



Meeting Minutes
NCME Board Meeting: August 31 – September 1, 2022
Chicago, IL and via Zoom

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

TOPIC	DISCUSSION	ACTION/MOTION
Welcome & Agenda Review	<ul style="list-style-type: none"> • Meeting called to order at 8:12am central. • Harris welcomed attendees and reminded them that conversations were confidential. • Attendees reviewed meeting minutes from June 2022. • Gray reviewed action items from the June meeting and highlighted discussion topics that will be revisited. 	MOTION: Davis-Becker, Stroter move to approve June meeting minutes. Motion carries unanimously.
Presidential Initiative #1- Improve NCME Mechanics	<ul style="list-style-type: none"> • NCME Handbook: <ul style="list-style-type: none"> ○ Attendees reviewed all updates made to date. ○ Harris noted that the Journal section needs to reference CEJEME. ○ Membership categories and pricing are being revisited during this meeting. ○ Additional items (e.g., recognition levels on page 43) will be revisited during this meeting and then the Handbook will be posted online. 	ACTION: Upon finalization of the Handbook, staff will refresh the internal master ops calendar to align.
Budget & Finance Report	<ul style="list-style-type: none"> • Kroopnick discussed preliminary 2023 budget planning and financial sustainability, noting: <ul style="list-style-type: none"> ○ Journals operate at approx. a 20% profit. ○ The annual meeting in its current state only covers approx. 70% of meetings-related expenses. ○ Membership dues do not cover the remainder of operational expenses. 	

	<ul style="list-style-type: none"> • Additional planned expenses (e.g., hiring an Executive Director) will add significant costs in the short-term. • An environmental scan indicates we are below market on membership dues and conference registration fees. • Attendees discussed additional revenue generating and cost-mitigation strategy. The Executive Director, once seated, will focus on financial sustainability. 	
<p>Membership Categories and 2023 Dues</p>	<ul style="list-style-type: none"> • Attendees revisited June board meeting discussion around amending dues rates, considered new information presented regarding financial sustainability, and referenced recent/pending investments: <ul style="list-style-type: none"> ○ Open Access Book Series ○ Multiple Free Webinar Series ○ Pending Executive Director • Attendees confirm the previous decisions to eliminate the Emeritus membership category and reduce student dues to \$25/year. 	<p>MOTION: Briggs, Walker move to raise the active member rate to \$125 in 2023. Motion carries unanimously.</p> <p>ACTION: Staff to incorporate new dues rates into Handbook, on NCME website, and operationalize for 2023 renewals.</p> <p>ACTION: Harris to draft communications on dues decisions to membership, circulate for board review.</p>
<p>2024 Annual Meeting</p>	<ul style="list-style-type: none"> • Attendees discussed various approaches to 2024 planning including maintaining a joint conference with the AERA in Philadelphia and pursuing independent venues. • Li Cai referenced a list of cities that employees of the state of California are restricted from travelling to. 	<p>ACTION: Staff to develop an RFP and short-list of desired venues to consider in addition to a Philadelphia joint conference.</p>
<p>2023 Annual Meeting</p>	<ul style="list-style-type: none"> • Gray recapped recent conversations with the AERA and noted: <ul style="list-style-type: none"> ○ Program planning has been authorized to proceed without considering black-out sessions as the AERA’s program will not come into focus for a significant amount of time. ○ AERA contract fees remain under negotiation with staff articulating the need for a reduction given logistical shifts to Talley Management. 	

	<ul style="list-style-type: none"> • Attendees discussed the logistical considerations of a separate registration system vs. maintaining a joint process with the AERA. If COVID vaccine verification remains a practice, it makes sense to continue to leverage the AERA vendor system. • Harris reviewed proposal submission numbers. • Board meeting will be held on April 12th from 4pm-7pm. Attendees discussed an informal board networking event on April 15th and a virtual kick-off meeting a week later for Michael Walker’s presidential year. • Attendees discussed approaches to virtual/hybrid programming. Staff and program chairs will continue to refine approach and estimate costs which will inform registration fees. • O’Leary suggests considering a charitable initiative benefiting Chicago. 	<p>ACTION: Program Chairs to consider charitable initiative supporting literacy.</p>
<p>CEJEME</p>	<ul style="list-style-type: none"> • Li Cai announces a new editor has been confirmed. 	<p>ACTION: Cai to initiate editorial transition and work with staff on announcement to membership.</p>
<p>Publications Committee</p>	<ul style="list-style-type: none"> • Attendees discussed the committee’s role in periodic or special publications: <ul style="list-style-type: none"> ○ The process will vary depending on the type of publication and directive from the board. ○ EM5- chapters are under review with specific stakeholders. The committee will monitor progress but not engage further unless directed to do so. ○ NCME Newsletter- committee would like to conduct a membership survey to inform the future of the newsletter. 	<p>ACTION: Pubs Committee to design and deploy newsletter survey.</p>
<p>Talley Management Evaluation and Contract Renewal</p>	<ul style="list-style-type: none"> • Staff attendees depart and board moves to executive session. • Staff attendees return to discuss management evaluation results. Board attendees note opportunities for better support: 	

