



**EXECUTIVE COMMITTEE (EXCOM) MEETING MINUTES**  
**Tuesday, June 18, 2020**

PRESENT	John "Don" Kaminar	Arkansas Commissioner	Chair
	Laura Anastasio	Connecticut Commissioner	Vice Chair
	Mary Gable	Maryland Commissioner	Rules
	Rosemarie Kraeger	Rhode Island Commissioner	Past Chair
	Daron Korte	Minnesota Commissioner	Compliance
	Craig Neuenswander	Kansas Commissioner	Treasurer
	Ernise Singleton	Louisiana Commissioner	Training
	Chuck Clymer	DoD Representative	Ex-Officio
EXCUSED	Brian Henry	Missouri Commissioner	Comm & Outreach
STAFF	Cherise Imai	Executive Director	Secretary
	Lindsey Dablow	Training and Operations Assoc.	

**ITEM 1 – WELCOME AND CALL TO ORDER**

1. Chair Don Kaminar (AR) called the meeting to order on Thursday, June 18, 2020 at 1:02 PM ET. Roll call was conducted by Executive Director (ED) Cherise Imai. A quorum was established.
2. Chair Kaminar expressed appreciation for members for their time and making themselves available to hold an additional meeting last week. He also expressed appreciation for the national office staff of two personnel that are keeping the Commission running smoothly.

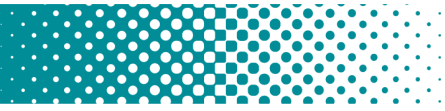
**ITEM 2 – AGENDA AND MINUTES**

3. Chair Kaminar noted the Committee will move into Executive Session to discuss personnel business.
4. Commissioner Mary Gable (MD) made a motion to approve the agenda, seconded by Commissioner Ernise Singleton (LA). Motion carried.
5. Commissioner Gable motioned to approve the minutes of the June 8, 2020 meeting, seconded by Treasurer Craig Neuenswander (KS). Motion carried.

**ITEM 3 – Reports**

6. **Chair** – Chair Kaminar reported the Commission has been making good progress on planning for the upcoming Annual Business Meeting, and he looks forward to the virtual event this year.
7. **Vice Chair** – Vice Chair Laura Anastasio (CT) reported the Ex-Officio meeting is scheduled for June 25. She will provide an update on the EXCOM activities and discussion, and the Commission code of conduct and conflict of interest forms. She asked members to forward any items or concerns for their discussion.
8. **Communications and Outreach** – the report was deferred to the next meeting.

9. **Compliance** – the report was deferred to the next meeting.
10. **Finance** – Treasurer Neuenswander reported 99% of the FY2020 dues were collected and staff have followed up with New Mexico Commissioner Teresa Ferenzchalmy and the Department of Education on payment. He stated the FY2021 dues invoices were released in May, and 10 states have paid to date. The fund balance is at \$1.3M and follows the organization practice of two-years of income in reserve. Expenses are as projected for this time of year, and we are predicted to end the year below budget regarding salaries and benefits, due to the staff vacancy. He referenced the Vanguard investment report, and stated due to the pandemic, the stock market is influx. The investment balance is at \$412,000, while the previous month is \$380,000. The original investment two years ago was \$350,000.
11. Treasurer Neuenswander referenced the proposed amended budget for FY2021. Reductions were made in regarding the Annual Business Meeting (ABM) as it will be held virtually, however funds were included to cover mailing of commissioner packets and other meeting related items. Some smaller items such as staff development that were eliminated, and the audit line item was increased due to the rise in cost. The projected cost savings is \$41,000 and this item will be voted on later on the agenda.
12. At the last meeting, the EXCOM discussed refunding a portion of state dues if there was cost savings from the ABM held virtually. For the record, Treasurer Neuenswander noted the Finance committee believes it is good fiscal practice to have two years of budget in reserve. With the projected \$41,000 cost savings and 569,000 students on which dues are based, this equals 7.25 cents per student. For the average state, the refund would be \$809, with a high of \$5,079 for Virginia, and a low of \$12 for Vermont. He recommended if a return is determined to be viable, that a reduction of the next fiscal year dues be considered versus issuing refund checks. Commissioner Rosemarie Kraeger (RI) expressed support for Treasurer Neuenswander's recommendation.
13. Commissioner Kraeger motioned to approve the FY2020 amended budget, seconded by Commissioner Gable. Motion carried.
14. **Rules** – Commissioner Gable reported the Rules Committee met two days ago. The anticipated Commissioner for the District of Columbia, Lakisha Fox, attended the call though did not vote as we are pending her appointment letter. In addition, Nicole Russell, the new representative from the National Military Family Association was welcomed. Commissioner Gable presented the new *Policy Development and Approval* proposal for review which was a lengthy effort by the Rules Committee members. The policy provides the opportunity to put forth a proposal for a new policy or amend or rescind a current policy. If a policy is adopted/amended by the EXCOM, the policy would be published within 10 business days on the website and would be effective immediately. All provisional policies would be recorded on the consent calendar at the ABM, and for simple majority vote at the full Commission at the ABM for full adoption.
15. Commissioner Kraeger motioned to approve #1-2020 *Policy Development and Approval Policy* as presented, seconded by Vice Chair Anastasio. Motion carried.
16. **Training** – Commissioner Singleton stated the Training Committee has not met since June 8<sup>th</sup> therefore she did not have a report at this time.
17. **Leadership Nomination** – Commissioner Kraeger referenced an email she received from Commissioner Shelley Joan Weiss (WI) on the LNC election memorandum dated June 10. Commissioner Kraeger stated the formal response will be from the LNC and she will provide an update at the next meeting. Key points included:
- She appreciated that all the elections documents that came in and they were numbered



