MINUTES

1. **Call to Order:** President Mark Wagner called the meeting to order at 10:05. The following members were present: Mark Wagner, Curt Pierce, Jack Maus, Scott Faul, Scott Moum, Mark Andresen, Deb Follman, Buster Langowski, Jesse Krieger, Jason Wiberg, Lyle Krueger, Chris Bastian, Chris Kittleson, Denny VanBerkum (substituting for Ann Clapper), NDASA Observer John Gruenberg and NDCEL Executive Director Aimee Copas.

2. **Reading and Approval of the Minutes:** Andresen/Wiberg (MSC) to approve the minutes of October 21, 2015.

3. **Additions:** None

4. **Financial Report:** The Executive Director reviewed the financial reports. She noted the adjustments to the budget regarding office rent and hiring someone to scan in documents as the office becomes “green.” A more detailed budget update will be discussed later on the agenda. The balance sheet shows a balance of approximately $40,000 more than this time last year; very healthy. Moum/Langowski (MSC) to approve the financial reports.

5. **Business Update**
   A. **Legislative Update:** The NDASA Legislative Focus Group tours are almost complete—the final one was postponed due to weather; will be held during the NDASA midwinter conference. The state’s financial forecast is rather grim; some agencies will be cutting budgets, but it should not affect schools. ND Center for Distance Ed is expecting a 2.5% budget reduction; NDCDE asked NDCEL for support; the Executive Director asked for suggestions: reach out to IDT; could NDCDE reside in an educational agency rather than IDT.

   B. **Building Update:** NDCEL accepted a cash offer on the building; it was more than asking ($475,000 asking/$480,000 offer); after paying 6% to Aspen Group ($28,800) the net revenue will be $451,200; closing on March 1. NDCEL has put a deposit down to rent the new office space on Slate Drive; will be moving between mid/late-February. The Executive Director has been approached by the buyer; they would like to come in before the closing date and do the phone/wiring and set up workstations. After brief discussion, consensus was not to allow this.

   Moum/Andresen (MSC) to approve the sale of the building and stay with the closing date of March 1.

   C. **Budget Update:** The Executive Director reviewed the proposed adjustments to the budget due to the office move: added “Office Rent” line item of $11,000; added $3000 to “Misc.” for scanning documents; propose shifting $50,000 from the sale of the building to help with moving expenses—any remaining dollars would shift back to investments; added “Office Moving...”
Expense” line item for moving costs, new furniture (includes LEAD’s since they are part of the NDCEL team), wiring/hookups, etc. At the end of the FY, revenues are anticipated to be above expenses by approximately $13,500. The Executive Director will be researching stable investments for the monies from the sale of the building.

Moum/Pierce (MSC) to approve the amended budget.

D. Affiliate Conference Planning: The Executive Director briefly reviewed the programs for the upcoming NDASA and NDAESP midwinter conferences. She is working with DPI on the New Administrators workshop; possibly strand this with the NDREA’s ND Educator Academy.

6. New Business
   A. NDCEL Summer Conference 2016: The speakers are: Ted Dintersmith (Wednesday); Michael Fullan (Thursday) and Larry Bell (Friday).

   B. Membership Benefits: The Executive Director has been contacted by LifeLock; they would like to offer their services to our members at a discounted rate; NDCEL would receive a royalty.

   The Executive Director proposed NDCEL begin a program of “Golden Premier Partners.” This would entail contacting statewide businesses to sell them advertising, but also have them provide discounts, etc., to our members. A caution was expressed about staying within our mission of educating kids. The Executive Director stated it has worked well in other states; makes members feel good about being a member.

   Langowski/Krieger (MSC) to pursue these partnerships further.

   C. SOY Celebration: Jack Maus has been selected by NDASA as the 2016 ND Superintendent of the Year. A recognition dinner was held on December 7 in Grafton. Kudos to Jack and to the other regional recipients!

7. Office Items
   A. Membership Software Update: This has been a big undertaking to align all the affiliate accounts and change the membership format, but we are almost ready to make the transition.

   B. ND Kids First Foundation Update: The Executive Director reported she is working on aligning board members to be sure there is appropriate representation from all areas (business, legislative, and education).

8. Next Board Meeting Date: The Executive Director will send out a Doodle to determine a date.

9. Adjourn: The meeting adjourned at 11 a.m.

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Aimee Copas, Executive Director