



EXECUTIVE COMMITTEE MINUTES
Thursday, September 16, 2021

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

ITEM 1 – CALL TO ORDER

1. Chair Don Kaminar (AR) called the meeting to order at 1:00 PM ET on Thursday, September 16, 2021.

ITEM 2 – ROLL CALL

2. Roll call was taken by Cherise Imai, Executive Director (ED). A quorum was established.

ITEM 3 – PLEDGE OF ALLEGIANCE

3. Commissioner Craig Neuenswander (KS) led the group in the Pledge of Allegiance.

ITEM 4 – APPROVAL OF THE AGENDA

4. Commissioner Rosemarie Kraeger (RI) moved to approve the agenda as presented. The motion was seconded by Commissioner Mary Gable (MD). Motion carried.

ITEM 5 – APPROVAL OF THE MINUTES FROM AUGUST 19, 2021

5. Commissioner Neuenswander motioned to approve the meeting minutes from August 19, 2021. The motion was seconded by Commissioner Gable. Motion carried.

ITEM 6 – REPORTS

6. **Vice Chair** – Committee Vice Chair, Commissioner Laura Anastasio (CT) stated the Ex Officio meeting will meet on October 7, 2021.
7. **Executive Director** – ED Imai said the National Office conducted several briefings and will staff the upcoming California and New Mexico State Council meetings. Additionally, ED Imai said Arizona will hold their first state council meeting on October 7, 2021.
8. ED Imai reported commissioner vacancies in District of Columbia, South Dakota, and Indiana.

Approved October 21, 2021

9. **Finance** – Commissioner Neuenswander noted there are three states outstanding for Fiscal Year 2021 dues for a total of \$16,406. The states are Missouri, New Hampshire, and New Jersey and he reported the National Office has been in contact with these states regarding payment. Missouri is delayed due to a new accounting system. Commissioner Neuenswander said the annual financial audit was completed, and the commission received a clean audit with no findings.
10. Commissioner Ernise Singleton (LA) moved to approve the audit. The motion was seconded by Commissioner Brian Henry (MO). Motion carried.
11. Commissioner Neuenswander reported 35 of the 51 members have paid their Fiscal Year 2021 dues. The committee reviewed the balance sheet, revenues/expenditures, and investment statement. He said the Finance Committee will review the Fiscal Year 2023 dues and budget proposals at their meeting next week. Then, the documents will be emailed to the EXCOM for approval.
12. **Communication and Outreach Committee** – Commissioner Henry noted the committee met on September 1, 2021. He reported they reviewed the updated State Council toolkit which has great resources. The School and Parent Toolkits are being updated by CSG Graphics. The committee reviewed the slides for their presentation at the Annual Business Meeting (ABM).
13. **Compliance** – Commissioner Daron Korte (MN) reported on the September 14, 2021, meeting. He noted a majority of states held State Council meetings. He said the committee discussed emailing states who did not fulfill their meeting requirement with offers of assistance to help them be compliant. He said the committee decided Commissioner Korte would write a letter to Indiana regarding the appointment of a commissioner. He stated the deadline for end of year reports was extended to August 31, 2021, and 40 states submitted them which is a much higher reporting rate than previous years. Commissioner Korte thanked the National Office for their efforts in collecting these reports and working with states to submit them on time. He reviewed the committee's Strategic Plan progress and said a memo defining the commissioner minimum expectations at ABM and standing committee meetings be released in October.
14. **Rules** – Commissioner Gable reported the committee has not met since the last EXCOM meeting.
15. **Training** – Commissioner Singleton stated the committee met on the August 24, 2021. The committee approved a script for a video regarding Article VII of the Compact: Graduation. They reviewed three voiceover talents to determine the final video narrator. She noted the video would be presented at the ABM. She reported the committee several learning management systems specifications and more information will be presented in the upcoming months.
16. **Leadership Nomination** – Commissioner Kraeger stated the committee met on August 23, 2021. They reviewed the final election documents, the details of the election which would be held virtually this year, and they approved the final Election Guide. The September meeting was cancelled because the committee completed their business for the year, however they will debrief the 2021 election at their November 15, 2021, meeting.
17. **DOD Liaison** – Mr. Chuck Clymer said they have been busy gathering information and preparing their brief for the ABM. He reported the services are revising the military representative assignments to better align with logical associations. He said they will send their recommendations to ED Imai and will then share the report with the Department of Defense after approval from MIC3.

