



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

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

	<ul style="list-style-type: none"> • Sireci recommends membership, DEI and meeting decorum remain focus areas of the board. 	
<p>Committee Reports</p>	<ul style="list-style-type: none"> • GSIC—reviewed submitted report. • 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. • 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. • 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. 	<p>MOTION: Tong moves to sunset the Public Communications Award, Walker seconds. Motion carries unanimously.</p> <p>ACTION: Walker to work with Award Committee Chairs on a process for establishing new awards.</p>
<p>Closing Remarks</p>	<ul style="list-style-type: none"> • Tong recognized outgoing board members (Sireci, Durrence, Ho) and thanked them for their service. • Meeting adjourned at 3:59pm 	