



**Meeting Minutes**  
**NCME Board Meeting: January 11-12, 2023**  
**via Zoom**

**Board Attendees:** Deborah Harris, Derek Briggs, Michael Walker, Susan Davis-Becker, Ellen Forte, Sharyn Rosenberg, Kyndra Middleton, Li Cai, Toni Stroter  
**Guests:** Marc Kroopnick, Budget & Finance Chair  
**Staff Attendees:** Rich Patz, Erin O’Leary, Brandon Pezzino, Ethan Gray

TOPIC	DISCUSSION	ACTION/MOTION
<p><b>Welcome &amp; Agenda Review</b></p>	<ul style="list-style-type: none"> <li>• Meeting called to order at 12:04pm eastern.</li> <li>• Harris welcomed attendees and reminded them that conversations are confidential.</li> <li>• Attendees reviewed the agenda and did not make any additions or amendments.</li> <li>• Harris welcomed Rich Patz as newly hired Executive Director and asked attendees to frame their expectations of the role.            Highlights:           <ul style="list-style-type: none"> <li>○ Increased revenue through membership, industry partnerships etc.</li> <li>○ Diversification of membership related to race/ethnicity, gender, career position etc.</li> <li>○ Increased visibility/influence.</li> <li>○ Expanding educational measurement’s place in public policy.</li> <li>○ Influencing the relationship with AERA.</li> </ul> </li> <li>• Patz introduced himself and discussed perspective on:           <ul style="list-style-type: none"> <li>○ Role and best practices in nonprofit executive management.</li> <li>○ Priority items based on ED job description.</li> <li>○ Plans for short-term immersion and observation.</li> </ul> </li> </ul>	

<p><b>September Meeting Minutes</b></p>	<ul style="list-style-type: none"> <li>• Attendees reviewed September meeting minutes and action items:             <ul style="list-style-type: none"> <li>○ Media Training session during 2023 Annual Meeting has been stricken.</li> <li>○ Harris did not receive feedback on the document circulated regarding increasing NCME’s influence. This topic will continue to be discussed.</li> </ul> </li> </ul>	<p><b>MOTION:</b> Stroter, Middleton moved to approve September meeting minutes. Motion carried unanimously.</p>
<p><b>NCME Governance Handbook</b></p>	<ul style="list-style-type: none"> <li>• Harris and Gray recapped recent updates to the Handbook and noted that the current version is available for annual review and comment.</li> <li>• Harris reminded Board Liaisons to determine Committee/SIGIMIE leadership composition/succession planning heading into the new volunteer terms beginning in April 2023.</li> </ul>	<p><b>ACTION:</b> Board members and staff to review current Governance Handbook and suggest edits by mid-February prior to circulating to Committee/SIGIMIE Chairs.</p> <p><b>ACTION:</b> Board Liaisons to confirm 2023-2024 Committee/SIGIMIE Chair succession plans prior to circulating the Handbook.</p> <p><b>ACTION:</b> Board Liaisons to update Committee and SIGIMIE rosters prior to 2023 Annual Meeting.</p>
<p><b>AERA Relationship</b></p>	<ul style="list-style-type: none"> <li>• Gray recapped recent history and relational conversations that occurred during summer 2022.</li> <li>• Attendees discussed plans for a possible independent annual meeting in 2024 considering venues in Denver, Minneapolis, and St. Louis.</li> </ul>	
<p><b>2023 Annual Meeting</b></p>	<ul style="list-style-type: none"> <li>• Attendees reviewed submitted reports from Program and Training Session Chairs.</li> <li>• Attendees discussed the need for minimum attendance thresholds to make training sessions economically viable.</li> <li>• Attendees reviewed sponsorship recruitment to date.</li> <li>• Harris noted that Pathable (previous tech platform used to facilitate virtual/hybrid components) has been sunset. Staff is determining alternatives.</li> </ul>	<p><b>ACTION:</b> Erin O’Leary and Training Session Chairs to determine registration minimums.</p> <p><b>ACTION:</b> Patz, Briggs, Gray to schedule call to review approach to 2023 Annual Meeting sponsorship.</p>

