



**Meeting Minutes**  
**NCME Board Meeting: September 17, 2019**  
**HILTON GARDEN INN – BOULDER, CO**

**Board Attendees:** Steve Sireci, Michael Rodriguez, Ye Tong, Rose McCallin, Debbie Durrence, Andrew Ho, Michael Walker, Howard Everson (by phone)  
**Guests:** Rosemary Reshetar, Chair- Budget & Finance Committee  
**Staff Attendees:** Ethan Gray

TOPIC	DISCUSSION	ACTION/MOTION
<b>Welcome, Review of Agenda</b>	<ul style="list-style-type: none"> <li>• Meeting was called to order at 8:49am</li> <li>• Sireci welcomed all attendees; reviewed meeting norms, adjusted Robert’s Rules of Order and proposed agenda.</li> <li>• Board reviewed meeting minutes from July 2019. Ho recommends board liaisons send committees excerpts of relevant sections for discussion with committee chairs.</li> <li>• Board discussed whether meeting minutes should be shared publicly.</li> </ul>	<p><b>MOTION:</b> Sireci, Ho move to adopt adjusted Robert’s Rules of Order; motion carries unanimously.</p> <p><b>MOTION:</b> Ho, Durrence move to approve agenda; motion carries unanimously.</p> <p><b>MOTION:</b> Ho, Durrence move to approve July meeting minutes; motion carries unanimously.</p> <p><b>MOTION:</b> Rodriguez, Ho move to make meeting minutes available online within 2 months of each meeting; motion carries unanimously.</p>
<b>State of NCME</b>	<ul style="list-style-type: none"> <li>• Sireci reported that NCME is in a financially stable position with an engaged board and membership base.</li> <li>• Sireci discussed public acceptance of testing being in question and that the industry needs to address diversity and inclusion; NCME is positioned well to lead the industry forward.</li> </ul>	
<b>SIGIMIE Structure</b>	<ul style="list-style-type: none"> <li>• Board reviewed proposed SIGIMIE Structure document and suggested the following additions:               <ul style="list-style-type: none"> <li>○ Language that defines dedicated sessions at annual meeting, parameters for interacting with program chairs.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Language that defines governance infrastructure (volunteer leadership, succession planning, board liaisons etc.).</li> </ul>	<p><b>ACTION:</b> Sireci to suggest additional language and recirculate to the group.</p>
<p><b>Budget &amp; Finance</b></p> <p><i>(Mark Kroopnick, Chad Buckendahl join by phone)</i></p>	<ul style="list-style-type: none"> <li>● Sireci presented an update on conversations with a private funding agency that is interested in providing funding for under-represented grad students to attend the 2020 conference.</li> <li>● Reshetar reviewed the proposed 2020 NCME Budget. Board discussed an existing policy stipulating that financial reserves should not cover operating deficits; reserves are to be used to fund ‘special projects’. Rodriguez notes that the 2020 budget includes an operating deficit and that multi-year deficits are in contrast with the board’s fiduciary responsibility to NCME.</li> <li>● Board agrees to revisit financial policies and notes conservative projections for 2020 given available information amidst management transition.</li> <li>● Buckendahl presented a new investment strategy proposal that included a transition from RBC (current fund provider) to Vanguard.</li> <li>● Board discussed Mission Fund ‘Honor a Mentor’ program—giving levels, minimum donations, public acknowledgement. Board recommends removing giving levels online, listing names and tributes only.</li> </ul>	<p><b>ACTION:</b> Sireci to continue to pursue funding through the University of Massachusetts with travel reimbursements subcontracted to NCME; tie proposal to NCME Mission and define outcomes.</p> <p><b>ACTION:</b> B&amp;F Committee/Staff to articulate what 2020 expenses qualify as ‘special projects’.</p> <p><b>MOTION:</b> Ho, Rodriguez move to approve 2020 budget; motion carries unanimously.</p> <p><b>MOTION:</b> Sireci, Ho move to adopt new strategy (targeting a 25% liquid asset allocation) and authorizing the transition to Vanguard; motion carries unanimously.</p> <p><b>ACTION:</b> B&amp;F Committee to reach out to Vanguard to confirm necessary next steps.</p>