	<ul style="list-style-type: none"> ○ Committee/SIGIMIE chairs need more clarity on how to access support from staff. ○ Email blast templates need to be redesigned with more visual appeal (pending logo refresh work) ○ More pro-active business counsel on other client or industry best practices. ● Gray reviewed contract terms for a 3-year renewal (retroactively effective July 1, 2022-June 30, 2025). Gray outlined changes in management fees to reflect expanded virtual programming and additional logistical support for the annual meeting. 	<p>MOTION: Forte, Stroter move to approve the Talley Management Group contract renewal. Motion carries unanimously.</p>
<p>Executive Director Search</p>	<ul style="list-style-type: none"> ● Briggs recapped process to date and noted six applications received with two finalists identified by the search committee. ● Attendees discussed desired competencies and initial focus areas including mission fund initiative fundraising and membership growth. ● Attendees discussed possible employment, compensation, and performance management models. Attendees conclude that items will be clarified during the negotiation process once a preferred candidate is engaged. 	<p>MOTION: Briggs, Davis-Becker move to approve Richard Patz as the search committee’s recommendation and begin the negotiation process. Motion carries with Harris and Stroter in opposition.</p>
<p>New Standards Edition</p>	<ul style="list-style-type: none"> ● Harris recapped the presentation delivered by Kristen Huff during the June board meeting and underscored the potential gap in admin support staff. ● NCME Handbook indicates that STUC resources should support revision publication efforts. May also involve CIAP and Pubs Committee. ● Attendees discussed the need for a member comment survey on the new draft edition that lends itself to efficient data analysis for diverse perspectives. 	<p>ACTION: Revisit discussion item during next Executive Committee call.</p>

Code of Fair Testing	<ul style="list-style-type: none"> Attendees discussed STUC request for soliciting test fairness experts to further update the Code. Prior to moving forward, the board would like to understand the origin of comments on the current working document. 	<p>ACTION: Forte to determine who spearheaded existing redlined version to better understand recommendations. If the origin is not traceable, the current committee will re-initiate review.</p>
NAGB Nominations	<ul style="list-style-type: none"> Harris reported that there are currently four candidates though did not disclose their identities. Once the September 2nd nomination deadline has passed, staff will compile nominee info and send to the board (minus Sharyn Rosenberg) for individual rank-order voting. 	<p>ACTION: Harris will write nominee letters for board review and will send to NAGB after rank-order voting is complete.</p>

~Meeting Suspended on August 31 at 3:38pm central~

~Meeting Resumes on September 1~

TOPIC	DISCUSSION	ACTION/MOTION
Day 2 Welcome & Agenda Review	<ul style="list-style-type: none"> Meeting called to order at 9:00am central. Harris reviewed day 2 agenda items. 	
CIAP Expertise Survey <i>(Richard Phelps, CIAP Chair, joins as guest)</i>	<ul style="list-style-type: none"> Phelps reviewed the intent of establishing a media SME list and the survey deployed to collect info from interested members. Attendees discussed: <ul style="list-style-type: none"> Risk of directing media inquiries with an “immediate” need to a pool of responders who may not appropriately represent NCME. Desire to diversify perspectives vs. the “usual suspects.” Phelps underscored the importance of building NCME visibility with this initiative as a vehicle. Attendees discussed the opportunity for media training at the 2023 annual meeting. Attendees agree to have staff be the gatekeeper of the list with the Executive Committee providing oversight of inquiries. Exec Committee will also be designated “immediate” responders. 	<p>ACTION: Staff to add an annual refresh of the SME media list to the ops calendar.</p> <p>ACTION: Phelps to draft an awareness memo to media contacts.</p> <p>ACTION: CIAP to arrange a stand-alone webinar for NCME members who deal with media frequently, to give advice on interacting with media.</p> <p>ACTION: Harris, Briggs, Phelps to coordinate a media training session at 2023 annual meeting.</p>

<p>COTS Sponsorship</p>	<ul style="list-style-type: none"> • A benefit of support is collateral material in attendee tote-bags. Board desires alternative benefit that would support green initiatives. 	<p>ACTION: Gray to contact COTS about alternative post-conference email opportunity.</p>
<p>Committee Reports</p>	<ul style="list-style-type: none"> • Outreach & Partnerships: <ul style="list-style-type: none"> ○ Harris will redirect resources to support member recruitment initiatives in the short-term rather than dissolve the committee. • Archives- No updates. • Classroom Assessment: <ul style="list-style-type: none"> ○ Committee is soliciting hosts for 2023 conference: no interest to date. • Website—No updates. • Diversity Issues—No updates. • GSIC—Career Opportunity and Job-Hunting tips are listed as “coming soon” on website. It is unclear how content is being derived. Committee suggests facilitating headshots at 2023 annual meeting. Staff suggests a potential sponsored item. • CIAP—recent activity summarized above related to SME media list. • Membership- No updates. • Publications—talking points summarized above. • Standards and Test Use—talking points summarized above related to Code of Fair Testing. • Awards Committees—Walker working on 2023 timelines and website content. 	<p>ACTION: Rosenberg to connect Website and GSIC committees to populate “coming soon” pages.</p> <p>ACTION: Staff to research headshot sponsorship opportunity/cost.</p>
<p>SIGIMIE Reports</p>	<ul style="list-style-type: none"> • Big Data—No updates. • Cert & Licensure—Report reviewed. • SLE—member/subscriber survey circulated in July to inform future initiatives. • Diagnostic Measurement—No updates. • Educators—No updates. • Large-Scale Assessments—No updates. • SALAL—No updates. 	

<p>Other Business</p>	<ul style="list-style-type: none"> Attendees revisited ‘NCME Levels of Recognition’ discussion from NCME Handbook. Harris reminded attendees of the presidential initiative to begin the implementation of a strategic plan. 	<p>ACTION: Harris to circulate recognition excerpt via email for comments.</p> <p>ACTION: All attendees to review summary doc compiled after June board meeting on increasing NCME’s influence and send comments to Harris.</p>
<p>Adjournment and Next Meeting</p>	<ul style="list-style-type: none"> Meeting adjourned at 11:45am central. Board will meet virtually on January 11 and 12. 	