<p><b>NCME OPS Calendar</b></p>	<ul style="list-style-type: none"> <li>• Gray reviewed a working 2023 operational calendar. Walker and Cai noted items related to NCME awards: <ul style="list-style-type: none"> <li>○ Winners will be selected by February 8.</li> <li>○ President will inform winners rather than Awards' Chairs.</li> <li>○ Award winners will be announced to membership prior to the Annual Meeting.</li> </ul> </li> </ul>	<p><b>ACTION:</b> Walker and Cai to finalize a timeline on all candidate notifications and member announcements.</p>
<p><b>Member Surveys</b></p>	<ul style="list-style-type: none"> <li>• Harris reminded attendees of a pending research survey deployed jointly with AERA and Women in Measurement: <i>State of the Field: Gender and Racial Equity in Assessment</i> with a corresponding session at the NCME Annual Meeting.</li> <li>• Harris reminded attendees of a pending survey scheduled for January 17<sup>th</sup> deployment on revisions to the <i>Standards</i> with two corresponding sessions planned during the AERA Annual Meeting.</li> </ul>	<p><b>ACTION:</b> Harris to reach out to AERA, Women in Measurement about associating Ellen Forte with research study given her dual board role with NCME and WiM.</p>
<p><b>Election Update</b></p>	<ul style="list-style-type: none"> <li>• Gray reported that the slate and ballot are ready to go except for one candidate who had yet to submit materials. One position will be unopposed, and the election will launch with an explanation the week of January 16<sup>th</sup> if materials are not received.</li> </ul>	
<p><b>2023 Budget</b></p>	<ul style="list-style-type: none"> <li>• Gray reported on preliminary (unaudited) 2022 year-end.</li> <li>• 2023 draft budget initially forecasts a deficit of approx. 280k.</li> <li>• Kroopnick noted new revenue line and offsetting expense categories per the recently established strategic spending policy.</li> <li>• Kroopnick noted the recent transfer of investment funds to keep 33% of projected expenses available in the operating checking account per policy.</li> <li>• Staff and the Budget &amp; Finance Committee will refine the budget after Q1 once there is a solid understanding of key revenue streams (membership dues, annual meeting registration + sponsorship).</li> </ul>	<p><b>ACTION:</b> Patz, Gray, B&amp;F Committee to recast the 2023 budget pending Q1 performance.</p>

<p><b>Long-Term Sustainability</b></p>	<ul style="list-style-type: none"> <li>• Kroopnick and Patz discussed plans for developing a long-term strategy for financial sustainability and noted that conference fees and membership dues are ‘below market’ based on a recent environmental scan.</li> <li>• Kroopnick discussed plans for the 2023 Business Meeting showing transparency about recent deficits and plans to address.</li> <li>• Kroopnick noted the investment advisors report though no action is required.</li> <li>• Attendees discussed the need for a policy on external organizational memberships and sponsorships. Funding going forward would come from newly established strategic spending line and be subject to budget caps with consideration for other initiatives.             <ul style="list-style-type: none"> <li>○ Attendees discussed promoting other organization’s conferences/initiatives and agreed to certain parameters:                 <ul style="list-style-type: none"> <li>▪ No sharing of NCME member contact info.</li> <li>▪ No promotion of items that directly conflict with NCME events.</li> </ul> </li> </ul> </li> </ul>	<p><b>ACTION:</b> Patz, B&amp;F Committee to develop long-term sustainability plan by 2023 Q4.</p> <p><b>ACTION:</b> Harris to suggest policy language for the next version of the NCME Handbook.</p>
<p><b>Membership + Outreach Committee</b></p>	<ul style="list-style-type: none"> <li>• Attendees reviewed the submitted report and discussed potential membership recruitment opportunities:             <ul style="list-style-type: none"> <li>○ Video Testimonials (Educators of Measurement SIGIMIE may have existing content that could be valuable).</li> <li>○ Referral competition.</li> </ul> </li> </ul>	<p><b>ACTION:</b> Patz to schedule a call with both committee chairs to discuss engagement strategies.</p>
<p><b>Executive Director Expense Management</b></p>	<ul style="list-style-type: none"> <li>• Attendees reviewed ED proposals for a budget for office and travel expenses and an expense reimbursement policy.</li> </ul>	<p><b>MOTION:</b> Briggs, Rosenberg moved to approve the 2023 ED expense budget. Motion carried unanimously.</p> <p><b>MOTION:</b> Briggs, Forte moved to approve the reimbursement policy. Motion carried unanimously.</p> <p><b>ACTION:</b> Gray to incorporate expense line into 2023 budget.</p>

