NACADA Annual Conference Advisory Board Meeting
October 5, 2011
Denver, Colorado

Terri Downing, Chair, called the meeting to order. Those present were: Bruce Norris, Kathy Stockwell, Dana Zahorik, Clint Moser, Rebecca Cofer, Michelle White, Kevin Piskadlo, Tim Kirkner, Dawn Fettig, Karen Sullivan-Vance, Carol Pollard, Sam Murdock, Margaret Pentecost, Terri Downing, Rhonda Baker, and Charlie Nutt.

Downing welcomed everyone to the meeting and asked everyone to introduce themselves. She then thanked all for agreeing to serve and acknowledged those who were attending their last meeting.

Downing reviewed the mission or charge for the Advisory Board:
The Annual Conference Advisory Board’s primary mission is to provide input into the content and format of the annual conference. The Advisory Board’s role is to recommend a curriculum for the conference annually and to provide recommendations for strategies to best address that curriculum. In addition, the Advisory Board recommends changes in the conference format as the need arises.

Old Business
Reports from two subcommittees:

Pre-conference Subcommittee
- Timing of invited vs submitted sessions – Members at large will submit first then invited workshops brought in to fill holes.
  - Would need to coordinate with the Professional Development committee to determine needed topics
  - Don’t base topics on commission/interest groups – too many to try to cover in pre-con
- Who is the PRC (pre-conference review committee)?
  - Should the committee be in place for more than one year?
  - They should serve under the Annual Conference Pre-Conference Chair and should consist of:
    - A subcommittee from the Annual Conference Advisory Board
    - Past Conference Chairs and/or Past Pre-Conference Chairs
    - Current Annual Conference Program Committee members
    - Local organizing committees/past pre-conference subcommittee members
- Timing of the Regional Conference in terms of bringing forward good sessions – most regional conferences occur after the deadline for the call for proposals for the annual conference
  - Need to work with Region Chairs on Guidelines at the Region level – if you have a good presentation how to move it forward.
- Changes to the submission process for pre-cons
  - Small changes using our existing system will be implemented for 2012
    - We will explore the use of a pop-up notice for 2012 submissions indicating that presenters must submit separate submissions if they want a topic considered for a pre-conference and/or a concurrent session.
    - The pop up will also indicate that you need to expand your proposal for pre-conference workshops to include how you plan to use the time you selected (i.e. 2hr/3hr/4hr, etc…)
  - Major programming changes would need to be submitted by May 2012 for implementation for the 2013 conference.

Conference Survey Subcommittee
- Current response rate on the survey is 30-37%
Agreed the old post survey was too long and outdated and no longer a good assessment of the conference. Unanimously decided to throw out the old and start from scratch.

New Business
Post Conference Survey
- Rhonda will work with a renewed subcommittee to totally rewrite the evaluation, beginning with the report submitted
- Deadline for this rewrite – a draft should be sent out to the full committee by April 1st, final draft due by July 1st
- Sub-committee members
  - Sam
  - Tim
  - Bruce
  - Kathy
  - Kevin (Chair)
  - Rhonda
  - Carol
  - Rebecca

There being no further business the meeting was adjourned.