National Council for Geographic Education
16501 Shady Grove Rd., Unit 7282, Gaithersburg, MD 20898-9954
(833) 465-6243 www.ncge.org

Monday, Dec. 1, 2025 (7:00 pm EST)

Board of Directors Monthly Meeting Agenda

https://us02web.zoom.us/j/86394218507?pwd=FCp7Gmsfk9zXvaKlJ1U9lJJrdaan9e.1&jst=2

1. **Call to Order**

2. **Meeting Agenda review, changes, and approval**

3. **Review and approval of prior month's minutes**

4. **Public comment**
   (Any current member of the Council may speak in relation to an issue of general interest or an item on the agenda. Comments are limited to 3 minutes.)

5. **President's Report**

6. **Announcements/Updates**
   a.

7. **Old Business**
   a. Settling our 2026 conference bill with DoubleTree Hotel Omaha Downtown - Hotel has presented a bill that contradicts clauses in our contract with them. Billing errors were reported but have not all been resolved. The following motion is recommended for consideration by the Executive Director: "The Board directs staff to submit payment of $46,125.52 by check along with a letter explaining that service charges applied to the A/V contractor's charges are invalid based on the contract and will not be paid."

8. **New Business**
   a. Consent Agenda - Motion recommended for consideration by the Executive Director: "The Board adopts the three actions listed on the consent agenda for this month in order to develop the Council's systems and capacity for carrying out core projects."
      1. Adopt a clear refund policy for transactions (link). This will be posted on the website and applicable to payment of membership dues and conference registration fees.
      2. Form a temporary working group of qualified reviewers, under the supervision of the Executive Committee, to review applications to the WWGE grant program. This group will create and document a process and scoring rubric, record reviewer scores, and submit a brief report with recommendations for funding to the Board. Proposals are due Dec. 15, 2025 and we want to announce decisions after the February Board meeting.

   b. Adopt an Investment Policy Statement and Gift Acceptance Policy - This policy developed by the Finance Committee establishes rules for our new endowment fund and other investments and sets guidelines for fundraising. Motion recommended for consideration by the Finance Committee: "The Board adopts the proposed Investment Policy Statement and Gift Acceptance Policy."

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c. Approval of 2026 budget - The draft shared last month has undergone only minor adjustments. Motion recommended for consideration by the Finance Committee: "The Board adopts the budget for 2026 as submitted (link) by the Finance Committee and recognizes that the budget uses realistic revenue projects, incorporates a plan to control the cost of the annual conference, and projects a small surplus."

d. Appointment of Board members - The following motion is recommended for consideration by the Executive Committee: "The Board appoints Jessica Flach to the position of Director, to serve for a term of 3 years."

9. Committee Reports

a. **Executive Committee report (President)**
   i. The Executive Committee met via Zoom on 11/24/25 to review progress of ongoing Council projects and prepare the agenda for this meeting. No additional report is submitted.

b. **Finance Committee report (Treasurer)**
   i. The Finance Committee met via Zoom on 11/24/25 to and had discussions about the current budget, fiscal policies for the Council, and fundraising efforts.
   ii. Revenue and expenses through 11/30/25 have not yet been reported by Bookkeeper Char Melvin but will be available in the coming week here.
   iii. Our current account balances are shown here.
   iv. The total amount pledged to the Leadership Circle endowment campaign is $70,000. Some of the pledges are for contributions across multiple years. These funds will be used to establish a new endowment fund.

c. **Publications Committee report (Chair, Kyle T.)**
   i. The Publications Committee met via Zoom on 11/4 to continue to develop strategies for promoting our journals.

d. **Conference Committee report (Chair, President)**
   i. The Conference Committee did not meet over the last month. The 2026 Committee will need to meet early in the year to be prepared to release a call for proposals in January, so contact Celeste if you want to help organize the conference.

e. **Awards Committee, as needed (Pres.-Elect)**
   i. No meeting or report for this month.

f. **Elections Committee, as needed (Past Pres.)**
   i. No meeting or report for this month.

10. Program Reports

a. Webinars and Educator Resources (Julie)
b. Journals (Editors or Ed. Board members)

11. Adjournment

Upcoming Meetings:

- Board: January 5, 2026 at 7p Eastern / 4p Pacific
- Exec & Finance Committees: Dec. 29 at 7 & 7:45p E / 4 & 4:45p P
- Publications Committee: TBD