



## Meeting Minutes

**NCME Board Meeting: April 17, 2020 – 1:00pm Eastern  
Via Zoom Call**

**Board Attendees:** Steve Sireci, Ye Tong, Rebecca Zwick, Rose McCallin, Andrew Ho, Michael Walker, Howard Everson, Michael Rodriguez, Debbie Durrence  
**Guests:** Rosemary Reshetar, Chair- Budget & Finance Committee  
**Staff Attendees:** Ethan Gray, Gina Pozielli

TOPIC	DISCUSSION	ACTION/MOTION
<b>Welcome, Review of Agenda</b>	<ul style="list-style-type: none"> <li>• Meeting was called to order at 1:04pm eastern.</li> <li>• Sireci welcomed all attendees; reviewed meeting norms, adjusted Robert’s Rules of Order and proposed agenda.</li> <li>• Sireci expressed gratitude for all of the work and collaboration over the past year.</li> <li>• Zwick acknowledged all attendees as she prepares to depart the Board.</li> </ul>	<b>MOTION:</b> Sireci, Rodriguez move to adopt adjusted Robert’s Rules of Order and meeting agenda; motion carries unanimously.
<b>State of NCME</b>	<ul style="list-style-type: none"> <li>• Gray reported on membership stats as of 3/31/20.</li> <li>• Board discussed targeted renewal outreach and the need for timing/tone to be sensitive to economic hardships members may be facing.</li> <li>• Sireci referenced “2500 by 2025” growth target. Board discussed establishing that goal as an official objective.</li> </ul>	<b>MOTION:</b> Durrence, Ho move to adopt 2500 members by 2025 as an official objective. Motion carries unanimously.
<b>Annual Business Meeting</b>	<ul style="list-style-type: none"> <li>• Sireci reviewed plans for virtual Business Meeting on Monday, 4/20.</li> </ul>	
<b>2020 Conference</b> <i>(Ellen Forte, incoming Board Member, joins as guest)</i>  <i>(Andrew Wiley, Ada Woo, 2020 Conference Co-Chairs join as guests)</i>	<ul style="list-style-type: none"> <li>• Sireci reviewed previous conversations and member survey data collected to date to inform decisions on whether to host a live meeting in September in Minneapolis.</li> <li>• Contracted hotel has a deadline of 5/30 to cancel without penalty.</li> <li>• Board discussed various revenue/expense scenarios for a September live meeting.</li> <li>• Board discussed virtual conference delivery logistics, content and scheduling.</li> </ul>	

	<ul style="list-style-type: none"> <li>A virtual conference likely requires a discrete taskforce to consider all options and make a formal recommendation. Board agrees that feasibility and a recommendation for a virtual alternative must be determined before the 5/30 hotel cancellation deadline</li> </ul>	<p><b>MOTION:</b> Sireci, Durrence move to commission a virtual conference taskforce chaired by Ye Tong. Motion carries unanimously.</p> <p><b>ACTION:</b> Staff/taskforce to crowdsource virtual conference platforms/content repositories and cost estimates.</p>
<b>Budget &amp; Finance Update</b>	<ul style="list-style-type: none"> <li>Reshetar previewed Business Meeting content.</li> <li>Reshetar updated Board on ongoing search for a third-party investment advisor.</li> <li>Gray reviewed different conference scenarios and potential impact on 2020 budget.</li> </ul>	<p><b>ACTION:</b> Determine 2020 budget adjustments needed after conference specifics are finalized.</p>
<b>SIGIMIE</b>	<ul style="list-style-type: none"> <li>Sireci reviewed current subscription stats.</li> <li>Board liaisons reported on recent communications with chairs.</li> <li>Ho reminded board of the need for SIGIMIE chairs to develop proposals for 2021 conference slots.</li> </ul>	
<b>Classroom Assessment Taskforce</b>	<ul style="list-style-type: none"> <li>Durrence reported that the CATF has been in a holding pattern since the disruption to the 2020 conference began but will reconvene shortly and is working on leadership succession planning.</li> </ul>	
<b>Handbook Revisions</b>	<ul style="list-style-type: none"> <li>Gray discussed recent edits recommended by the Budget &amp; Finance Committee. Additional updates will likely be suggested after an investment advisor is secured.</li> <li>Complete Handbook review can be opened up to the full board once incoming members are seated.</li> </ul>	

<p><b>NCME Position Statements</b></p>	<ul style="list-style-type: none"> <li>• Rodriguez reviewed updated Multilingual Learner statement.</li> <li>• Durrence discussed pivoting her focus to providing resources for measuring student learning during COVID disruption             <ul style="list-style-type: none"> <li>○ Higher Logic community space, direct email and website postings could serve as a way to crowdsource content.</li> </ul> </li> </ul>	<p><b>MOTION:</b> Zwick, Sireci move to send Multilingual Learner statement to members for comment period. Motion carries unanimously.</p> <p><b>ACTION:</b> Sireci to engage SALAL SIGIMIE to help crowdsource.</p> <p><b>ACTION:</b> Durrence to draft email and website communications to help crowdsource.</p>
<p><b>NCME Digital Presence</b></p>	<ul style="list-style-type: none"> <li>• Board discussed dissolving Digital Presence Committee and moving forward with distinct Website and Social Media Committees.</li> </ul>	<p><b>MOTION:</b> Rodriguez, Tong move to dissolve Digital Presence Committee. Motion carries unanimously.</p> <p><b>ACTION:</b> Staff to update Handbook accordingly, to reflect motion.</p>
<p><b>Standards and Test Use</b></p>	<ul style="list-style-type: none"> <li>• Board reviewed submitted STUC Committee reports.</li> <li>• Board discussed utilization of ‘Code of Fair Testing’ and need for revision.</li> </ul>	<p><b>MOTION:</b> Sireci, Tong move to charge STUC with revising Code of Fair Testing. Motion carries unanimously.</p>
<p><b>Strategic Planning</b></p>	<ul style="list-style-type: none"> <li>• Sireci reviewed comments received from membership on revised NCME goals; goals #2 and #3 edited based on comments and Board conversation.</li> </ul>	<p><b>MOTION:</b> Sireci, Ho move to approve revised goals. Motion carries unanimously.</p>
<p><b>Outreach and Partnership</b></p>	<ul style="list-style-type: none"> <li>• Board reviewed submitted report and discussed list of partners.</li> <li>• Continued collaborative opportunities require discussion at a future meeting.</li> </ul>	
<p><b>Other Business</b></p>	<ul style="list-style-type: none"> <li>• Board discussed the need for determining where to post online video content.</li> <li>• Outgoing members (Zwick, Rodriguez and McCallin) acknowledged for their service.</li> <li>• Board acknowledged Sireci’s leadership as President.</li> </ul>	<p><b>ACTION:</b> Charge Social Media Committee with making a recommendation for video content storage.</p>
<p><b>Adjournment</b></p>	<ul style="list-style-type: none"> <li>• Meeting adjourned @ 3:45pm eastern.</li> </ul>	