<p><b>2020 Annual Meeting</b></p> <p><i>(Andrew Wiley joins by phone)</i></p>	<ul style="list-style-type: none"> <li>• Wiley reviewed submitted committee report.</li> <li>• Lack of single-sign-on with submission system was an obstacle but navigable; approx. 12% increase in submissions over 2019.</li> <li>• Wiley reported proposal review is scheduled to be complete by 9/30; mid-October meeting to slot sessions.</li> <li>• Sireci noted that Edmund Gordon has been invited to lead a panel discussion.</li> <li>• Requests from committee:             <ul style="list-style-type: none"> <li>○ “Common space” seating at conference hotel</li> <li>○ Session eval surveys</li> </ul> </li> </ul>	<p><b>ACTION:</b> Staff to determine “common space” logistics.</p> <p><b>ACTION:</b> 2021 Conference Committee to determine survey capabilities through the app.</p>
	<ul style="list-style-type: none"> <li>• Board discussed A/V expenses and possible ways to mitigate.</li> </ul>	<p><b>ACTION:</b> Sireci to discuss possibility of a poster session vs. eBoards with GSIC.</p> <p><b>ACTION:</b> Staff to research pricing/feasibility of a poster session vs. eBoards.</p>
<p><b>Definition of Board Positions</b></p>	<ul style="list-style-type: none"> <li>• Board discussed difficulty of finding candidates who meet criteria defined in the NCME Bylaws for local, state or federal agencies.</li> <li>• While no amendments to the bylaws will be proposed at this time, the board would like to develop new content/promotional material to attract more local, state and federal members.</li> </ul>	<p><b>ACTION:</b> Charge Membership Committee with brainstorming content.</p>

<p><b>Membership Committee</b></p>	<ul style="list-style-type: none"> <li>• Board reviewed submitted report; discussed outreach opportunities and logistics for acquisition and retention.</li> <li>• Membership Committee would like to review data no less than quarterly.</li> <li>• Council of the Great City Schools recommended as a channel for engagement.</li> <li>• 31 of 50 state assessment directors signed up for free membership; 19 remaining will continue to be pursued.</li> <li>• Board would like to begin pro-rating dues for new members in 2020—those joining post June 30th and sees ‘auto-renew’ capabilities as a priority to drive retention.</li> </ul>	<p><b>ACTION:</b> Tong to follow-up with Membership Committee and Scott Norton to recruit state assessment directors who are not yet members.</p> <p><b>ACTION:</b> Rodriguez to charge Outreach and Partnership Committee with drafting boilerplate membership recruitment language.</p> <p><b>ACTION:</b> Staff to explore pro-rated dues products in AMS.</p> <p><b>ACTION:</b> Staff to prioritize ‘auto-renewal’ capability before 2020 dues billing begins.</p>
<p><b>Handbook Revisions</b></p>	<ul style="list-style-type: none"> <li>• Board discussed the need to review the current operational handbook—compare to NCME Bylaws to determine any incongruence and ensure that recent updates are included.</li> </ul>	<p><b>ACTION:</b> Staff to develop proposal for handbook/bylaw review/revision as a separately billed management project with the January board meeting as a delivery deadline.</p>
<p><b>Position Papers</b></p>	<ul style="list-style-type: none"> <li>• Rodriguez reviewed position statement on multi-lingual learners.</li> <li>• Durrence reviewed updated position statement on “Balancing assessment priorities in K12 education”</li> </ul>	<p><b>ACTION:</b> Rodriguez, Durrence will continue to refine statements based on board discussion.</p>
<p><b>NAGB Board Nominations</b></p>	<ul style="list-style-type: none"> <li>• Ho reviewed pre-meeting discussion summary included in the board book.</li> <li>• Board agreed that an official recommendation for candidate(s) should be submitted to NAGB; three individuals were proposed.</li> </ul>	<p><b>ACTION:</b> Board to draft recommendations for 2020 nominees, suggest a process for future nominees; circulate by email. Sireci to send nominations to NAGB.</p>

