

**NACADA Annual Conference Advisory Board Meeting
October 2, 2018, Phoenix Convention Center, -Phoenix, AZ**

Lunch served prior to the start of the meeting. Bruce Norris called the meeting to order at approximately 12:45 p.m.

In attendance:

Bruce Norris, Chair, West Chester University of Pennsylvania
Nicole Gaillard, Incoming Chair, Auburn University
Farrah Turner, Assistant Director for Annual Conferences, Executive Office Liaison
Maxine Coffey, Executive Office, Senior Associate Director

Term 2016-2018: Beverly Childress, Auburn University; Nicole Gaillard, Auburn University; Joshua (J.J.) Johnson, University of Central Florida; Barbara Smith, University of Texas – San Antonio

Term 2017-2019: Aaron Brown, Central Washington University; Andrea Harris, Pepperdine University; Chris Kirchhoff, University of Pittsburgh; Alex Kunkle, Nevada State College; Megumi Makino-Kanehiro, University of Hawaii – Manoa; Maureen Schafer, University of Iowa; Casey Self, 2018 Annual Conference Chair, University of Arizona

Term 2018-2020: Amanda Idema, Michigan State University; Joshua Johnson, University of Central Florida (continuing member); Brandan Lowden, Pikes Peak Community College; Pamela Stephens, Fairmont State University

Bruce welcomed new Advisory Board members; Amanda, Brandon, Janet, Joshua (continuing) and Pamela. He also welcomed Farrah as our new Executive Office Liaison

Review of our Purpose: The purpose of the Advisory Board is to oversee the curriculum and activities of the Annual Conference in order to advance the academic advising field globally – includes keynote session, concurrent presentations, pre-conference workshops, poster sessions, and other program formats to assure a successful event.

Business Items:

1. Phoenix Conference Update:
 - a. Casey and Farrah – Attendance at 3605. Casey reports that the conference is going well. The welcome reception was successful despite the rain. Participants seemed to have positive feedback and enjoyed the event.
 - b. As in prior years, the internet tends to get bogged down due to high capacity and multiple device logins by participants. With the expense of internet, this tends to be a difficult balance each year. This feedback will be considered when arranging onsite internet access in the future. It was suggested that a separate internet portal be arranged for presenters, NACADA staff and leaders. Cost is always the factor when making the decisions with affordability being an issue as it stands.

- c. The Volunteer Committee's use of a free online program for volunteer sign-up was successful. There have been multiple platforms used in the past and this one has been well received. It could be explored for use at future conferences, as it eased the task of volunteer management.
- d. The new format for the Poster Session and ACD Fair was well received. The aisles were wide for good traffic movement and well attended. Presenters ACD Chairs appreciated being able to print posters but still be creative with the boards.
- e. Attendees appear like using the Guidebook mobile app still. Some minor navigation issues do exist, which seems to be related to user education. Will review Guidebook for future use and compare with other mobile applications on the market as a matter of due diligence. Guidebook feedback continued to be mostly positive.
- f. Some presenters are not making sufficient use of microphones, creating difficulties for some participants to hear the presentations. A bid will be considered for wireless mics as this is an EO and budget decision. It was suggested that a video be made for presenters to help address this issues and to provide other helpful hints to assist presenters for next year.
- g. New badges have been well received. The ribbons adhere well and have seemed to not fall off as much. The clips also tend to open when pressed making some tags fall off. It was suggested that the City and Year appear somehow on the badge. These are all considerations to be taken into account for next year.

2. Upcoming Conferences:

- a. 2019 Louisville (October 20 - 23, 2019): Farrah – The Louisville Convention Center has undergone significant renovation, will be a fantastic space to work with. The local planning committee is considering an off-site opening night activity, is investigating options, will share their ideas with the Advisory Board.
- b. 2020 San Juan (October 4 - 7, 2020): Farrah – The Convention Center is operational, not affected with hurricane damage. Several events have been hosted this year. Conference Hotels are also in good shape. Some meeting spaces will be in the Sheraton which is adjacent to the convention center. Some hotels are a little distance from the center so shuttles will be arranged. Some hotels are finishing renovations and all operational. Committee Chair is assembling his committee.
- c. Future Conferences:
 - i. 2021: Cincinnati, Ohio (October 6 - 9, 2021)
 - ii. 2022: Portland, Oregon (October 23 - 26, 2022)
 - iii. 2023: Orlando, Florida (October 4 - 7, 2023)
 - iv. Currently looking at sites for 2024

Old Business:

- 1. Conference Tracks and Keywords: The Advisory Board will continue to review the tracks and keywords for the future. Will look at find ways to measure effectiveness for the future and to then determine any changes that should be proposed.

2. New Attendee Orientation: Bruce reports that the ACAB is now taking on this session each year.
3. Annual Conference Future Sub-Committee: Bruce reports that this work group is on hold as decisions are made about what this group is now going to do, as per the wishes of the Exec. Director and the Board.

New Business:

4. Advising Communities Restructuring and Sponsored Presentations. Discussion are needed to address the sponsored sessions issue. A sub groups will be meeting post conference comprised of Advisory Board, Planning Committee and ACD members.
5. Guidebook App should be reviewed and other similar apps be investigated as a matter of due diligence. Guidebook feedback continued to be mostly positive. Some minor navigation issues do exist, but is more a function of user education.

Items for the good of the group:

- Thank you to our Advisory Board members who have completed their terms of service: Barbara, Beverly, Kevin and Trevor.
- Congratulations Nicole, new chair of the Advisory Board. She assumed the Chair position at the conclusion of the conference.
- Bruce becomes Past Chair for one year.

Meeting adjourned at approximately 1:45 p.m.