executive Committee conference call
- VI. Awards Committee—Nominees for Awards Sue Lynn Sasser
- A. *Motion to accept nominees proposed by Awards Committee*
 1. *Helen Meyers—moved*
 2. *Pam Smith—seconded*
 - B. *Vote on motion: passed*
- VII. NCEE Interface Sue Lynn Sasser
- A. Sue Lynn Sasser confirmed with Gwen Pajotte that NAAE will host the evening Awards reception following the Awards dinner at the annual fall conference per past practice
 - B. NCEE wants to sponsor the new center director training so that attendees will no longer have to pay the additional \$40 registration fee to attend
 1. NCEE wants its name as the sponsor in the conference program
 2. Joanne Dempsey and Mary Lynn Reiser will be hired to conduct the training as they have been in the past
 3. Sue Lynn Sasser agreed verbally to this arrangement for this year
- VIII. Technology Committee—NAAE Workbench moving forward Sue Lynn Sasser
- IX. Membership Task Force—moving forward Paul Grimes
- X. 2008 Fall NCEE/NAAE/GATE conference Pam Smith
- A. Executive Committee members are encouraged to arrive on Tuesday in order to help with the conference registration
 - B. Executive Committee meetings

1. Wednesday evening (October 8, 5:00-6:00 pm)
2. Saturday at the close of the conference (October 11, 12:00-1:30 pm)

XI. Next Executive Committee conference call—3:00 pm CDT, Sept. 8 Sue Lynn Sasser

XII. Conference call adjourned, 4:57 pm Sue Lynn Sasser

*Minutes recorded by Stephanie Brewer Jozefowicz

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

APPENDIX A

NAEE Policy Statement on Check Writing and Financial Records

The following policies should be followed when writing checks on the NAEE checking account:

1. The NAEE Treasurer will maintain the checking account of the organization, including but not limited to making deposits, writing checks and reconciling the account monthly.
2. The treasurer may write a check to him/herself after approval of all expenses by the NAEE President.
3. Any check written over the amount of \$750 must have approval of the NAEE Executive Committee, unless it is a pre-approved budget item such as the annual compensation to the NAEE Webmaster or Executive Secretary.
4. Prior to distribution of the Treasurer's Report at the annual membership meeting, the President-elect will review the Treasurer's Records annually and make a report to the Executive Committee.
5. Both of the above policies will be effective August 4, 2008, as passed by the NAEE Executive Committee on August 4, 2008.