



North Carolina Association for Developmental Education

Executive Board and Officers

Ashley Parrot, President
Dustin Sharp, President-Elect
Jennifer Leigh, Past President
Wes Anthony, Professional Liaison
LaKisha Cherry, Secretary
LaRonda Lowery, Treasurer
Cherise Millsaps, Conference Site Coordinator

Ashley Parrot, NCADE President
c/o Wake Technical Community College
9101 Fayetteville Rd.
Raleigh, North Carolina 27603
(919) 532-5560
www.ncade.net

2017-2018

Tammy Bishop, Awards Chair
Laura Kalbaugh, Membership Chair
Kris DeAngelis, Webmaster
Maria Sarah, Eastern Regional Chair
Lucretia White, Eastern Regional Co- Chair
Gabriella McCutchen, Central Regional Chair
Joanna Bolick, Western Regional Chair

EXECUTIVE BOARD MEETING MINUTES

Friday, January 26, 2018

Wake Technical Community College
6600 Louisburg Rd. Raleigh, NC 27616

10:00 a.m. – 1:00 p.m.

Members Present: Ashley Parrot, President; Jennifer Leigh, Past President; Dustin Sharp, President-Elect; LaKisha Cherry, Secretary; Lucretia White, Eastern Regional Chair; Joanna Bolick, Western Regional Chair; Cherise Millsaps, Conference Site Coordinator; Gabby McCutchen, Central Regional Chair; Laura Kalbaugh and Tammy Bishop, Awards Chair

I. **CALL TO ORDER**

President Ashley Parrot called the meeting to order at 10:15 am.

II. **APPROVAL OF MINUTES**

Cherise Millsap approved the meeting minutes from the October meeting and Jennifer Leigh seconded them, so the minutes were approved.

III. **REPORTS**

- Treasurer Report: Laronda sent the budget report with \$5,000 in checking and \$24,000 in savings.
- Awards: Lucretia White won Outstanding Educator and Joanna Bolick won Outstanding Dissertation Award at NADE. They will be recognized at NADE at the luncheon on Thursday. We will start the state level awards process in May 2018.
- Membership: Laura Kalbaugh reported that there was 173 members with 34 colleges represented in NCADE.

- Webmaster: Kris DeAngelis was not able to attend by wanted to post the current membership report on the website. Jennifer Leigh suggested that we add more pictures to the website to increase membership.

IV. **OLD BUSINESS**

- Conference change- Cherise has requested a request for time slot during lunch at this year's conference but is willing to retract it and get a breakfast slot. If we have either the breakfast or lunch it will be on October 8th but we have to negotiate the price of the lunch per person.
- Cherise motioned to keep the NCADE conference in 2019 in Greensboro during the same October 3rd-4th dates and she will research another venue to see if any other locations would be cheaper. Lakisha 2nd that motion and Cherise will keep the board updated via email with current bids. (Venue Option: Proximity Hotel, Marriott Downtown, Grandover Resort and Conference and/or Embassy Suites)
- Laura suggested we have the conference info solidified soon to be able to send the "Call to Conference" out in August.
- Laura suggested that we possibly subsidize the luncheon once we find out a definite price to charge for the conference.
- Vendors: Laura suggested that we no longer offer meals to vendors and rewrite the contract to keep a track with details. Ashley will send out a copy of vendor contract so that we can revise it as an Executive Board.

V. **NEW BUSINESS**

- Professional Liaison: Moving forward we want 2 separate people to be added to the Professional Liaison Committee (1) Math and (1) English.

VI. **NEXT MEETING**

- The next meeting will be TBA for during the summer.
- Time: TBA

VII. **ADJOURNMENT**

- **Motion:** Laura motioned for dismissal; properly seconded by Lucretia, the meeting was adjourned at 12:30 p.m. at Red Bowl Asian Bistro in Raleigh, NC.

Respectfully Submitted,

LaKisha D. Cherry, Secretary