



NCME Board of Directors Meeting Minutes

January 21, 2026

Attendees: Amy Hendrickson, Kadriye Ercikan, Andrew Ho, Brad McMillen, Rochelle Michel, Leslie Keng, Zach Warner, Sue Lottridge, Brian Leventhal, Susan Lyons, Rich Patz, Sonya Powers

Guests: Josh Wilson, Chris Ormerod, Maggie Beiting, Pamela Kaliski, Stephanie Wind, Michael Rodriguez

Staff: Stacey Givens, Shanna Kinzel

ACTIONS:

Amy Hendrickson:

- Notify elected and non-elected candidates of election results.
- Appoint Mary Pitoniak as Book Series Editor.
- Follow up with the Assessment Development Specialist initiative (panel, SIGMI proposal).

Susan Lyons:

- Issue an RFI for a discretionary investment advisor.
- Coordinate with the AIMECon 2 committee on planning and sponsorship outreach.
- Develop a proposal for a combined Communications Committee for the April meeting.
- Refine provisional strategic goals with the board at the summer meeting.

Rochelle Michel:

- Contact the CODIT chair regarding the reception, setting a firm response deadline before engaging the full committee.

Kadriye Ercikan:

- Lead the handbook update process for review before the April meeting.

AIMECon 2 Committee:

- Work with the ED and EC to finalize the venue and sponsorship strategy.

Classroom Assessment Conference Committee:

- Finalize the Call for Proposals, considering incentives for early submissions.

Budget & Finance Committee:

- Review proposals from the investment advisor RFI.

Nominations & Elections Committee:

- Publicly announce election results via email by the end of the week.

Rich (Susan/Shanna)

- Share with the Board how much is allocated to the Travel Grants for the 2026 annual meeting.

- Susan to coordinate w/ Liz to improve Mailchimp deliverability for election/renewal emails.

Board (all):

- **ACTION:** Andrew invited the Board to review, add any comments to the Publications Guidelines for the Publications Committee to resolve any comments and questions. Vote on guidelines in April.

Atria Staff

- Share non-renewals with the membership committee for follow-up.
- Follow-up on Board request for details about the membership demographics referenced at the October meeting.
- Liz to prepare an email to membership sharing the Board approved mission/vision/values.

II. Call to Order

Hendrickson called the meeting to order at 9:03 am ET.

III. Approval of Minutes from October 2025 Board Meeting

Amy motioned to approve the minutes, Andrew seconded, minutes were approved.

ACTION: Board requested details about the membership demographics referenced at the October meeting.

III. Review of Agenda

IV. **Executive Director Update:**

Executive Director transition has occurred with Susan taking the helm and Rich providing support. Progress on priorities reviewed briefly and a focus on new (provisional) strategic goals suggested. AIMECon 2026 is now reflected with approximate revenue and costs in the 2026 budget and an RFP was released to select a venue. Pearson's fiscal year ends January 23, 2026, Sue inquired about sponsorship of AIMECon. Susan recommended a comprehensive sponsorship package if NCME will offer multiple programs in the same year.

ACTION: AIMECon planning team to reach out to 2025 sponsors ASAP to secure sponsorship dollars before the budget cycle ends.

V. **AMC Transition.**

- Susan Lyons's transition as the new Executive Director is proceeding smoothly, with Rich Patz providing support through April to ensure continuity.
- The transition to the new Association Management Company (ACGI) and its systems (website, membership, finance) is also complete with minimal member complaints.
- Financial Reporting: The new Sage Intacct system provides finer granularity but required work to create board-level summary reports. A viable report was produced just before the meeting, resolving a key challenge.

- Membership: Membership numbers are steady. A dip in December was likely due to AERA's delayed annual meeting launch. A data gap from April–June 2025 in the membership dashboard will be filled.
- Renewal campaign emails are planned through March. **ACTION: Atria Staff to share non-renewals with the membership committee for follow-up.**

VI. **Policy Updates.**

Financial policies discussed at the last Board meeting were further developed by the ED and Director of Finance and approved by the Executive Committee. The action to select a different investment advisor or enter a new contract with the existing advisor will require Board approval (or Executive Committee approval on behalf of the Board). Current advisor reviews allocations bi-annually and provides recommendations at a cost of ~\$1500/year. The RFP process: Share NCME's Investment Policy and ask firms for recommendations and proposals that align with the investment policy, including the use of low-cost, no-load funds. We will articulate priorities clearly but not be overly prescriptive about the structure of the agreement so as to solicit a range of proposals.

