



MPAAA EXECUTIVE BOARD MEETING MINUTES August 14, 2009

CALL TO ORDER:

Julie Beishlag called the Planning Committee meeting to order at 8:35 a.m. on August 14, 2009. Vicki Bott called the Executive Board meeting to order at 8:58 a.m.

ROLL CALL:

The following Executive Board Members were present/absent:

OFFICERS:	Present	Absent
Vicki Bott, President	X	
Julie Beishlag, President-elect	X	
George Wytko, Past President	X	
Curt Barnum, Membership Chair	X	
Jean Nichols, Treasurer (proxy with Craig)	X	
Jan Dodge, Secretary	X	

COMMITTEES:	Present	Absent
Jackie Laymac, Educational Issues	X	
Mary Ellen Welcher, UP Representative	X	
Sally Washington, ISD Representative	X	
Carolyn Claerhout, Legislative Liaison (proxy w/Washington)	X	
Mary Beth Stein, Member-at-Large	X	
Rob Dickinson, Member-at-Large	X	
Heidie Ciesielski, Newslite Editor (proxy w/Beishlag)	X	
Victoria Burke, Historian	X	
John Petitto, Sergeant-at-Arms	X	
Janell Craig, Communications/Technology	X	
Dan Hanrahan, Michigan Dept. of Education		X
Trina Anderson, CEPI		X

PLANNING COMMITTEE:	Present	Absent
Stacy Hodges	X	
Ellen Behm	X	
Jody Byland	X	
Amy McIntosh	X	
Barbette Lane	X	
Annie Monaweck	X	
Nancy Raymond	X	
Cindy Rakocy	X	
Sheryl Williams	X	

REPORTS

Minutes of Prior Meeting:

Motion to approve the minutes of July 10, 2009, Executive Board meeting minutes made by Dickinson, seconded by Barnum, with spelling corrections to the names of Planning Committee members Sheryl Williams and Cindy Rakocy. Motion passed.

Financial Report:

Motion to approve the financial report presented by Janell Craig on behalf of Jean Nichols, made by Washington, seconded by Barnum. Motion passed.

Motion by Beishlag, seconded by Craig, to approve the 2009-2010 budget as prepared by Jean Nichols. Motion passed.

During discussion that followed the motion, Rob Dickinson suggested either not amending the budget during the year, or including the original approved budget with the amended to actual budget. Vicki Bott recommended discussing this issue again when Jean Nichols is present.

OFFICERS' REPORTS:

President's Report:

Vicki Bott stated that the Executive Board and Planning Committee meeting was originally scheduled on September 15 at 9:00 a.m. in Bay City. However, this date and time would conflict with the conference, so it was rescheduled to September 14, 2009, at 7:00 p.m.

There was a discussion about a request from MSBO to send out information regarding the certification track through a Newsblast. Vicki Bott stated that when the Newsblast was first established, it was decided that only worthy and timely information of an urgent nature would be sent out to the membership via a Newsblast. After discussion, it was decided that this practice would remain in effect, however, MPAAA would support posting links to other sites or information deemed of value to the membership and approved by the Executive Board.

Mary Beth Stein suggested recognizing people at the MPAAA conferences who have achieved MSBO certification. Vicki Bott also recommended incorporating their names, along with those receiving years of service awards, in the program at the spring conference.

President-Elect's Report:

Julie Beishlag reported that she was asked to give a presentation about work-based education at the Michigan Career Placement conference on November 2 and 3, 2009. She asked for a volunteer to replace her as she is unavailable. Sally Washington volunteered, if Carolyn Claerhout is unavailable.

Past President's Report:

George Wytko reported that the Nominating Committee met last night to identify potential candidates. They will meet again the evening before the Bay City conference.

Membership Chair's Report:

Curt Barnum reported that Stacy Hodges, Barbette Lane, Nancy Raymond, Cindy Rakocy, Annie Monaweck, and Sheryl Williams volunteered to work the registration desk in Bay City.

He also reported that he updated the directory information for SB-CEUs by replacing Karen Mayle with Vicki Bott.

Curt Barnum also reported that the Print Shop is re-printing the conference reminder postcards due to an error.

He distributed a membership report. Since the spring conference, 40 new members have paid membership dues. There are currently 666 members, and 342 non-members in MPAAA.

There are 485 districts, including charters, not represented in MPAAA. John Petitto stated that he recalled reaching out to local districts in the past through the ISDs, but perhaps a new game plan is needed. Victoria Burke suggested meeting with superintendents' groups to tell them about MPAAA. John Petitto stated that the message should be that if you spend money by sending people to MPAAA conferences, it will make and save money, and save time in the big picture. He believes it is absolutely critical to get in front of the superintendents at this point.

Vicki Bott will work with Julie Beishlag to develop a strategic plan for promoting MPAAA to local school districts.

Treasurer's Report: No report.

Secretary's Report: No Report.

