



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
Welcome, Review of Agenda	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Sireci reviewed plans for virtual Business Meeting on Monday, 4/20. 	
2020 Conference <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"> 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. 	

	<ul style="list-style-type: none"> • 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 	<p>MOTION: Sireci, Durrence move to commission a virtual conference taskforce chaired by Ye Tong. Motion carries unanimously.</p> <p>ACTION: Staff/taskforce to crowdsource virtual conference platforms/content repositories and cost estimates.</p>
<p>Budget & Finance Update</p>	<ul style="list-style-type: none"> • 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. 	<p>ACTION: Determine 2020 budget adjustments needed after conference specifics are finalized.</p>
<p>SIGIMIE</p>	<ul style="list-style-type: none"> • 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. 	
<p>Classroom Assessment Taskforce</p>	<ul style="list-style-type: none"> • 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. 	
<p>Handbook Revisions</p>	<ul style="list-style-type: none"> • 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. 	

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