

Call to Order

A meeting of the NASBITE Board of Governors was called to order by President Leroy Lowe.

Roll Call & Confirmation of Quorum

Kathy DeMarco, Executive Director, performed a roll call to establish attendance. A quorum for the purpose of voting was established. The following were in attendance:

Kemi Arosanyin, CGBP
Aleda Bourassa, CGBP
Martin Brill, CGBP
Amy Coon, Ph.D., MBA
Dimy Doresca, CGBP
Drew Felling, CGBP
Jim Foley, CGBP
Robert Imbriani, CGBP
Maurice Kogon, CGBP
Deborah Lanford, CGBP
Leroy Lowe, MBA, Ph.D., CGBP
Tammy Marquez-Oldham, CGBP
Mary McKinney, CGBP

Julia Montgomery, CGBP
Jackie Rasmussen, CGBP
Chris Schrage, CGBP
Mike Seibert, CGBP
Gabriel Shweiri, CGBP
Jade Sims, CGBP
Elizabeth Smith, CGBP
Joyce Steffan, CGBP
Aerek Stephens
Stephen Sullivan, CGBP
Caroline Tompkins
Nate Ward, CGBP

Also in attendance:

Laura Wolff, CGBP, Distinguished Fellow
Sara Jackson, CGBP, Distinguished Fellow
Olivia Weidebenner, SIUE Student Intern, Guest
Kathleen DeMarco, CAE, Executive Director

BOG Resignation & Appointment to Fill Vacancy:

- Moved, seconded and carried to appoint Nate Ward, CGBP, to fill the vacancy created by the prior resignation of Colette Hart.

Board Introductions:

- Newly-elected Members of the Board introduced themselves and shared their background and areas of interest in participating on the Board.

Management Reports

- Kathy DeMarco reviewed Management reports provided in advance of the meeting.
- She recommended that NASBITE migrate to a new AMS (Association Management Software) platform within the next year since the current platform, NetFORUMPro® (Abila), has been acquired by another vendor which will continue to offer the platform but will no longer provide technical support or software updates. Timing around events and fiscal year will be discussed. Kathy stated she would develop an RFP and keep the Executive Committee informed.

Treasurer's Report

- Mike Seibert reviewed the financial reports provided in advance of the meeting.
- He reported that the IRS Form 990 (return for non-profit organizations) has been prepared by an independent accounting firm and is being reviewed by the staff and Officers. A copy will be furnished to the Board.

2020 Summit & Annual Conference

- Jackie Rasmussen reported that over 50 individuals have purchased access to the 2020 virtual Summit.
- The Summit and Conference have generated over 30 hours of trade training content.
- Jackie thanked Aleda, Amy, Joyce and Debbie for their volunteer support in creating the virtual Summit.

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- Future Summit content will be reviewed and perhaps geared more toward the corporate attendee.
- The Case Competition held virtually included four teams who competed by submitted pre-recorded presentations. Palladio Beauty has offered to continue as subject company for the next competition.
- Laura Wolff discussed the possibility of holding a Fall semester virtual competition that would lead to the spring final Competition. She will develop more details to share on this format.

Financial Reports

- Leroy Lowe thanked the Treasurer for extraordinary leadership in terms of financial analysis and impact of the COVID-19 pandemic on the 2020 Summit and Conference which typically drive revenues for NASBITE's operations.
- Mike Seibert reviewed projected budgeting and noted at the year-end projection at this time is \$17,955 approximately.

Executive Session

- The Board convened an Executive Session without staff present to discuss the SMG Partnership Review.

2021 Conference Discussion

- Options were discussed for the 2021 Summit and Conference in terms of virtual v. on-site and if on-site, then Annapolis or another location with the understanding that there is no commitment to The Graduate Hotel in Annapolis but there is a \$6,250 deposit at Latitude38, the offsite venue in Annapolis.
- Options were discussed for offering the networking desired by NASBITE Members in the form of regional/smaller events, one in Annapolis that would take advantage of the deposit at the offsite venue.
- Leroy Lowe stated that it would be difficult to commit to hotel room blocks and other contractual minimums at this time when there are no clear answers as to when the pandemic will ease enough to allow in person events as normal.
- It was agreed to re-visit the decision during the Fall 2020 Board meeting.

CGBP Governance Council

- **2020 Project Work Completed:**
 - Test Bank Item Review – all items have been reviewed by members of the Council. Some of the items have been flagged/set aside. The rest (majority) have been uploaded by Scantron and stand ready to be used.
 - 2020 INCOTERM Review – Tony Cambras reviewed all incoterm-related questions on the Practice Test and on Exam Forms 128 and 129. None of the items needed to be updated because the existing items question very common terms that tend not to change.
 - Test Item Edits - there were two questions on the Practice Exam that have been rewritten in order to clarify the testing points. There were three questions on Exam Form 128 and 129 that have also been rewritten to clarify the testing points. These edits have been uploaded to Scantron, and the materials are ready for the June exam window.
 - Governance Council Presentation – the presentation reviewing the past year's exam results for the NASBITE Conference has been prepared and will be shared as part of the virtual session conference format.
 - March CGBP Exam Results Reviewed - There was a 50% pass rate among the 16 candidates who sat for the exam. There were 6 candidates who were unable to sit for the exam due to a break in service from Examity (due to COVID-19 shutdown). Lisa is working with the remaining 6 candidates to schedule their exams either during the two week "May" window; or they can choose to sit for the scheduled June exam.
 - The psychometric analysis for this window showed that the exam performed as usual. Two of the candidates that failed the exam had International Trade experience levels that were less than 2 years. Six of the candidates had 2 to 21+ years of experience.
 - Initial pass/fail feedback was provided at the end of the exam to each candidate. The candidates then received their official score reports about a week after the close of the window.
 - Post Exam Survey/Feedback has not yet been collected from the March candidates, because 6 of the candidates were unable to take their test as scheduled. This was due to interruption in Examity's normal operations due to the COVID-19 closure. When these candidates complete their testing (now re-scheduled), feedback will be gathered from all the candidates. We will review this feedback along with the June Exam window results during our July 27 conference call.

