

**Minutes, NAFA Board Meeting
Saturday, July 28, 2007, 3:30 p.m.
Marriott at Metro Center, Washington DC**

Board Members Present: John Bader-Johns Hopkins University, Joanne Brzinski-Emory University, Doug Cutchins-Grinnell College, Amy Eckhardt-University of Pittsburg, Beth Fiori-Cornell University, Paula Goldsmid-Poman College, Jane Morris-Villanova University, Ruth Ost-Temple University, Linna Place-University of Missouri at Kansas City, Mona Pitre-Collins-University of Washington, John Richardson-University of Louisville, Camille Stillwell-formally University of Maryland, Alex Trayford-Wheaton College, Paula Warrick-American University

Board Members not Present: Scott Henderson-Furman University

Non-Board Members Present: none

Quorum Present: Yes

Materials Distributed: July 2007 Board Agenda, Minutes from December 2006 Board Telephone Conference Call, Mission Statement/Goals submitted by Edwin Goff-Villanova University. Treasurer's Report found in Business Section of Conference Notebook.

Proceedings:

Meeting called to order at 3:40 p.m. by NAFA President Paula Warrick, American University

Motion to Accept Minutes from Last Meeting: No modifications. Minutes passed

Introduction and Congratulations to new Board Members. Board Meeting Schedules generally include three in-person and two telephone Board Meetings in a two-year cycle.

Treasurer's Report by NAFA Treasurer John Richardson, Louisville University

Treasurer's Report found in back of Business Section of the NAFA Conference Booklet. John called for congratulations to Paula Warrick upon being selected as the new NAFA President and on a successful conference.

Income continues to be greater than NAFA expenses. This year (2007) NAFA spent \$55k with income being \$57k. Last year (2006) expenses were about \$20k – cycle being more expenses during a conference year. We are at the point now to begin to think about how to best utilize NAFA Funds. John Richardson suggested that whatever is decided, there would have to be a cost analysis that would be presented to membership for a vote. Suggestions included the possibility of hiring a conference coordinator or someone to manage the general work of the association; Importance of purchasing board insurance to cover 1) general issues of mismanagement as i.e. indemnification 2) General liability insurance. Currently most NAFA contracts are signed off by University of Louisville. This might be a possible item for Winter 2008 board meeting

Publication Report by Amy Eckhardt, University of Pittsburgh

NAFA Journal should be published the beginning August 2007, topic will be Assessment. Suggestions for new topics for future Journals could be Best Practices, models of work, etc.

The NAFA Survey might provide a possible direction. Publication committee is looking to recruit new staff so that current editors can rotate off.

Conference Debrief by NAFA President, Paula Warrick, American University

The structure for the 2007 Conference was developed around three concepts – Present a base of information for new advisors; Keep conference relevant to Veteran Advisors; Meet the basic needs of Foundations to cover basic information to large audience. Discussions centered on the possibility of two tracks to be offered at future conferences with instructions and/or indicators within the schedule to guide the participation of the audience.

Call for papers – Possible sub-committee to design ‘Call for Proposal’ process. They would develop format for submission, suggest structure for content, and makes decision about concurrent sessions with attention to target audience. Possibility of placing the Call for Proposal as a form on the website with specific instruction and direction about the content for presentation. DC Conference organizers requested that all paper specify target population, however, only one paper out of twenty provided that information.

Foundation Integration – Foundations would like to fully participate in the organization of the conferences but must be invited, their attempt to not intrude on NAFA’s process. Expanded the DC Conference in order to engage foundations more fully especially in follow-up session, however it did add to the conference time. It was suggested the possibility of involving national readers/selectors to provide additional insights into Foundation’s selection process.

Specialized Foundation Fairs – Brought in more variety to the Fair while expanded depth of information. Should be kept if appropriate to conference site. Provided more variety to the Conference. Placing the UK oriented Foundations at the end rather than the beginning was a good plan.

Post-conference report evaluations to be compiled and distributed to the Board.

Review of NAFA Committees and Sub-Committee by NAFA President, Paula Warrick.

Live to Learn Committee – Have become irrelevant and should be discontinued.

