

**NSNA Meeting
March 19, 2019 @ 3 p.m
Douglas County School District, Minden, NV**

Attendees: Cory Smith, Martha Hollis, Mary Sawyers, Chris Cooper, Tim Riley, Sandy Alderman, Brittany Mally, & via phone- Katie Schartz, Cindy Cohen, Caroline Grady

Meeting Start: Martha called meeting to order 3:05 p.m.

Reports

Approval of Minutes

- Martha had multiple changes to wording in the January and February minutes. To make it easier Brittany asked that Martha provide her with copies of the minutes with her notes and anything she wanted changed.
- Members can now view the current year's approved minutes online at the NSNA website.
- Martha made a motion to approve the January minutes as amended. Tim Riley seconded the motion and was passed unanimously.
- Sandy made a motion to approve February minutes as amended. Mary seconded the motion and it was passed unanimously.

Treasurer's Report

Balances as of 3/19/19

Checking (7038)	\$ 4,866.99
Scholarship (8608)	\$ 4,919.00
Savings (1259)	\$48,601.64

Old Business/Action Items

Insurance

- This was moved to next meeting as Martha would like help answering some questions on it.

LAC

- Martha and Cory shared their experience at LAC.
- Said it was a learning curve, fun, with some mistakes made. They only had the opportunity to meet with one legislator in person as they are extremely busy. This was Mark Amodei. For the other legislators they met with their aides.
- Topics they brought up to the representatives and spoke about included: more seat time during breakfast, and extension on the admin review cycle.

- Everyone was very busy. The discussion topics reflected a focused on what you do for your work so it was relevant to their position.

Budget

- Tim sent out a draft of one in December.
- Sandy and Martha are working on it.

Mont/Blu planning/income ideas

- Encourage places for donations to make into gift baskets for a silent auction for a minimum price.
- Check with accountant that silent auction is ok.
- We need to make sure vendors are invited, is the biggest income for the conference versus the silent auction and registration.
- Discussed the registration price for the attendees... \$100 members, \$125 non-members. Tim Riley made a motion to keep prices the same, Cory seconded the motion. It passed unanimously.
- Reviewed the price for the vendor booths \$800 full booth, \$400 half booth.
- Mary is going to send the previous year's vendor registration form to Martha and NSNA board.
- We discussed the need to begin planning the schedule for the conference.
 - NDA said they would try and look into getting us a speaker for our conference.
- If we want to offer a ServSafe training we should see how many members will be interested. We need to determine the minimum number of people we need and if we don't get that number signed up then we will cancel the training.
 - On registration for the conference those who want to sign up for ServSafe can pay the \$50 for exam fees and NSNA would cover the cost of the ServSafe trainer.
 - Martha will reach out to the trainer that Tim suggested. He thinks the trainer will charge about \$800-\$900 for a flat fee of an 8 hour training.
 - Cindy has a manager who would give us a good rate to do the class. She will figure out the cost and share with the board.
 - The plan will be to have the ServSafe training on the first day and the exam on the second day.
- We need to make a schedule for each day and what breakouts and content are needed. Cindy was going to email out and share the ideas that were discussed during the conference planning meeting held on 3/13/19.
- We may want to have a later brunch on the second day of the conference to allow time for people to arrive and check in.

- We discussed who has the vendor list and who will be sending out the list and Save the Date to vendors. Brittany volunteered to combine all the vendor lists we have and send out the Save the Date to vendors by the end of the week.
- Another conference planning only meeting is scheduled for March 28th at 3 pm at DCSD.

ANC

- Cory can't commit to ANC right now. He knows he will be really busy and does not want to waste any money and commit by buying flights now.
- Martha plans on attending and she would like Rose to go with her.

National Leadership Conference

- Martha and Cory going, have booked flights, rooms, and conference registration.
- They think the total is close to what we budgeted for this conference. Martha and/or Cory will total it all and send to Sandy.
- In an email sent on 2/21 after the meeting on 2/21 Cindy said to save money and stay under budget she would not be attending Leadership. She also attached the part of the bylaws that outlines which board members should be attending each conference. Leadership is normally reserved for the President-Elect and VP.

Bylaws

- It was decided that we still want to add some items to the bylaws.
- We also discussed that we would like to finish our draft of the updated bylaws and send that to SNA to review instead of holding off as Martha originally planned.
- Martha will let Nate know we are going to send him a final updated version of the bylaws and we would like SNA to review that draft not an older version.
- We will be having another meeting to work on bylaws only on April 3rd at 3 pm at Carson City School District office.

Website access/credit card processing/ minutes/historical documents

- For the conference registration we can do credit card processing through the website. It will be 2.9% plus 30 cents per transaction fee. Cindy will work with Sandy to see how this will work and will explore how it will work with our bank account.
- We can have people pay by PayPal or credit cards. Martha made a motion to approve using the website to accept credit card payments for conference registration. Sandy seconded motion and it passed unanimously.
- Regarding minutes and historical documents the question was raised how long do we need to keep documents?

- The general consensus and rules we have seen is 3 years for standard documents and 7 years for tax documents.
- We decided to keep the previous year and the current year's documents on the website.

Board emails

- We had a discussion about who should be on board emails and who is appropriate to include.
- We want to define voting members during next bylaws meeting. Martha would like to change who can be a voting member to include committee members and the past president.
- Also discussed about being careful who you send emails to and that forwarding a whole email chain to people outside of board is not necessary and generally not a good practice.

New Business/Discussion Items

Vendors for conference

- See Mont Blu conference planning above. Brittany is sending out Save the Date by the end of this week.

Directors meeting location

- Brittany emailed Whittell HS about holding the pre-conference there. She has yet to hear back and will follow up.

Prioritizing agenda- Possible items for future board meeting

- The conference planning will be added to every agenda for the remainder of this school year.
- Bylaws update for next meeting.

Receipts from account use

- Sandy needs all receipts for all purchases using the NSNA card and for reimbursement except for per diem purchases.

Next Meetings

Conference planning meeting – 3/28 at 3 p.m. at DCSD ATC Bldg.

Bylaw meeting – 4/3 at 3 p.m. at Carson City School District.

Regular meeting- 4/10 at 3 p.m. at Douglas County SD ATC Bldg.

Meeting End: 4:59 p.m.