<p><b>Classroom Assessment Task Force (CATF)</b></p>	<ul style="list-style-type: none"> <li>• Durrance reviewed a proposal for a 2020 pre-conference workshop by the CATF and the associated budget.</li> <li>• Durrance discussed the outlook for a 2021 Classroom Assessment Conference; more dialogue with CATF around venue, logistics is required.</li> <li>• CATF is considering applying to become a SIGIMIE. After additional language is added to define the SIGIMIE structure (see section above), Durrance will share with the taskforce.</li> </ul>	<p><b>MOTION:</b> Sireci, Tong move to approve the CATF proposal with a funding cap of \$20,000; motion carries unanimously.</p>
<p><b>Strategic Visioning</b></p>	<ul style="list-style-type: none"> <li>• Sireci reviewed outcomes from the July 2019 board meeting.</li> <li>• Sireci facilitated an exercise to update NCME’s Mission/Vision statements and refine existing goals published on the NCME website.</li> <li>• New Mission Statement: <i>The National Council on Measurement in Education is a community of measurement scientists and practitioners who work together to advance theory and applications of educational measurement to benefit society.</i></li> <li>• 2012 goals reviewed for alignment with new Mission Statement; updated and refined as needed.</li> </ul>	<p><b>ACTION:</b> Sireci to draft NCME Newsletter article describing strategic work to date, new mission statement + proposed goals and ask for feedback; survey for membership to be developed by Board work group defined at July 2019 meeting.</p>
<p><b>Training Workshops</b></p>	<ul style="list-style-type: none"> <li>• Board reviewed Training and Professional Development Committee report and proposal for workshop honoraria.</li> </ul>	<p><b>MOTION:</b> Ho, Durrance move to approve \$250 honoraria for all 2-hour workshops; \$500 for all 4 and 8-hour workshops; motion carries unanimously.</p>
<p><b>Institute of Education Sciences</b></p>	<ul style="list-style-type: none"> <li>• Board reviewed and discussed online open call for comments on research topics.</li> </ul>	

<p><b>NCME Awards</b></p>	<ul style="list-style-type: none"> <li>• Board referenced various Award Committee reports.</li> <li>• Board discussed naming the Career Contribution Award after an African American who made significant contributions to educational measurement; no current consensus on idea from the Awards Committee.</li> <li>• Rodriguez forwarded information on Asa Hilliard to Board members.</li> <li>• Board discussed building online forms for 2020 submissions; specifics to be discussed with various committees.</li> </ul>	<p><b>ACTION:</b> Sireci to propose idea to previous Career Contribution award winners to get reactions, return comments to board.</p>
<p><b>Publications</b></p>	<ul style="list-style-type: none"> <li>• Board reviewed submitted Committee report including recommendation that grad student committee members be able to serve for 2 years rather than 1 to improve continuity.</li> <li>• Board discussed ‘Open Author’ proposal from Wiley and implications on visibility for individual authors given funding disparities; deferred for more discussion during January 2020 board meeting.</li> </ul>	<p><b>MOTION:</b> Sireci, Rodriguez move to allow grad student members to renew for an additional 1-year term on ALL committees at the discretion of the chair; motion carries unanimously.</p>
<p><b>Outreach and Partnerships</b></p>	<ul style="list-style-type: none"> <li>• Board reviewed submitted Committee report.</li> <li>• Committee continues to explore making select sessions from the 2020 conference available online to drive engagement. This will be revisited after the program is constructed in October/November.</li> <li>• Board discussed committee’s request to send complimentary copies of <i>‘The Standards’</i> to priority partnership prospects.</li> </ul>	<p><b>MOTION:</b> Sireci, Rodriguez move to charge the Committee with reaching out to up to 15 organizations to gauge interest in receiving an electronic or hard copy of <i>The Standards</i>, developing a mechanism for determining return on investment; motion carries unanimously.</p>
<p><b>Adjournment and Next Meeting</b></p>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 5:02pm</li> <li>• Next Meeting—January 9-10, 2020; sourcing venues in Fort Lauderdale and Miami.</li> </ul>	