

**Minutes**  
**NCA Executive Committee Meeting**  
**November 16, 2011**  
**New Orleans**

**Participating in the meeting**

Lynn H. Turner, President (Presiding); Steven Beebe, Second Vice President; Dawn O. Braithwaite, Immediate Past President; Lynn M. Disbrow, Educational Policies Board Director; David Henry, Publications Board Director; Kristine Munoz, Research Board Director; Ronald L. Jackson, Finance Board Director; Ronald Shields, Finance Board member (non-voting); Tina Harris, Finance Board Member (non-voting); Kathleen Turner, Second Vice President Elect (non-voting); Nancy Kidd, Executive Director (non-voting)

**Absent:** Richard West, First Vice President

**National Office Staff:** Betsy Wackernagel Bach, Associate Director for Research Initiatives; Mark Fernando, Senior Manager, Communications; Heather Franklin, Executive Assistant; Brad Mello, Associate Director for Educational Initiatives; Thomas Rhine, Interim Chief Financial Officer

**Parliamentarians:** Gaut Ragsdale; Jeff Neurauter

**Call to order**

President Lynn Turner called the meeting to order at 9:43 AM Central time on Wednesday, November 16, 2011.

**Legislative Assembly meeting agenda review**

President Turner reviewed the LA agenda with the Executive Committee and reminded the group of the agenda items that had previously been discussed by the EC.

**National Office updates**

Executive Director Kidd reported to the group that the new website and Aptify upgrades will launch in December. We will start telling members about the new site and its features at the convention. Kidd also reported that, with the help of the publishing contract committee, we have developed a new six year agreement with Taylor and Francis that will be signed during the convention. Kidd also provided an update on preparing for the January national office structural reorganization.

**Farewells to outgoing EC members**

President Lynn Turner gave thanks and gifts to each of the outgoing Executive Committee members. The whole group expressed great appreciation for the hard work and commitment of Dawn Braithwaite, Lynn Disbrow, and Ronald Jackson.

**Adjournment**

With no further business, the meeting was adjourned at 10:31 AM Central time.

Respectfully submitted,

Nancy Kidd, Executive Director