- New Financial Structure Policy: Formalize best practices in nonprofit finance.
 - Operating Fund: For core operations (dues, registrations).
 - Investment Fund: Holds long-term investments.
 - Mission Fund: For short-term philanthropic initiatives (travel grants).
 - Endowment Fund: Long-term fund where only proceeds are spent.
- Investment Strategy:
 - The Budget & Finance Committee analyzed the new policy's impact, finding it more conservative (35% stock exposure) than the previous target (60%).
 - B&F Recommendation: Target 55% stock exposure, which the committee believes balances risk and return.
 - **ACTION: The ED will issue an RFI for a discretionary investment advisor to actively manage the portfolio. The EC will review proposals and bring a final recommendation to the board by the April 2026 meeting.**

VII. **Budget 2026 (Vote)**

- FY26 Budget: Amy motioned to approve the FY2026 budget, second: Kadriye. Approved as a balanced, break-even operational budget.
 - Key Features: Dues and annual meeting registration rates remain steady with 2025. It includes placeholder revenue/expenses for AIMECon 2 and the Classroom Assessment Conference.

- Mission Fund Allocation: Budgeted at 6% of the trailing 3-year average of the Investment Fund, the high end of the 3–6% policy range. This will fund travel grants for all three 2026 events.

VIII. Handbook Update Process

- **ACTION: Kadriye will lead the handbook update process for review before the April meeting.**

IX. Committee Updates / Reports requiring discussion

- Annual Meeting (LA, April 9–12):
 - Program: The committee is resolving 12 AERA conflicts and will release a preliminary program soon.
 - Logistics: Sessions will be placed in rooms based on anticipated popularity. The main ballroom is only available Friday and Saturday morning.
- CODIT Committee:
 - Scholarships: The proposed CODIT scholarship was paused for 2026 to avoid redundancy with the new, broader travel grant program. The committee's revised concept will be developed for the 2027 CFP and may be proposed for external funding (e.g., Spencer Foundation).
 - Reception: The committee chair is unresponsive regarding the annual reception. **ACTION: Rochelle to set a firm deadline for a response from the Committee chair before engaging the full committee.**

X. SIGIMIE Updates / Reports Requiring Discussion

- AIMECon 2 (October 2026):
 - Proposal: The committee proposed a 3-day conference with a full-day training and a closing plenary.
 - Venue: The RFP is closed. Shana Kinzel (ACGI) is evaluating viable cities: San Francisco, Denver, Atlanta, and Pittsburgh.
 - Sponsorship: The board approved planning but directed the committee to coordinate outreach with the ED to avoid overwhelming sponsors.
 - Amy: motion to proceed with conference planning and work with the ED to ensure a financially viable program. Second: Kadriye. Motion passed.
 - Suggestion from Kadriye to standardize the timing for CACC and AIMECon. Open question: any overlap between the attendees for CACC and AIME? The intersection is not significant (the demographics are different) although the data to support this is opaque/disparate.

- Classroom Assessment Conference (Minneapolis, Nov 13–14) Updates from Michael Rodriguez/Shanna Kinzel:
 - Theme: Focus on research-to-practice translation with an indigenous influence.
 - New Feature: "Classroom Assessment Learning Stations" will be an interactive expo for teachers.
 - Friday: focus on research, Saturday: application of research, introducing classroom assessment learning station with 1-2 station hosts, an assessment activity task modality for K-12 any subject that uncovers student thinking. Plan for 20-30 stations. Invite teachers in the region to attend at no charge.
 - Proposal Deadline: open mid-February, the committee recommended a deadline of April 24 (2 weeks post-NCME) to leverage conference momentum. The board suggested incentivizing early submissions to manage workload.

XI. Information Items

Information Items on the agenda were opened for comment or questions, with the following items discussed:

- Communications Committee
 - There will be a combined communications committee with a point of contact for web, social media, and email content updates. ACTION: Susan to meet with Leslie and Zach and report to full board in April.
- GSIC
 - GSIC submitted a coordinated session for the annual meeting, received feedback and the session was approved by the program chairs.
 - Brian noted that for AERA for the annual meeting, they offer a discount to graduate students for hotel rooms, but that is not made available to student members of NCME.
- CIAP
 - GSIC submitted a coordinated session for the annual meeting, received feedback and the session was approved by the program chairs.
- STUC
 - ACTION: Andrew to follow up with STUC to solicit feedback from JC on Standards Revisions. Summarize comments from NCME members and send them to the Board.
- Awards

- Submission details: six awards for three committees, the Career, Millman, and Hanson committees. Four for the Alicia Cuskaller and Brenda Lloyd and five for the annual. All committees have been informed to have all information in by Feb 27.
- Test Security
 - Startup funds will be used for a hack-a-thon; the group is in year two and did not use their start-up funds in year one. Noted that committee can meet at annual meeting; there is a \$25/pp amount spending allowance.
- IMHM
 - New SIGIMIEs are allocated \$1K for startup activities and \$300 annually for ongoing activities.