<p><b>Publications Committee</b></p>	<ul style="list-style-type: none"> <li>Attendees reviewed the submitted report which included notification from Wiley of intent to not renew the publication contract under existing terms.</li> <li>Davis-Becker reported on negotiations to date with Wiley to reach mutually acceptable terms. Initial recommendations from Wiley included 100% author-funded open access, online-only journals etc.</li> <li>Attendees revisited the NCME Newsletter and recapped recent publication history through ConstantContact email software and more basic PDF iterations. Historically, the newsletter has not been well-read regardless of the delivery format. The Pubs committee will continue to deliberate on the future of the newsletter.</li> <li>Attendees discussed forthcoming volumes in the NCME Book Series and comments submitted from membership about the editorial and author-selection process. Discussion suspended to be resumed on day 2.</li> </ul>	<p><b>ACTION:</b> Patz and the Publications Committee to convene to discuss Wiley proposals and potential publishing alternatives.</p>
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*~Meeting Suspended on January 11<sup>th</sup> at 5:00pm ~*

*~Meeting Resumed on January 12<sup>th</sup>~*

TOPIC	DISCUSSION	ACTION/MOTION
<p><b>Day 2 Welcome &amp; Agenda Review</b></p>	<ul style="list-style-type: none"> <li>Meeting called to order at 12:06pm eastern.</li> <li>Harris reviewed day 2 agenda items.</li> </ul>	
<p><b>NCME Book Series (cont.)</b></p>	<ul style="list-style-type: none"> <li>Attendees discussed pending Book Series releases and general commentary around:               <ul style="list-style-type: none"> <li>Perceived lack of editorial diversity.</li> <li>Uncertainty about whether the two upcoming volumes were adequately distinct.</li> </ul> </li> <li>Attendees determined that while there was no violation of existing editorial policy, the process that led to the proposed volumes did result in unfavorable outcomes that need to be addressed.</li> </ul>	<p><b>ACTION:</b> Harris to draft text for an updated Book Series editorial process.</p> <p><b>ACTION:</b> Davis-Becker to contact Kadriye Ercikan (NCME Book Series Editor) to convey immediate issues regarding pending volumes and to determine next steps.</p>

<p><b>Archives Committee</b></p>	<ul style="list-style-type: none"> <li>• Briggs reviewed the submitted report and proposed initiatives: <ul style="list-style-type: none"> <li>○ Committee name change</li> <li>○ Updates to committee duties</li> <li>○ Physical archive storage location</li> <li>○ Ideas for recorded history</li> </ul> </li> </ul>	<p><b>MOTION:</b> Briggs, Rosenberg moved to approve the proposed name change to “Archives and History Committee”. Motion carried unanimously.</p> <p><b>ACTION:</b> Briggs to connect with Committee on other initiatives proposed in board report.</p> <p><b>ACTION:</b> Harris, Gray to research archive location options.</p>
<p><b>Diversity Issues in Testing Committee</b></p>	<ul style="list-style-type: none"> <li>• Walker reviewed submitted report. There were no action items.</li> </ul>	
<p><b>Social Media</b></p>	<ul style="list-style-type: none"> <li>• Rosenberg recapped history of previous iteration of a Social Media Committee.</li> <li>• Attendees discussed the need for a more robust social media presence and the need for content generation policies and procedures.</li> </ul>	<p><b>MOTION:</b> Rosenberg, Walker moved to re-establish a Social Media Committee pending coordination with Patz on establishing related policies and procedures. Motion carried unanimously.</p> <p><b>ACTION:</b> Patz to coordinate a meeting on global communications strategies with appropriate stakeholders.</p>
<p><b>Website Committee</b></p>	<ul style="list-style-type: none"> <li>• Rosenberg reviewed submitted report.</li> <li>• Attendees reviewed new NCME logo, letterhead, PPT templates.</li> </ul>	
<p><b>Graduate Student Issues Committee</b></p>	<ul style="list-style-type: none"> <li>• Middleton reviewed submitted report and discussed proposals for annual meeting activities which are being coordinated with staff: <ul style="list-style-type: none"> <li>○ Intersectionality Mixer</li> <li>○ Professional Picture Stand</li> </ul> </li> </ul>	
<p><b>Affinity Groups</b></p>	<ul style="list-style-type: none"> <li>• Attendees discussed establishing affinity groups and how they would be differentiated from SIGIMIEs.</li> <li>• Attendees discussed the SIGIMIE construct as potentially too formal for organic, member-generated affinity groups.</li> </ul>	<p><b>ACTION:</b> All board members asked to further brainstorm on the affinity group concept and send thoughts to Walker.</p>

