

**EXECUTIVE COMMITTEE MINUTES**  
**Thursday, August 15, 2024**

PRESENT	Ernise Singleton Daron Korte Greg Lynch Laura Anastasio Mary Gable Chad Delbridge Kathleen Murphy Dianna Ganote	Louisiana Commissioner Minnesota Commissioner Washington Commissioner Connecticut Commissioner Maryland Commissioner Wyoming Commissioner New Hampshire Commissioner USDOD Representative	Chair Vice Chair Treasurer & Finance Leadership Nom. Rules Comm. & Outreach Training Ex-Officio
EXCUSED	Steve Bullard	Kentucky Commissioner	Compliance
STAFF	Cherise Imai Lindsey Dablow Allie Thomas	Executive Director Training & Operations Assoc. Operations Coordinator	Secretary

**ITEM 1 – CALL TO ORDER**

1. Commission Chair and Louisiana Commissioner Ernise Singleton called the meeting to order at 1:03 PM ET.

**ITEM 2 – ROLL CALL**

2. Roll call was conducted by Executive Director (ED) Cherise Imai. A quorum was established. Chair Singleton welcomed Commissioner Kathleen Murphy (NH) to the Executive Committee as the interim Training Chair.

**ITEM 3 – APPROVAL OF THE AGENDA**

3. **Chair Singleton approved the agenda with consensus from the Members. No motion was necessary.**

**ITEM 4 – APPROVAL OF THE MINUTES**

4. **Commissioner Chad Delbridge (WY) motioned to approve the minutes from the meeting on July 18, 2024. Treasurer and Washington Commissioner Greg Lynch seconded the motion. Commissioner Murphy abstained. The motion carried.**

**ITEM 5 – ANNOUNCEMENTS**

5. No announcements were presented to the Committee.

**ITEM 6 – OLD BUSINESS**

6. **EMS Staffing: Organizational Assessment** – ED Imai reported Educational Management Solutions (EMS) compiled raw data from the Commissioner Survey results and were preparing a narrative report to be presented with the complete organizational assessment analysis. Thirty-seven

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Commissioners responded to the survey and provided comments that were reviewed with the survey results. Many comments from the survey were positive towards the national office operations and Commissioner support, though a handful of pointed or narrowly focused comments were received.

7. **Future Annual Business Meeting (ABM) Format Discussion** – Training and Operations Associate Lindsey Dablow reviewed Commissioner feedback regarding preferences for in-person and virtual meetings from the 2022 and 2023 Post-ABM Surveys. Most of the comments supported having in-person meetings, but many Commissioners agreed to holding the ABM virtually every other year if the cost of meeting in-person was prohibitive. Ms. Dablow reviewed the ABM Reimbursement and ABM Expense reports from 2018 through 2023 and explained how the data changed each year.

8. ED Imai asked the members for feedback on holding ABM in-person every other year. Chair Singleton stated she believes it is important to meet in person but understands the rationale to going every other year, and that the Finance Committee needs to review the data and make a recommendation to the EXCOM before a decision could be made. Commissioner Delbridge asked if a dues increase would change the opinion of some Commissioners regarding ABM moving forward. Chair Singleton responded it would be hard to tell but she felt that it could affect the way some Commissioners felt about in-person meetings. Commissioner Mary Gable (MD) agreed with Chair Singleton that the Finance Committee needed to be involved and the financial situation needed to be explained to the Commission before the EXCOM could make a final decision. Commissioner Anastasio commented she would prefer to hold the meeting in-person each year, but she understood the financial reason to hold it virtually every other year if needed.

## ITEM 7 – NEW BUSINESS

9. **2024 ABM** – Operations Coordinator Allie Thomas reported 36 of 51 Commissioners had registered for ABM along with all six of the Ex-officio Representatives. Eight of the 36 that were registered still needed to make their hotel reservations. The members were reminded to complete their registrations and hotel reservations before the room block closed on September 13, 2024.

10. ED Imai introduced a draft of the 2024 ABM agenda and reviewed the listed items. Department of Defense (DoD) Representative Dianna Ganote asked if she could include a report from Department of Defense Education Activity (DoDEA) schools along with the DoD report. She also made recommendations for how to present the briefs and reports from the Defense-State Liaison Office (DSLO) to be mindful of the agenda items and conserve time. Chair Singleton responded that those suggestions and requests would be taken into consideration.

11. No further comments were received. ED Imai stated the draft would be edited and would need to be approved by the EXCOM at the next meeting in September. The Post-ABM Survey would also be emailed to the members for approval in September.

12. ED Imai presented the Hotel Cost Analysis and Contract for the 2025 ABM. The Commission was unable to secure the government rate at the hotel in Albuquerque, New Mexico for 2024 or in Indianapolis, Indiana for 2025, preventing many School Liaisons from booking rooms at the designated hotel. The Commission had included the School Liaisons in the total number when contracting the room block amount and was now required to pay a percentage of the unused rooms. The hotel in Indiana was contacted to see if the number of rooms in the contracted block could be reduced to prevent the situation in 2025.

## ITEM 8 – REPORTS

13. **Finance** – Treasurer Lynch reported the Finance Committee agreed to bring forward their discussion regarding a dues increase and the reserve to the EXCOM. A 3-5% dues increase and a five-year budget were being considered by the Committee. A draft of the five-year budget would be provided at the 2024 ABM with the vote taking place in 2025, and then, if approved, the dues increase and budget would go into effect in fiscal year (FY) 2027. The Finance Committee would address and decide on the reserve and travel policies at their next meeting on August 28, 2024.

14. **Rules** – Commissioner Gable reported the Rules Committee voted to accept the legal advisory *1-2024 Scope of SEC. 5.104 Placement Flexibility* and tabled the proposed Rule Amendment for SEC. 5.104 Placement Flexibility for one year. Commissioner Gable stated feedback from Commissioners and Ex-officio Representatives was reviewed and the Committee appreciated the members' participation in the Rules Promulgation process.

#### **ITEM 9 – OTHER BUSINESS AND ANNOUNCEMENTS**

15. **Next Meeting: Thursday, August 29, 2024** – ED Imai reminded the members of the next meeting date.

#### **ITEM 10 – ADJOURNMENT**

16. **With no further business to conduct, Chair Singleton called to adjourn the meeting. Treasurer Lynch motioned to adjourn. Commissioner Delbridge seconded the motion. The motion carried.** The meeting was adjourned at 2:01 PM ET.