### 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

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| **Welcome, Review of Agenda** | • Meeting was called to order at 8:49am  
   • Sireci welcomed all attendees; reviewed meeting norms, adjusted Robert’s Rules of Order and proposed agenda.  
   • Board reviewed meeting minutes from July 2019. Ho recommends board liaisons send committees excerpts of relevant sections for discussion with committee chairs.  
   • Board discussed whether meeting minutes should be shared publicly. | **MOTION:** Sireci, Ho move to adopt adjusted Robert’s Rules of Order; motion carries unanimously.  
**MOTION:** Ho, Durrence move to approve agenda; motion carries unanimously.  
**MOTION:** Ho, Durrence move to approve July meeting minutes; motion carries unanimously.  
**MOTION:** Rodriguez, Ho move to make meeting minutes available online within 2 months of each meeting; motion carries unanimously. |
| **State of NCME** | • Sireci reported that NCME is in a financially stable position with an engaged board and membership base.  
   • 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. | |
| **SIGIMIE Structure** | • Board reviewed proposed SIGIMIE Structure document and suggested the following additions:  
   o Language that defines dedicated sessions at annual meeting, parameters for interacting with program chairs. | |
| Budget & Finance  
*(Mark Kroopnick, Chad Buckendahl join by phone)* | - 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.  
- 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.  
- Board agrees to revisit financial policies and notes conservative projections for 2020 given available information amidst management transition.  
- Buckendahl presented a new investment strategy proposal that included a transition from RBC (current fund provider) to Vanguard.  
- 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. | **ACTION**: Sireci to suggest additional language and recirculate to the group.  
**ACTION**: 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.  
**ACTION**: B&F Committee/Staff to articulate what 2020 expenses qualify as ‘special projects’.  
**MOTION**: Ho, Rodriguez move to approve 2020 budget; motion carries unanimously.  
**MOTION**: Sireci, Ho move to adopt new strategy (targeting a 25% liquid asset allocation) and authorizing the transition to Vanguard; motion carries unanimously.  
**ACTION**: B&F Committee to reach out to Vanguard to confirm necessary next steps. |
Lack of single-sign-on with submission system was an obstacle but navigable; approx. 12% increase in submissions over 2019.  
Wiley reported proposal review is scheduled to be complete by 9/30; mid-October meeting to slot sessions.  
Sireci noted that Edmund Gordon has been invited to lead a panel discussion.  
Requests from committee:  
- “Common space” seating at conference hotel  
- Session eval surveys  
ACTION: Staff to determine “common space” logistics.  
ACTION: 2021 Conference Committee to determine survey capabilities through the app. |
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| | Board discussed A/V expenses and possible ways to mitigate.  
ACTION: Sireci to discuss possibility of a poster session vs. eBoards with GSIC.  
ACTION: Staff to research pricing/feasibility of a poster session vs. eBoards. |
| Definition of Board Positions | Board discussed difficulty of finding candidates who meet criteria defined in the NCME Bylaws for local, state or federal agencies.  
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.  
ACTION: Charge Membership Committee with brainstorming content. |
| **Membership Committee** | • Board reviewed submitted report; discussed outreach opportunities and logistics for acquisition and retention.  
• Membership Committee would like to review data no less than quarterly.  
• Council of the Great City Schools recommended as a channel for engagement.  
• 31 of 50 state assessment directors signed up for free membership; 19 remaining will continue to be pursued.  
• 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.  
 | **ACTION:** Tong to follow-up with Membership Committee and Scott Norton to recruit state assessment directors who are not yet members.  
**ACTION:** Rodriguez to charge Outreach and Partnership Committee with drafting boilerplate membership recruitment language.  
**ACTION:** Staff to explore pro-rated dues products in AMS.  
**ACTION:** Staff to prioritize ‘auto-renewal’ capability before 2020 dues billing begins. |
| **Handbook Revisions** | • 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.  
 | **ACTION:** Staff to develop proposal for handbook/bylaw review/revision as a separately billed management project with the January board meeting as a delivery deadline. |
| **Position Papers** | • Rodriguez reviewed position statement on multi-lingual learners.  
• Durrence reviewed updated position statement on “Balancing assessment priorities in K12 education”  
 | **ACTION:** Rodriguez, Durrence will continue to refine statements based on board discussion. |
| **NAGB Board Nominations** | • Ho reviewed pre-meeting discussion summary included in the board book.  
• Board agreed that an official recommendation for candidate(s) should be submitted to NAGB; three individuals were proposed.  
 | **ACTION:** Board to draft recommendations for 2020 nominees, suggest a process for future nominees; circulate by email. Sireci to send nominations to NAGB. |
| Classroom Assessment Task Force (CATF) | • Durrence reviewed a proposal for a 2020 pre-conference workshop by the CATF and the associated budget.  
• Durrence discussed the outlook for a 2021 Classroom Assessment Conference; more dialogue with CATF around venue, logistics is required.  
• CATF is considering applying to become a SIGIMIE. After additional language is added to define the SIGIMIE structure (see section above), Durrence will share with the taskforce.  
MOTION: Sireci, Tong move to approve the CATF proposal with a funding cap of $20,000; motion carries unanimously. |
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| Strategic Visioning | • Sireci reviewed outcomes from the July 2019 board meeting.  
• Sireci facilitated an exercise to update NCME’s Mission/Vision statements and refine existing goals published on the NCME website.  
• New Mission Statement: 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.  
• 2012 goals reviewed for alignment with new Mission Statement; updated and refined as needed.  
**ACTION:** 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. |
| Training Workshops | • Board reviewed Training and Professional Development Committee report and proposal for workshop honoraria.  
**MOTION:** Ho, Durrence move to approve $250 honoraria for all 2-hour workshops; $500 for all 4 and 8-hour workshops; motion carries unanimously. |
| Institute of Education Sciences | • Board reviewed and discussed online open call for comments on research topics. |
| NCME Awards                                                                 | • Board referenced various Award Committee reports.  
|                                                                           | • 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.  
|                                                                           | • Rodriguez forwarded information on Asa Hilliard to Board members.  
|                                                                           | • Board discussed building online forms for 2020 submissions; specifics to be discussed with various committees.  
|                                                                           | ACTION: Sireci to propose idea to previous Career Contribution award winners to get reactions, return comments to board. |
| Publications                                                              | • 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.  
|                                                                           | • 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.  
|                                                                           | MOTION: 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. |
| Outreach and Partnerships                                                 | • Board reviewed submitted Committee report.  
|                                                                           | • 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.  
|                                                                           | • Board discussed committee’s request to send complimentary copies of ‘The Standards’ to priority partnership prospects.  
|                                                                           | MOTION: 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 The Standards, developing a mechanism for determining return on investment; motion carries unanimously. |
| Adjournment and Next Meeting                                              | • Meeting adjourned at 5:02pm  
|                                                                           | • Next Meeting—January 9-10, 2020; sourcing venues in Fort Lauderdale and Miami. |