- She felt the one time the Commission received a very lengthy document from someone it did not seem to be an equitable process.
- She wanted to see the Commission move to a fillable form (at some point in time) so every word could be counted and limited.
- She asked if the LNC had determined a method for anonymous voting (for elections).

18. Second, Commission Kraeger referenced an email she received from Commissioner Greg Lynch (WA) this morning which proposed, due to the pandemic and uncertainty of education and schools, the Leadership Nomination Committee (LNC) consider asking current leadership (Chair, Vice Chair and Treasurer) to extend their office run for the same office for an additional year. In Washington state, Commissioner Lynch reported they have a number of rotating leadership positions and they decided because of the crisis, to freeze everyone in their current position unless there was an objection (and there were none). Similar to the Commission, a number of Washington's leadership positions normally change every year or every two years. He understood Commission bylaws required an annual elections, which would still be held. He asked the LNC to contemplate the suggestion and provide feedback. In addition, he requested Commissioner Kraeger to convene a meeting between now and the next LNC scheduled meeting to explore further. Commissioner Kraeger noted the LNC met on June 5 and a memorandum for election applicants was released on June 10 - the submittal deadline is July 8.

19. **National Guard and Reserve Task Force (NGRTF)** – Commissioner Kraeger reported the Task Force met this past Monday, June 15 and they continue to work on their recommendation. A formal survey for Commissioners to provide information will be released shortly. In addition, she received an email from Commissioner Davina French (ND) yesterday requesting a copy of the NGRTF preliminary NGRTF report and ED Imai responded and provided a copy this morning.

20. **DOD Liaison** – Mr. Chuck Clymer reported they had their monthly DOD Services meeting this morning which included Mr. Bill Hampton from the State Liaison Office, Sean from the MCFNP which controls policy for the School Liaison Officer programs, and all service SLO program representatives. They discussed results of previous EXCOM meetings, and the lifting of the Stop Movement Order with some conditions, and the overseas locations which are dependent on the host country regulations such as shelter in place and mandatory quarantine requirements, and travel limitations. The focus is on service processes and their chart and are working on timelines and deliverables with input from the Air Force (on a similar cycle of 6 months) and the Navy. Above all we want to capture what transpires to share information between states and among services. The process will take a couple more months to complete.

## ITEM 5 – OLD BUSINESS

21. **Challenge Coin Artwork** – ED Imai presented the final graphic from the vendor for feedback. Members stated they approved the artwork which accurately resembles the draft submitted. ED Imai stated staff will order the coins which will be received in July.

22. Due to time constraints, the following *Old Business\*\** and *New Business\*\*\** items were tabled for the July Meeting:

- North Dakota Inquiry Response\*\*
- Mid-Year Survey Report Results\*\*
- Holding a Special Meeting for Concerned Commissioners\*\*\*

23. **ABM Agenda** – ED Imai reviewed the revised agenda with changes based on discussion at the previous meeting which included moving to a two-day format. In the interest of time, she will email the updated document to members to provide additional feedback on logistical and planning elements so the agenda may be finalized in July. **(OPEN ITEM)**

## ITEM 6 – OLD BUSINESS

24. Executive Session – Commissioner Gable motioned to move into Executive Session, seconded by Commissioner Kraeger. Motion carried.
25. Having returned from Executive Session, Chair Kaminar announced the Committee meeting reconvened.
26. Commissioner Gable motioned to increase staff salary and bonus as recommended, seconded by Commissioner Singleton. Motion carried. Chair Kaminar stated he would follow-up with ED Imai post meeting.
27. Website Migration Vendor Selection – ED Imai presented the three RFP's received by the national office. She reported the national office met with each company and discussed the project in detail. Based on the information presented, Commissioner Gable motioned to select Epic Technologies, seconded by Treasurer Neuenswander. Motion carried.

## ITEM 7 – ADJOURNMENT

28. Commissioner Kraeger motioned to adjourn the meeting, seconded by Commissioner Gable.
29. There being no further business to conduct, Chair Kaminar adjourned the meeting at 2:02 PM ET.

Respectfully submitted by,  
Cherise Imai  
Secretary/Executive Director