Annual Business Meeting Minutes
April 12, 2019 – 11:15 – 12:45 PM
Grand Ballroom W & C
Sheraton Centre Toronto

MINUTES

AGENDA

1. Call to Order – Keith Ramsdell
2. President’s Report – Keith Ramsdell
3. Approval of the 2018 Annual Business Meeting Minutes – Teisha Johnson
4. Treasurer’s Report – Andrew Kim
5. Discussion/Approval of Proposed Bylaws Changes – Keith Ramsdell
6. New Business – Keith Ramsdell
7. Closing Comments – Keith Ramsdell
8. Meeting Adjourned

ACTION TAKEN

President Keith Ramsdell called the official Annual Business Meeting to order at 11:30 a.m. on Friday, April 12, 2019. The President noted that there was a quorum present to conduct business. There were over 650 attendees at the Annual Business Meeting Luncheon. The President then introduced the 2018-2020 Officers & Governing Board:

- Jeremiah Nelson - Vice President
  - {Awards, Strategic Planning and Revenue Initiatives}
  - Wake Forest University School of Business
- Teisha Johnson - Secretary
  - {Diversity and Inclusion Initiatives}
  - Illinois College of Optometry (IL)
- Andrew Kim - Treasurer
  - {International Initiatives}
  - Memorial University of Newfoundland (CA)
- Julie Deland - Past President
  - {Leadership Cultivation, Elections}
  - Harvard Graduate School of Education (MA)
- Paula Baker - Research
  - University of Minnesota (MN)
- Katie Beczak - Marketing and Communications
  - Rochester Institute of Technology (NY)
Keith also introduced two special Board resource volunteers:
  - Cammie Baker Clancy – Leadership Academy  
    - Empire State College (NY)
  - James Crane – Leadership Academy and External Relations and Partnerships Committee  
    - Brigham Young University (UT)

After introducing all the volunteers, Ramsdell thanked them for their valuable contribution to NAGAP.

Ramsdell introduced the 2019 Annual Conference Planning Committee, which includes:
  - Naronda Wright – 2019 Conference Planning Chair
  - Brian DesbRosiers-Tam – Community/Special Projects Chair
  - Joshua Walehwa – Marketing (unable to attend)
  - Mary Pascarella – Education Programming

He then presented the Conference Chair, Naronda Wright with a piece of artwork in appreciation for his outstanding leadership of the conference.

**PRESIDENT’S REPORT**

Keith Ramsdell reported on the status of the organization. NAGAP is in good health with a membership of approximately 1,500 with representation throughout the United States as well seven countries who have membership in NAGAP.

The 2019 Annual Conference attendance is nearly 900 including attendees and exhibitors.

Keith Ramsdell summarized NAGAP’s accomplishments for the past year including:
  - This is NAGAP’s first international conference.
  - Developed a Core Values Statement to clearly reflect our association’s core values.
  - Launched 60-Second Flash Surveys
  - Contracted with Higher Logic to provide a real-time, social networking and engagement platform for members.
Finalized plans for our first Leadership Academy
Launched a new podcast and webinar series
Conducted our first International Recruitment Tour
Revamped the NAGAP Experts Bureau
Joined the Council of Higher Education Management Associations (CHEMA)
Unveiled the new online Career Center
Partnered on joint research projects with:
  - Carnegie Dartlet
  - International Education Research Foundation (IERF)
  - Institute of International Education (IIE), Graduate Learning Overseas (GLO) project
Confirmed upcoming joint research projects with Study Portals and Ruffalo Noel Levitz for this Fall
Redesigned the Strategic Partnerships Council (SPC)
Introduced the Annual Conference GEM Certificate
Significantly increased international initiatives, including several of the joint research projects already mentioned, reciprocity agreements with the American International Recruitment Council (AIRC) and the European Association for International Education (EAIE) and sending representatives to their conferences

SECRETARY’S REPORT
Secretary, Teisha Johnson asked if there were any changes to the Annual Business Meeting Minutes from April 13, 2018 meeting in Salt Lake City, Utah. There were none.

RESOLVED to accept the Minutes of the NAGAP Annual Business meeting that was held on Friday, April 13, 2018 in New Orleans, Louisiana. Motion passed unanimously.

TREASURER’S REPORT
Andrew Kim summarized the revenues and expenses from July 1, 2016 through June 30, 2017 and reported the organization is fiscally sound and healthy. Primary sources of revenue are membership dues, Annual Conference and Professional Development Institute registration fees. Appropriate checks and balances are in place to ensure fiscal controls.

Nelson’s report also included an update on the current financial status, including the revenue and expenses for the past year. Nelson reported that total revenue as of June 30th is $1,167,752 and total expenses as of June 30th are $1,309,908

RESOLVED to accept the Treasurer’s Report as presented by Treasurer Andrew Kim. Motion passed unanimously.

DISCUSSION/APPROVAL OF BYLAWS CHANGES
Ramsdell noted NAGAP voted on minor revisions to the Bylaws in 2018. However, due to the complexity of the laws in the state of New Hampshire where NAGAP was originally incorporated, the updates associated with our name change had to be tabled. Over the past year, those issues were resolved. Ramsdell presented the changes. We can officially change our name to NAGAP: The Association for Graduate Enrollment Management. A couple additional changes included a minor revision to the Chapters section and other minor wording edits throughout. The membership was alerted to these changes prior to the conference in accordance with the Bylaws stipulations.
RESOLVED to accept the revised Bylaws as presented by President Keith Ramsdell. Motion passed unanimously.

NEW BUSINESS
No new business brought forward by the membership present.

ADJOURNMENT
There being no further business, the NAGAP Annual Business Meeting was adjourned at 12:06 p.m.

Respectfully submitted,

Teisha Johnson
NAGAP Secretary