Constitution and By-Laws Committee chaired by Alex Trayford – Organized to review and address categories of membership within NAFA. Currently Alex is collecting samples of constitutions and ethics code from other organizations (about seven) and will provide a summary presentation at the Spring Board In-person Meeting. It might be important that Alex begin to work collaboratively with the Ethics Committee in that he is reviewing how constitutions/by-laws represents an ethical way for the groups to function. Paula W. questions if the committee should still remain separate from the Ethics Committee? Agreement was that a merger would take place as work of both groups work comes to a completion in order to look at updating NAFA Charter and by-laws. At this time Trayford is comfortable with a committee of one.

Ethics Committee Board agreement was to have the committee co-chaired by Beth Powers and Suzanne Powers with members (NAFA) Jane Morris, Davina McClain, Beth Young,

Linda Dunleavy, Christina Martin-Ashby, Paula Goldsmid and (Foundations) Tara Yglesias - Truman, Chris Powers-NSEP Boren and Jane Curlin-Udall as a possible addition. Ed Goff developed a mission statement for the Ethic Committee that was distributed.

Regional Conferences Committee chaired by Paula Goldsmith with Paula Warrick, Linna Place, Mary Borg and Laura Damuth, and John Richardson being adhoc to answer questions. The Committee would provide over arching conceptual support, and logistical support, which might offer assistance with the establishments of contracts and with specific steps needed to develop workshops for the first time. There were four volunteers for Regional Workshops for the Summer 2008, subject to receiving positive support from their institutions. The definite offers came from Suzanne McCray from University of Arkansas and Robert Stiefel from University of New Hampshire. Tentative offers came from Karna Walter, University of Arizona and Hadar Borden from SUNI-Buffalo who would pull in the universities from New York. No topics have been suggested. There was a question on prospects of workshops being regionally oriented or organized around specific topics? Paula W indicated that the original idea was to keep it topic based with coverage across the country. It was agreed that there should be something offered that targets new members to provide support to their ongoing development between national conferences. John R caution against too many workshops being organized in that the Summer 2006 workshops had to downsize from three to two and the level of participation was not as high as expected. This opened the door to future discussions about the possibilities of developing some type of regional NAFA networks as our membership grows.

Travel Committee with members Amy Eckhardt, John Richardson, Ruth Ost, Beth Fiori, Camille Stillwell, Jane Morris. Should also recruit non-board members. They have to address logistical problems, decision about what to do internationally and to solicit for additional member participation on the NAFA list-serv.

Strategic Planning Committee – revised committee with membership composed of Doug Cutchins, Amy Eckhardt, Joanne Brzinski, Jane Morris, Mona Pitre-Collins, John Richardson. This committee developed as an outgrowth of discussions around funding concerns – what are we doing with the NAFA Treasury balance, the need to develop a mission/vision statement, looking at the possibilities of hiring staff, where is NAFA going in the future? Decision was to plan a full Board discussion in December. Look at the possibilities of increasing the frequency of meeting to cover more completely the work of NAFA. It was further suggested that NAFA should cover the cost of board travel expenses. There is currently a budget of \$500 per NAFA Board to cover travel cost.

Newsletter and Website Committee review was tabled due to departure of chair, Amy Eckhardt.

With the departure of three Board members at 4:30 p.m., it was decided that there was still a quorum and to continue on for a bit more.

New Foundation Members on the Board – Gordon Johnson has been the Foundation Liaison but it has been difficult for him to be present for many of the meeting. It was suggested that

Tara Yglesias –Truman Foundation replace Gordon Johnson. It was further suggested that we look at having two representatives to make sure that we always have the Foundation perspective – with perhaps a one and two year rotation cycle, as well as a possibility of having one national and one international foundation representation. Suggestions were Kathy Culpin-British Council, Chris Powers-NSEP or Liz Veatch-Critical Language Programs.

General overview of work to date for 2009 Conference in Seattle Washington by Mona Pitre-Collins. Some general conversation about the notebook for future conferences – movement towards something more web-based with perhaps basic information in paper with specifics on the NAFA Web; possibility of a CD of various resources.

Closing comments: NAFA President, Paula Warrick, American University. General good wishes for a very productive year.

NAFA Board Meeting ended at 4:52 p.m., Saturday, July 28, 2007
Minutes submitted by Secretary, Mona Pitre-Collins