XII. Other Updates

- Regional Updates: Iowa City scheduled for Feb 18, ~20 registered.
- Focus Groups: Assessment Development Specialists: two focus groups were hosted in December 2025 to about 25 individuals and 15 responded. The goal was to get feedback on how NCME can support them and their staff. Potential to host a panel at the annual meeting (moderate interest in that). Significant discussion about training resources and with the creation of the Training and Professional Development group, there is an opportunity to engage the focus group attendees.
- Publications Guidelines Revisions
 - **ACTION: Andrew invited the Board to review, add any comments to the Publications Guidelines for the Publications Committee to resolve any comments and questions. Vote on guidelines in April.** Note: the handbook does not require a vote; but a change to the publications guidelines is considered governance and would need a vote.
 - Noted that the publication for any editorial appointment, which would include for the peer-reviewed publications, the editorial process is that the committee makes recommendations to the president, the president creates a rank-ordered list, and the board votes on each person on the list. The president contacts each person to make the appointments.
 - Andrew recommended Mary Pitoniak be the top candidate for appointment for book series editor and Yeon Son Lim as the second candidate for appointment to book editor.
 - Amy: motion to select Mary as the book series editor (primary candidate) and Yeon Son Lim as the secondary (if Mary declines). Keep Yeon Son Lim in mind for other opportunities in the future. The motion was seconded and passed unanimously.
- **Nominations & Elections: Andrew Dean Ho announced the election results.**
 - Vice President: Susan Davis Becker

- State/Federal Agency Rep: Chris Rozenek
- At-Large Rep: Laura Hamilton
- Note: The 24% voter turnout was a record low, likely due to email spam filters.
- **ACTION: Amy to notify elected and non-elected candidates of election results.**
- **ACTION: Coordinate w/ Liz to improve Mailchimp deliverability for election/renewal emails.**
- **NCME Endowment**
 - Success and appreciation from Andrew for all involved in setting up and giving to the endowment. Recognizing that the endowment complements the mission fund. The EC set a goal of \$100,000 for December 31st and was close to achieving it by year-end 2025.

XIII. Information Items

Higher Education Initiative - The map has been viewed 20,000 times since it was posted indicating people are engaged and this is driving awareness of the academic communities that we have. Future goals are to include an international presence. A survey is due by January 31st soliciting information about all measurement programs and psychometrics programs throughout the world.

Andrew noted the importance of communities and institutions and organizations supporting NCME in the US and globally.

XIV. Strategic Plan Update & Vote

Strategic Plan: With Amy's motion, seconded by Kadriye, the Board formally adopted the updated Mission, Vision, and Values. The Goals were adopted as "provisional" allowing Susan to refine them with measurable objectives during the summer board meeting.

ACTION ITEM: Email membership: announce mission/vision/values.

XV. Executive Session

The Board did not go into executive session but discussed Rich's reflections on where NCME has been and a look ahead to the future. Rich expressed there is significant change ahead and this Board and future board members are on a solid trajectory for the future. Rich offered suggestions for the year ahead and offered his support as Susan takes the helm. The Board appreciated Rich for his insights, historical perspective, and progress.

Andrew reflected on the shift in board composition from higher education to private sector and encouragement to continue advocacy for those in higher education.

Rich noted that NCME can consider the AMC transition complete. Rich noted that the Atria team has worked hard to support NCME and asked for a vote of the board expressing

appreciation to Atria for successfully completing the transition. Andrew motioned, Amy seconded, motion passed.

Amy recognized the contributions Zach, Rochelle, Andrew, and Rich have made during their tenure on the board.

XVI. Adjournment

Hendrickson adjourned the meeting at 1:49pm ET.

Appendix: Actions of the NCME Executive Committee taken on behalf of the Board

Approved at the January 8, 2026 NCME Executive Committee Meeting

- **Motion: Approve the AERA Annual Meeting Contract.** [AERA contract was received on New Year's Eve 2025.] Rich signed the AERA contract on NYE. As the contract value was above the signing limit, Rich requested approval from EC to approve the contract.
- **Motion to approve:** Amy | **Second:** Kadriye | **Motion carried.**

Approved at the March 9, 2026 NCME Executive Committee Meeting

- **Motion: Need-based travel support for conference program co-chairs.** Discussion clarified that handbook language had already been updated in anticipation of this vote. Andrew noted that program co-chairs contribute significantly more than board members in terms of conference-specific work. EC agreed to extend need-based travel support to program co-chairs of all NCME and sister conferences, keeping the policy to program co-chairs for now (rather than training chairs, GSIC chairs, or other organizers), with the understanding that the policy can be revisited in future years as capacity for adjudicating need-based requests becomes clearer. Rich noted the importance of maintaining a need-based framework and guarding against it becoming a vehicle for employer cost-shifting.
- **Motion to approve:** Kadriye | **Second:** Andrew | **Motion carried.**

Approved via email on March 24, 2026, by the NCME Executive Committee

- **Motion:** In response to a General Services Administration (GSA) request for comments to a proposed anti-DEI and anti-free speech federal award condition, we ask that your organization or association consider signing on to a comment opposing this award condition. (The comment letter incorporates general analysis provided by Education Counsel but neither the letter nor the analysis provides legal advice to any organization.) The National Academy of Education, with input of the American Educational Research Association (AERA), has prepared this comment letter for nonprofit education, research, and science societies and organizations to oppose the Administration's proposal. The letter includes research on the related harm.
- **Motion to approve:** Susan | **Second:** Amy | **Motion carried.**

