

**National Association of Economic Educators
Executive Committee**

**Meeting Minutes*
September 8, 2008 (4:00-4:50 pm, EDT)**

Executive Committee members present: Stephanie Brewer Jozefowicz, Helen Meyers, Helen Roberts, Sue Lynn Sasser, Pam Smith, Abbejean Kehler, Curt Anderson, Donna Wright

- I. Approval of August 4, 2008 Executive Committee minutes Sue Lynn Sasser
 - A. *Motion to approve*
 - 1. *Helen Meyers—moved*
 - 2. *Pam Smith—seconded*
 - B. *Vote on motion: passed*

- II. Treasurer's Report Helen Roberts
 - A. See Appendix A for NAEE Budget
 - B. Few changes to be reflected for August
 - C. Need to contact Shelly Surber to sort out any membership fees that may have been paid as part of the registration fees for the 2008 Spring NAEE Professional Development Conference
 - D. There remains a transitional gap from having Joanne Dempsey's office maintain NAEE bank accounts to having whoever is the Executive Committee member designated as Treasurer oversee those accounts and reporting—three items seem to be of potential concern
 - 1. Making sure historical financial records are being housed either by the Treasurer or in another designated spot in case there is some future need to access those records
 - 2. Making sure the corporate standing paperwork for NAEE has been properly filed in the state of Illinois
 - 3. Making sure the proper IRS paperwork has been filed on behalf of NAEE
 - E. **Helen Roberts to contact Joanne Dempsey and Julie Heath to clean up any missing records
 - F. **Helen Roberts to contact Shelly Surber to see if she is willing to serve as a repository for historical financial records
 - G. With respect to the current version of the budget (see Appendix A)
 - 1. **Helen Roberts to eliminate the Sponsorships line and fold it into the Contributions line
 - 2. **Helen Roberts to try to sort out the 2007 calendar year financial records to be able to add a column showing EOY 2007 to be consistent with that information for EOY 2006

- III. Update on 2009 NAEE 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 and Helen Meyers
 - 2. Council Representative: Jan Mester and Glenn Blankenship
 - 3. Center Representative: Jim Dick and Tawni Ferrarini

- IV. 2009 NAEE Spring Professional Development Conference Sue Lynn Sasser
 - A. Hotel location: Las Vegas Embassy Suites (about 2 blocks from the Strip)
 - B. February 8-9, 2009 (Sunday-Monday)
 - C. Negotiating fee waiver for conference meeting space based on filling the projected number of rooms in the room block and food orders
 - D. Hotel nightly rates are expected to be about \$150 for Saturday night and \$139 for Sunday/Monday nights
 - E. To plan for the Conference Committee to meet following the conference (Tuesday, and perhaps starting Monday either late afternoon or early evening)

- V. 2008 Fall NCEE/NAEE/GATE conference Sue Lynn Sasser/Pam Smith
 - A. Still on target—no significant damage from Hurricane Gustav that affect conference plans and hoping for the best from possible future storms
 - B. During the Thursday NAEE Business Meeting, there will be a presentation of the Outstanding Research Paper Award (recipient will receive a plaque and a one-year fee exemption for NAEE membership dues)
 - C. NAEE Award winner nominees discussed
 - D. Executive Committee members are encouraged to help with conference registration
 - E. Executive Committee meetings during the conference
 - 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 meeting—5:00 pm CDT, October 8 Sue Lynn Sasser

- XII. Conference call adjourned, 4:50 pm Sue Lynn Sasser

*Minutes recorded by Stephanie Brewer Jozefowicz

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

APPENDIX A

NAEE Budget: Presented 9/8/2008

	Budget	Actual	EOY	Budget	Actual	Budget	Actual	Proposed
	2006	YTD 10/09/06	2006	2007	YTD 8/11/07	2008	YTD 8/1/08	2009
Revenue								
Conference Fees	\$2,500.00	\$2,950.00	\$2,950.00	\$2,800.00	\$2,775.00	\$3,300.00	\$3,340.00	\$3,300.00
Contributions	\$4,500.00	\$2,200.00	\$3,500.00	\$3,500.00	\$2,750.00	\$3,000.00	\$550.00	\$3,000.00
Interest	\$100.00	\$114.00	\$114.00	\$120.00	\$38.00	\$100.00	\$21.21	\$100.00
Membership - Associate	\$1,200.00	\$360.00	\$1,160.00	\$1,120.00	\$120.00	\$1,200.00		\$1,200.00
Membership - Full	\$13,000.00	\$1,600.00	\$9,150.00	\$9,000.00	\$1,100.00	\$9,000.00		\$9,000.00
NCEE Grant	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00		\$7,500.00		\$7,500.00
Sponsorships	\$3,500.00	\$0.00	\$1,000.00	\$3,500.00		\$1,000.00		\$1,000.00
Total Revenue	\$32,300.00	\$14,724.00	\$25,374.00	\$27,540.00	\$6,783.00	\$25,100.00	\$3,911.21	\$25,100.00
Expenses								
Admin Exp (eTapestry, Shelly.)	\$1,000.00	\$718.00	\$718.00	\$600.00	\$1,932.00	\$2,000.00	\$1,964.40	\$2,000.00
Committee Administrative Expenses	\$1,000.00		\$0.00	\$500.00		\$0.00	\$0.00	\$0.00
Committee - Awards	\$2,500.00	\$2,000.00	\$2,000.00	\$2,000.00		\$2,000.00	\$2,000.00	\$2,000.00
Committee - Conference	\$3,000.00	\$2,108.00	\$2,108.00	\$2,200.00	\$2,291.00	\$3,000.00	\$2,695.73	\$3,000.00
Committee - Executive	\$10,000.00	\$7,595.00	\$7,595.00	\$8,000.00	\$2,400.00	\$3,600.00	\$5,033.29	\$3,600.00
Committee - Research (lunch)						\$300.00	\$114.06	\$300.00
Mailing-Printing			\$0.00			\$300.00		\$300.00
Membership Services (Workbench)		\$2,250.00	\$2,250.00		\$400.00	\$400.00	\$383.52	\$400.00
NAEE Website	\$1,500.00		\$0.00	\$2,500.00	\$1,500.00	\$1,500.00	\$1,000.00	\$1,500.00
Prof. Dev. - Spring Conf	\$8,000.00	\$3,189.00	\$3,189.00	\$5,000.00	\$784.00	\$4,000.00	\$710.12	\$4,000.00
Mini-grant Mentorship Program	\$3,000.00	\$2,436.00	\$3,000.00	\$3,000.00	\$495.00	\$3,000.00	\$2,104.14	\$3,000.00
NCEE conference:								
Preconference		\$316.00	\$916.00	\$600.00		\$1,000.00		
Coffee break			\$1,500.00	\$1,000.00		\$1,500.00		\$1,500.00
Awards reception			\$1,500.00	\$1,000.00		\$1,500.00		\$1,500.00
Miscellaneous Expenses			\$718.50		\$8.00	\$1,000.00		\$1,000.00
Total Expenses	\$30,000.00	\$20,612.00	\$25,494.50	\$26,400.00	\$9,810.00	\$25,100.00	\$16,005.26	\$24,100.00
Balance	\$2,300.00	-\$5,888.00	-\$120.50	\$1,140.00	-\$3,027.00	\$0.00	\$12,094.05	\$1,000.00

	8/11/2007	7/31/2008
Checking account balance	\$18,616.00	\$8,677.76
Money Market balance	\$16,182.00	\$6,109.61
CD		\$20,617.36
TOTAL	\$34,798.00	\$35,404.73