ITEM 7 – OLD BUSINESS

18. **NGR Reports** – ED Imai reviewed the National Guard and Reserve Report submittals - 21 of the 51 states submitted position papers by the deadline of August 31. She noted there was no consensus. She said there were some states who did not submit a formal opinion but indicated they would go along with the recommendation of the commission. ED Imai said states noted the data on guard and reserve dependents is difficult to obtain although some states were successful.

19. **2021 Annual Business Meeting** – ED Imai reminded the committee the decision to move the meeting from in-person to virtual was made in the interest of the health and safety of members, the state of Arkansas did not declare a state of emergency as they did the previous year. Therefore the commission was obligated and under contract to the Little Rock hotel for the event. Ms. Dablow reviewed the cost estimate of upcoming ABM, which included the hotel and audio-visual costs. ED Imai recommended avoiding the previous year situation in which two staff managed the platform which included: addressing technical challenges of members and general attendees to access the platform; managing the slide deck, chat box, and other needs of the commission while maintaining meeting support. In sum, while the meeting was successful, it was more than two staff could manage. Due to this, this year the AV company would oversee the meeting platform and technical aspects, and staff could focus on the meeting. Ms. Dablow noted the price reflects the labor and cost of conducting a fully virtual meeting. She noted the price quote could change and final planning will occur over the next several weeks. She referenced the contract with the Little Rock Marriott and noted the room rate increased somewhat but the total is less than if the contract was completely cancelled. Members agreed with the recommendation and fully supported the tech company to run the meeting. ED Imai reported the Public Notice was released.

ITEM 8 – NEW BUSINESS

20. **Commission Suggestions from Commissioner Shelley Joan Weiss (WI)** – The committee reviewed an email from Commissioner Shelley Joan Weiss (WI) to Chair Kaminar, Commissioner Korte and ED Imai with suggestions for the commission. First, Commissioner Weiss asked for a report be drafted and available on the website site indicating which committee meetings were held. Weiss said the information may be helpful overall to assess positive components and obstacles to completing meetings. Currently, members noted meeting minutes are posted on the website and annotates cancelled meetings. They concluded the information Weiss is requesting is readily available to members, therefore no further action was pursued on this item.

21. Commissioner Weiss' second suggestion was to add dates added when policies, bylaws, etc. are changed/updated, and to annotate these changes within the documents. For example at the top of the [bylaws](#) document there are dates when updates/changes are made, but not within the document indicating when the change was made. Weiss said this would also be helpful as a historical record of progress being made within the commission. Members stated dates are typically annotated for changes to state statutes and policies however they do not annotate changes of verbiage within the documents itself – primarily because the document would be confusing and difficult to read. The committee determined research on state statutes and policy changes was needed and tabled the discussion to a future meeting. ED Imai noted archived copies of documents are saved before they are updated.

22. Commissioner Weiss suggested having a simple fill in template posted online to encourage states to complete their state council minutes and for their convenience. Members agreed to add Weiss' template to the webpage. Chair Kaminar would inform Commissioner Weiss on the committee's decisions.

23. **Request for Information on NGR Reports by Don Berry** – Chair Kaminar referenced an email from Don Berry of Arkansas who requested copies of states' NGR reports. Chair Kaminar noted the report is not finalized and additional states are submitting reports prior to the ABM. Chair Kaminar stated the deadline for these reports to be submitted has been informally extended and he will provide Mr. Berry a copy of the report after its completed and posted online. Members recommended the Kentucky guidelines for open records should be utilized.

ITEM 9 – EXECUTIVE SESSION

24. Vice Chair Anastasio moved for the committee to begin an Executive Session. The motion was seconded by Commissioner Singleton. Motion carried.

ITEM 10– OTHER BUSINESS AND ANNOUNCEMENTS

25. Chair Kaminar noted Mary Pendleton, Administrative Assistant, has decided to leave the organization. He noted ED Imai will present her an award for her service.

26. Commissioner Gable moved to formally thank Mary Pendleton for her service. The motion was seconded by Commissioner Henry. Motion carried.

ITEM 11 – ADJOURNMENT

27. With no further business to conduct, Commissioner Henry motioned to adjourn the meeting, seconded by Commissioner Kraeger. Chair Kaminar adjourned the meeting at 2:05 PM ET.