



## Meeting Minutes

NCME Board Meeting: June 8, 2021

Via Zoom

**Board Attendees:** Ye Tong, Steve Sireci, Andrew Ho, Michael Walker, Howard Everson, Debbie

Durrence, Sharyn Rosenberg, Ellen Forte, Derek Briggs

**Guests:** Rosemary Reshetar, Chair- Budget & Finance Committee, Deborah Harris,

Incoming Board Member, Kyndra Middleton, Incoming Board Member

**Staff Attendees:** Ethan Gray, Erin O’Leary

TOPIC	DISCUSSION	ACTION/MOTION
<p><b>Welcome &amp; Agenda Review</b></p>	<ul style="list-style-type: none"> <li>• Meeting called to order at 1:03pm</li> <li>• Tong welcomed attendees and reviewed the agenda—no additions were proposed.</li> </ul>	
<p><b>NCME Finances</b> <i>(Marc Kroopnick, incoming Budget &amp; Finance Chair, joins as guest)</i></p>	<ul style="list-style-type: none"> <li>• Gray reviewed FY performance through 4/30/21 and reported projected revenue and expenses from the 2021 virtual conference.</li> <li>• Reshetar and Kroopnick reviewed recommendations for a new investment policy and asset allocation strategy developed in concert with NCME’s external financial advisor.</li> </ul>	<p><b>MOTION:</b> Briggs moves to approve the investment policy and asset allocation strategy, Durrence seconds. Motion carries unanimously.</p> <p><b>ACTION:</b> Gray to initiate online account access to the Vanguard investment account for Kroopnick.</p>
<p><b>2021 Conference</b> <i>(Susan Davis-Becker and Leslie Keng, 2021 Co-Chairs, Sarah Quesen, 2021 Training Chair, Chun Wang, 2022 conference Co-Chair, join as guests)</i></p>	<ul style="list-style-type: none"> <li>• O’Leary reviewed registration and attendance (registered vs. checked-in) data to date.</li> <li>• Attendees discussed lessons learned through the delivery of the conference:               <ul style="list-style-type: none"> <li>○ Coordinated papers dominated session submission and acceptance. Consider deliberate rebalancing with individual papers in 2022.</li> <li>○ Some companies/organizations submitted many proposals. Consider business rules to limit the number from one source.</li> <li>○ Recommend 1 virtual and 1 in-person training day for 2022.</li> <li>○ Post-conference surveys should address attendee AND presenter satisfaction.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Attendees discussed enduring content post-conference:             <ul style="list-style-type: none"> <li>○ How and where should recordings be accessible to registrants?</li> <li>○ What should we charge for non-registrants?</li> </ul> </li> </ul>	<p><b>ACTION:</b> Staff to seek advice from legal counsel on any copyright implications.</p> <p><b>ACTION:</b> Staff to explore “opt in” outreach to all speakers to ensure comfort with content being archived.</p>
<p><b>President’s Report</b></p>	<ul style="list-style-type: none"> <li>• State of the Field Survey             <ul style="list-style-type: none"> <li>○ Tong reviewed proposal from Women in Measurement organization. CCSSO, ATP, AERA have also been approached to support research.</li> </ul> </li> <li>• Webinar Series             <ul style="list-style-type: none"> <li>○ Tong discussed plans for the development of additional series content in 2022.</li> </ul> </li> <li>• AERA Partnership             <ul style="list-style-type: none"> <li>○ Current conference arrangement expires after the 2022 meeting. The specifics for 2023 conference planning need to come into focus during the last quarter of 2021/first quarter of 2022.</li> </ul> </li> </ul>	
<p><b>Executive Director Task Force Update</b></p>	<ul style="list-style-type: none"> <li>• Sireci reviewed the submitted report on work to date and highlighted cost-estimates for various employment models.</li> <li>• Attendees revisited the purpose of the position and discussed the need for business development acumen to ensure at least partial funding of the position long-term.</li> <li>• Additional refinements are needed prior to launch (e.g., establishment of evaluation criteria).</li> </ul>	<p><b>ACTION:</b> Need to revisit proposal with legal counsel to clarify “at will” employment, evaluation criteria, employment contract etc.</p> <p><b>ACTION:</b> Executive Committee empowered to continue the process with a full board discussion/vote before entering the hiring process.</p>
<p><b>Past-President’s Report</b></p>	<ul style="list-style-type: none"> <li>• Sireci expressed his gratitude to fellow board members and staff for their camaraderie and support during his service.</li> <li>• Sireci discussed recommendations for establishing core value statements. Attendees committed to furthering the conversation during future meetings.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Sireci recommends membership, DEI and meeting decorum remain focus areas of the board.</li> </ul>	
<p><b>Committee Reports</b></p>	<ul style="list-style-type: none"> <li>• GSIC—reviewed submitted report.</li> <li>• Informing Assessment Policy—reviewed submitted report and discussed need for more fluidity for website updates. Ho recommended providing volunteers administrative access; Website Committee to discuss.</li> <li>• Awards Committees—reviewed submitted reports. Attendees discussed the utility of the Excellence in Public Communications Award. Ho underscored the importance of awards, particularly for young scholars, and recommended developing a process for the establishment of new awards.</li> <li>• Classroom Assessment—reviewed submitted report and noted that registration for the fall conference will open shortly. Durrence discussed a possible pre-conference session during NCME 2022.</li> </ul>	<p><b>MOTION:</b> Tong moves to sunset the Public Communications Award, Walker seconds. Motion carries unanimously.</p> <p><b>ACTION:</b> Walker to work with Award Committee Chairs on a process for establishing new awards.</p>
<p><b>Closing Remarks</b></p>	<ul style="list-style-type: none"> <li>• Tong recognized outgoing board members (Sireci, Durrence, Ho) and thanked them for their service.</li> <li>• Meeting adjourned at 3:59pm</li> </ul>	