1. Call to Order and Roll Call – Administrative Division Elected Representative Terry Musser called the meeting to order at 2 p.m. CST. Attending were Musser, Harding, Halden, Hands, Jensen, Laughter, Lewis, Murdock, Pollard, Russell, Self, Steele, Troxel, Wong, Veveiros, Marchesani, Cox, Tomasiewicz, Olivares, and McFarlane; and Cunningham, Goe, Joslin, Martin, Rush, Zirger, and Coffey.

2. Approval of Minutes – Halden moved and Pollard seconded to approve the minutes of the May 5 meeting; motion carried.

3. Unit Review Updates – Musser welcomed incoming chairs Kincanon, Viveiros, Marchesani, Tomasiewicz and Cox; and gave an update on four committees with changes in progress:
   a. Diversity Committee – A name change will be more broadly discussed at the annual conference, with an emphasis on being inclusive and engaging all members.
   b. Membership Committee – Incoming chair Marchesani plans to focus the group’s activity on the first two years of membership, and to collaborate with the Sustainable NACDA Leadership Committee on areas of mutual benefit.
   c. Professional Development Committee – The committee structure is being refined to create a focused and nimble group to address areas of benefit to the association membership.
   d. Member Career Services Committee – The committee has had a very defined role within the association of staffing an annual conference booth and providing job search resources. Staffing has been difficult due to expertise required and competing obligations of members; this year the committee will be on hiatus, with a table of position announcements and job search resources to be provided by the Executive Office.

4. Committee and Advisory Board Activity Updates – Participating unit chairs
   a. Research Committee – Troxel noted the International Research Symposiums in Maastricht, Netherlands in June were very successful, attended by 30 participants.
   b. Technology Committee – Steele welcomed Cox as the incoming chair.
   c. Finance Committee – McFarlane welcomed Viveiros as the incoming chair, noted the successful orientation of new committee members earlier in the year; and indicated that ideas regarding NACADA’s investment mix will be presented at the annual conference meeting.
   d. Webinar Advisory Board – Halden said the AB is identifying new webinar topics and encouraging new presenters to participate.
   e. ELP Advisory Board – Pollard and Olivares noted the AB is working on new ways for mentees and mentors to connect, as this is an area of interest mentioned by mentees.
   f. Awards Committee – Lewis mentioned improvements to the Awards Reception which are being implemented in Minneapolis.
   g. Membership Committee – Jensen welcomed Marchesani as incoming chair.
   h. NCAA/NACADA Advisory Board – Russell noted 20 individuals participated in the recent NCAA/NACADA Seminar in St. Petersburg, and 120 registered for the recently completed online course.
   i. Professional Development Committee – Murdock is working to define a list of professional development questions to be added to meeting evaluations.
   j. Publications Advisory Board – Wong said the AB’s mission statement has been reviewed, and publications are being reviewed for any needed updates.
k. Sustainable NACADA Leadership Committee – Self participated in the Midyear Board and Council meetings, and is working on defining the concepts of the Leadership Academy, and Pathways (engagement opportunities for members).

5. Annual Conference Meeting Plans – Musser noted that annual conference Division meetings will include an orientation session for new leaders focusing on communication with volunteer leaders and unit members, especially at a distance, as part of their regular meetings. Troxel advocated leaders continuing to work with their teams after their term of leadership to ensure continuity; Joslin also suggested writing for NACADA, blogging, participating in social media, interning or mentoring at one of the institutes, and becoming involved as a NACADA consultant or speaker.

6. Reports – Musser reminded participants of the August 15 report deadline.

7. Adjournment – Musser adjourned the meeting at 2:50 p.m.

8. Incoming Leader Orientation – Immediately following the Division meeting, Musser and Harding conducted orientation for incoming leaders, attended by Olivares, Marchesani, Lewis, Cox, Tomasiwicz, and Viveiros; and Zirger, Martin, Harden, Joslin, Rush, Lewis, Goe, Jensen, and Hands. Orientation included a PowerPoint presentation, videos featuring the executive director, president and vice president, links to committee and advisory board chair handbooks, and a Q&A session. The orientation concluded at 3:30 p.m. (Refer to the recording of the orientation – the final 30 minutes of the Division meeting recording – here: http://connect.ksre.ksu.edu/p48f7axro1k/.)