



**Meeting Minutes**  
**NCME Board Meeting: April 24, 2022**  
**San Diego, CA and via Zoom**

**Board Attendees:** Deborah Harris, Derek Briggs, Li Cai, Susan Davis-Becker, Kyndra Middleton, Michael Walker, Ellen Forte, Sharyn Rosenberg  
**Guests:** Marc Kroopnick, Budget & Finance Chair  
**Staff Attendees:** Ethan Gray

TOPIC	DISCUSSION	ACTION/MOTION
Welcome & Agenda Review	<ul style="list-style-type: none"><li>• Meeting called to order at 4:06pm pacific.</li><li>• Harris welcomed attendees, reviewed the agenda, and noted the following:<ul style="list-style-type: none"><li>○ Board members are obligated to keep discussions confidential though minute summaries will be made available to the public.</li><li>○ Conflict of Interest, Whistleblower, and Expense policies were reviewed.</li></ul></li></ul>	<b>ACTION:</b> Conflict of Interest and Whistleblower policy acknowledgements from the April 24 <sup>th</sup> board book PDF should be returned by all members to NCME staff ( <a href="mailto:ncme@talley.com">ncme@talley.com</a> ).
Presidential Focus Items	<ul style="list-style-type: none"><li>• Standards update:<ul style="list-style-type: none"><li>○ Kristen Huff, NCME Standards representative, will join a future meeting to discuss status.</li></ul></li><li>• NCME Mission &amp; Goals:<ul style="list-style-type: none"><li>○ Board members asked to review current mission and goal statements on the NCME website to determine whether they are still representative at future board meetings.</li></ul></li><li>• NAGB:<ul style="list-style-type: none"><li>○ Representative nominations will be due soon. Board members asked to send possible candidates to Harris.</li></ul></li></ul>	
Budget & Finance Report	<ul style="list-style-type: none"><li>• Kroopnick reviewed submitted reports.</li><li>• Attendees discussed revisions to NCME's investment policy based on recommendations from the investment advisor.</li></ul>	<b>MOTION:</b> Briggs, Middleton move to approve investment policy revision. Motion carries unanimously.

	<ul style="list-style-type: none"> <li>Attendees reviewed a revised Classroom Assessment Fund Management Policy based on discussions at previous board meetings.</li> </ul>	<b>MOTION:</b> Briggs, Middleton move to approve Classroom Assessment policy revision. Motion carries unanimously
<b>2023 Annual Conference</b>	<ul style="list-style-type: none"> <li>Harris notes that the conference management contract with the AERA will expire after the 2022 meeting.</li> <li>Attendees discussed logistical challenges of executing a joint meeting, AERA management services and fees.</li> </ul>	<b>ACTION:</b> Harris and Davis-Becker to draft a conference survey for NCME members to determine preferences and inform planning for 2023.  <b>ACTION:</b> Staff to determine AERA hotel commitments in 2023.
<b>Talley Management Group Contract Renewal</b>	<ul style="list-style-type: none"> <li>Gray exits the meeting for executive session.</li> <li>Gray returns and attendees discuss potential contract adjustments:               <ul style="list-style-type: none"> <li>Key Personnel clause</li> <li>Additional support for conference execution.</li> </ul> </li> <li>Renewal negotiations will continue. Attendees agree to extend month-to-month beyond June 30, 2022, expiration if additional time is needed to clarify specifications.</li> </ul>	
<b>Executive Director Search</b>	<ul style="list-style-type: none"> <li>Attendees reviewed current position description and the need to revisit and determine:               <ul style="list-style-type: none"> <li>If expectations are reasonable given the proposed half-time commitment.</li> <li>If some of the administrative responsibilities would be better served by management staff.</li> </ul> </li> </ul>	<b>ACTION:</b> Forte to revise job description based on discussion, circulate for review, and re-issue a call for candidates.
<b>Committees and SIGIMIEs</b>	<ul style="list-style-type: none"> <li>Attendees reviewed current chair and board liaison assignments which will need to be reviewed against current website listings and updated accordingly.</li> </ul>	<b>ACTION:</b> Harris and Walker to update Google doc forms forwarded by Briggs.
<b>Adjournment and Next Meeting</b>	<ul style="list-style-type: none"> <li>Board will convene on June 13<sup>th</sup> and 14<sup>th</sup> via Zoom from 1pm-5pm eastern.</li> <li>Board members asked to focus on Mission/Goals prior to June. Additional agenda items will be articulated in May.</li> <li>Meeting adjourned at 6:46pm eastern.</li> </ul>	