## 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

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>DISCUSSION</th>
<th>ACTION/MOTION</th>
</tr>
</thead>
</table>
| Welcome, Review of Agenda    | • Meeting was called to order at 1:04pm eastern.  
• Sireci welcomed all attendees; reviewed meeting norms, adjusted Robert’s Rules of Order and proposed agenda.  
• Sireci expressed gratitude for all of the work and collaboration over the past year.  
• Zwick acknowledged all attendees as she prepares to depart the Board. | **MOTION:** Sireci, Rodriguez move to adopt adjusted Robert’s Rules of Order and meeting agenda; motion carries unanimously. |
| State of NCME                | • Gray reported on membership stats as of 3/31/20.  
• Board discussed targeted renewal outreach and the need for timing/tone to be sensitive to economic hardships members may be facing.  
• Sireci referenced “2500 by 2025” growth target. Board discussed establishing that goal as an official objective. | **MOTION:** Durrence, Ho move to adopt 2500 members by 2025 as an official objective. Motion carries unanimously. |
| Annual Business Meeting      | • Sireci reviewed plans for virtual Business Meeting on Monday, 4/20.                                                                                                                                     |                                                                               |
| 2020 Conference              | • 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.  
• Contracted hotel has a deadline of 5/30 to cancel without penalty.  
• Board discussed various revenue/expense scenarios for a September live meeting.  
• Board discussed virtual conference delivery logistics, content and scheduling. |                                                                               |
| 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 | **MOTION**: Sireci, Durrence move to commission a virtual conference taskforce chaired by Ye Tong. Motion carries unanimously.  
**ACTION**: Staff/taskforce to crowdsource virtual conference platforms/content repositories and cost estimates. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget &amp; Finance Update</strong></td>
<td><strong>ACTION</strong>: Determine 2020 budget adjustments needed after conference specifics are finalized.</td>
</tr>
</tbody>
</table>
| • Reshetar previewed Business Meeting content.  
• Reshetar updated Board on ongoing search for a third-party investment advisor.  
• Gray reviewed different conference scenarios and potential impact on 2020 budget. |  
| **SIGIMIE** |  
• Sireci reviewed current subscription stats.  
• Board liaisons reported on recent communications with chairs.  
• Ho reminded board of the need for SIGIMIE chairs to develop proposals for 2021 conference slots. |
| **Classroom Assessment Taskforce** |  
• 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. |
| **Handbook Revisions** | • Gray discussed recent edits recommended by the Budget & Finance Committee. Additional updates will likely be suggested after an investment advisor is secured.  
• Complete Handbook review can be opened up to the full board once incoming members are seated. |
| NCME Position Statements | • Rodriguez reviewed updated Multilingual Learner statement.  
• Durrence discussed pivoting her focus to providing resources for measuring student learning during COVID disruption  
  o Higher Logic community space, direct email and website postings could serve as a way to crowdsource content. | **MOTION**: Zwick, Sireci move to send Multilingual Learner statement to members for comment period. Motion carries unanimously.  
**ACTION**: Sireci to engage SALAL SIGIMIE to help crowdsource.  
**ACTION**: Durrence to draft email and website communications to help crowdsource. |
|---|---|---|
| NCME Digital Presence | • Board discussed dissolving Digital Presence Committee and moving forward with distinct Website and Social Media Committees. | **MOTION**: Rodriguez, Tong move to dissolve Digital Presence Committee. Motion carries unanimously.  
**ACTION**: Staff to update Handbook accordingly, to reflect motion. |
| Standards and Test Use | • Board reviewed submitted STUC Committee reports.  
• Board discussed utilization of ‘Code of Fair Testing’ and need for revision. | **MOTION**: Sireci, Tong move to charge STUC with revising Code of Fair Testing. Motion carries unanimously. |
| Strategic Planning | • Sireci reviewed comments received from membership on revised NCME goals; goals #2 and #3 edited based on comments and Board conversation. | **MOTION**: Sireci, Ho move to approve revised goals. Motion carries unanimously. |
| Outreach and Partnership | • Board reviewed submitted report and discussed list of partners.  
• Continued collaborative opportunities require discussion at a future meeting. |  |
| Other Business | • Board discussed the need for determining where to post online video content.  
• Outgoing members (Zwick, Rodriguez and McCallin) acknowledged for their service.  
• Board acknowledged Sireci’s leadership as President. | **ACTION**: Charge Social Media Committee with making a recommendation for video content storage. |
| Adjournment | • Meeting adjourned @ 3:45pm eastern. |  |