<p><b>Standards and Test Use Committee</b></p>	<ul style="list-style-type: none"> <li>• Forte reviewed submitted report and noted a pending survey on revisions to the <i>Standards</i>.</li> <li>• Attendees discussed the Code of Professional Responsibility recommendations requiring final board review and approval.</li> </ul>	<p><b>ACTION:</b> Gray to recirculate final Code revision recommendations to Forte and Walker for consideration.</p>
<p><b>Mission Fund</b></p>	<ul style="list-style-type: none"> <li>• Briggs reviewed submitted report and noted that grant proposal submission is open, will close on January 31, and the Committee plans to recommend funded proposals to the Board by March 24.</li> </ul>	
<p><b>SALAL SIGIMIE</b></p>	<ul style="list-style-type: none"> <li>• Stroter reviewed submitted report and noted how the annual meeting schedule conflicts with the general professional testing calendar.</li> </ul>	<p><b>ACTION:</b> Stroter, Patz to convene to discuss SALAL constituency engagement opportunities/obstacles.</p>
<p><b>Other Committees and SIGIMIEs</b></p>	<ul style="list-style-type: none"> <li>• Attendees reviewed submitted reports from the following committees. No action items were determined: <ul style="list-style-type: none"> <li>○ Classroom Assessment</li> <li>○ Informing Assessment Policy</li> <li>○ Awards Committees</li> </ul> </li> <li>• Attendees reviewed submitted reports from the following SIGIMIEs. No action items were determined: <ul style="list-style-type: none"> <li>○ Big Data</li> <li>○ Certification and Licensure</li> <li>○ Diagnostic Measurement</li> <li>○ Large-Scale Assessments</li> <li>○ Educators of Measurement</li> <li>○ Scaling, Linking, &amp; Equating</li> </ul> </li> </ul>	<p><b>ACTION:</b> Gray to confirm with Committee and SIGIMIE Chairs that all report submissions should be sent to staff and the corresponding Board Liaison for advance review.</p> <p><b>ACTION:</b> Gray to send a general member communication on subscribing to SIGIMIEs after the annual meeting.</p>
<p><b>Other Business</b></p>	<ul style="list-style-type: none"> <li>• Annual Meeting Paper Repository: <ul style="list-style-type: none"> <li>○ Attendees discussed options for warehousing annual meeting papers.</li> </ul> </li> <li>• AERA Policy Statements and Research Summaries: <ul style="list-style-type: none"> <li>○ Attendees discussed AERA content and whether NCME should consider similar subject matter.</li> </ul> </li> </ul>	<p><b>ACTION:</b> Harris, Gray to investigate pricing for a repository through AllAcademic platform.</p> <p><b>ACTION:</b> Patz to integrate policy statement and research summary considerations into global communications strategy.</p>

	<ul style="list-style-type: none"> <li>• Deceased Member Recognition:             <ul style="list-style-type: none"> <li>○ Attendees discussed the need for a policy &amp; procedure for recognition.</li> </ul> </li> </ul>	<p><b>ACTION:</b> Patz to integrate Recognition considerations into global communications strategy.</p>
<p><b>Adjournment and Next Meeting</b></p>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 4:39pm eastern</li> <li>• Next Meeting: April 12<sup>th</sup>, 4pm central during the 2023 Annual Meeting, Chicago, IL.</li> </ul>	