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- **2020 Project Work Yet To Do:**

- Scantron Flagged Item Review – Scantron’s psychometrician, Chaitali, reviewed all the current exam items to determine their degree of difficulty. She identified 18 existing test items that require review. Two of the items are listed as “too easy”; two of the items are listed as “too hard”. The other 14 items have “low discrimination” among answer choices.

The Governance Council will review the 18 test items to determine if the items need to be modified.

If the Council determines that modifications are necessary, it will determine how many items are involved and what the Scantron cost will be to make the edits. This would require the BOG to approve the expense. The changes would then be sent to the NASBITE Board as well as to Scantron for review/analysis and approval.

- CGBP Website update - Beth will work with Kathy and Lisa to remove the 2019 exam window dates currently shown on the site. Beth will work with Lisa to identify 2021 exam dates and post those on the site. Council Members will review the NASBITE.org site/CGBP tab to see if there are any other changes that they feel should be made. Council Members will complete the site review before the next scheduled conference call on July 27, 2020.

- **Potential 2021 Projects:**

- CGBP Practice Delineation Review - This is a large project that may involve individuals beyond the Governance Council. There will be more discussion and planning in order to determine how to best “attack” this project. The work is tentatively set to occur in Spring, 2021 and will require budget appropriation. The work will include:
 - Updated Job Task Analysis
 - Cognitive Level Definitions (document)
 - A Guide to Preparing Multiple Choice Items (document)
 - Item Review Training Workshop training slides (document)

- **Upcoming Calendar Dates**

- 2020 CGBP Exam Dates (published on website) are as follows:
 - June 8-28, 2020
 - September 7-27, 2020
 - November 9- December 11, 2020

- **Upcoming Scheduled Quarterly Council Conference Calls:**

- JULY 27, 2020 - June, 2020 exam results review
- OCTOBER 26, 2020 - September, 2020 exam results review
- JANUARY 25, 2021 - December, 2020 exam results review

Ex-Officio Organizational Updates

- Steve Sullivan of SBA gave an update on SBA activities and programs. He shared detail on the Paycheck Protection Program loans, EID loans, and debt relief programs on microloans in response to the COVID-19 pandemic.
- Steve noted that David Glaccum has moved on to the Development Finance Corp, and Michelle Schlapp is deputy administrator.
- He also reported on status of STEP grants and extensions granted for time to use funds, in light of the disruption caused by the COVID-19 pandemic.

Adjourn until 2:00 p.m. May 5, 2020

- Moved, seconded and carried to adjourn the meeting and to reconvene at 2:00 pm Eastern on May 5, 2020.

Roll Call & Confirmation of Quorum

Kathy DeMarco, Executive Director, performed a roll call to establish attendance. A quorum for the purpose of voting was confirmed.

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International Trade Survey Presentation

- Olivia Weidebenner, a student intern from SIUE, presented the results analysis of the recent survey of employees to gather data on their impressions and opinions on the value of the CGBP credential in the workplace.
- Key take-away's for NASBITE: the Trade Passport program, web training, regional networking and developing "communities of practice" are all activities that require support to generate interest in the CGBP among the employer segment.
- Leroy Lowe thanked SIUE and Ms. Weidebenner for the work done to conduct the survey and develop the analysis.

Ex-Officio Organizational Updates

- Caroline Thompson of FITT gave an update which included an overview of the FITT business model and "Leadership" Board (focused on policy, strategy and financial health of the organization, with all operations and deliverables delegated to staff).
- Jackie Rasmussen reported on behalf of Yuki Fujiyama of ITA, including the development of the recertification bundles for ITA (and other) federal employees at a special government rate that would provide CGBP recertification.

Key Activities and Strategic Priorities Discussion:

- Leroy Lowe and Jackie Rasmussen presented a summary of key activities and strategic priorities (see attached).
- Jackie will send the Board a "formal" request for which task team they want to work on in the coming year.
- Task teams will be asked to identify KPIs, choose co-chairs for backup, develop goals, and report to the Board.

Distinguished Fellows Update:

- Tammy Marquez-Oldham reported that Jim Foley is co-Chair and the Distinguished Fellows are engaged to support NASBITE and the Board of Governors. The Fellows will meet quarterly via teleconference.

Policy & Procedure Updates:

- Amy Coon and Aleda Bourassa presented the proposed amendments to the Policy manual, as distributed in advance of the meeting (see attached).
- Moved, seconded and carried to adopt the proposed amendments.

Officers, Board and Upcoming Meetings:

- Officer elections: Jackie Rasmussen, President; Gabriel Shweiri, Vice President; Mike Seibert, Secretary/Treasurer.
- The Executive Committee will be announced soon.
- The schedule of EC and Board meeting dates was reviewed.

Adjournment:

- Moved, seconded and carried to adjourn the meeting.