OLD BUSINESS:

MSDS Training:

Rob Dickinson reported that the logistics of the two MSDS workshops have been squared away. He recommended waiving workshop fees for the following people who will assist with the Lansing workshop: Jan Dodge, John Petitto, Ellen Behm, Annie Monaweck, and Mary Beth Stein. Doris Mann and Leslie Shamel will represent CEPI at both workshops. The Lansing workshop will be videotaped as arranged by CEPI.

At the U.P. workshop Curt Barnum will work the registration desk; John Petitto, Mary Ellen Welcher, and Julie Beishlag will assist with microphones and the registration desk.

Rob will have handouts available at the workshops.

Mary Beth Stein ordered SB-CEUs. Attendees will receive a certificate of completion.

Janell Craig will post reference materials to MPAAA's website on the resources page.

A debriefing session with CEPI following the MSDS v.2 workshops was discussed and recommended.

NEW BUSINESS:

Revised Mission Statement:

Vicki Bott reported that she, John Petitto, Sally Washington, and Julie Beishlag worked on revising the Mission Statement. The proposed statement was distributed and discussed at length.

Motion by Beishlag, seconded by Barnum, to approve the Mission Statement as follows: "The Michigan Pupil Accounting and Attendance Association promotes, supports, and advances quality pupil accounting, attendance procedures, and auditing practices throughout the State of Michigan." Motion passed.

2010 U.P. Conference:

Julie Beishlag reported that no contract has been signed with the Island Resort in Escanaba for 2010. Unfortunately, there are limited dates available. It was decided to book Thursday and Friday, September 23 and 24, 2010. Julie Beishlag will reserve these dates with the Island Resort.

2012 Spring Conference:

Vicki Bott reported that the contract with the Grand Traverse Resort expires in 2011. Although the GTR is sending a proposal, Vicki is bringing it up for discussion about other possible venues.

Curt Barnum stated that he forwarded along information from Grand Rapids. John Petitto volunteered to talk to the people in Grand Rapids about both the fall and spring conferences. He also suggested that several people meet with the Grand Traverse Resort before signing a new contract, if it is once again selected for the spring conference.

This item will be discussed again at a future meeting.

Website -- E-file Storage:

Vicki Bott reported that Janell Craig will set up E-file storage folders on the website that would contain contracts, an association equipment log, and other resources that would be helpful for reference by Executive Board and Planning Committee members, particularly those holding officer positions.

COMMITTEE REPORTS AND ROUNDTABLE:

Educational Issues Liaison's Report:

Jackie Laymac reported that there has been a tremendous response to the seat-time waiver through Genesee ISD. She asked whether MPAAA should be proactively involved in discussions surrounding the waiver and its auditing requirements. John Petitto suggested inviting Debi Hartman to a future meeting to talk about how she has audited this particular seat-time waiver. He also suggested looking at ways the waiver is being used throughout the state, and how the process could be streamlined between September and February.

ISD Representative's Report:

Sally Washington reported that she and Ellen Behm participated in the MSDS auditor testing session yesterday. At this point, there is not a lot of functionality and the audit piece is not ready yet. CEPI is working on the bugs, and does not anticipate the audit narrative to be available in the MSDS v.2 until the February count.

UP Representative's Report: No report.

Legislative Liaison's Report: No report.

Members-at-Large:

Mary Beth Stein reported that she is working on SB-CEUs for the workshops and conferences.

MDE Representative's Report: No report.

Newsline Editor's Report: No report.

Historian's Report:

Victoria Burke stated that she will be taking photos of the Planning Committee and Executive Board at the fall conference.

Motion by Petitto, seconded by Burke, to spend \$100 for a thank you gift for Rob Dickinson for his work preparing and presenting the MSDS workshops. Motion passed.

Sergeant-at-Arms Report:

If anyone is interested in riding up to the fall conference in Escanaba, contact John Petitto.

Communications/Technology Report:

Janell Craig stated that based on problems Curt Barnum is experiencing as Membership Chair with 123Signup, she would recommend searching for a different vendor after the fall conference, if it is decided to stay with an online event management system. She would recommend the search committee include Curt Barnum, Rob Dickinson as past Membership Chair, and herself.

Curt Barnum stated that he has primarily had problems in 123Signup with creating user-friendly reports, accounts showing as paid when a P.O. is received, and difficulties with the membership database. In his opinion, MPAAA could find a better product.

Janell Craig also stated that MPAAA's internal process should be analyzed as well. 123Signup is willing to do custom enhancements to its software to meet MPAAA's reporting needs at additional cost to MPAAA. If there is another product that has the desired functionality without additional cost for enhancements, it would be preferred.

CEPI Report: No report.

PLANNING COMMITTEE:

Sheryl Williams thanked everyone for welcoming her to the Planning Committee. She stated that MPAAA has been invaluable to her, and she doesn't know what she would have done without it. Everything she has learned came from this organization.

There were no other Planning Committee reports.

Motion by Wytko, seconded by Washington, to adjourn the meeting. Motion passed. The meeting was adjourned at 12:02 p.m.

Respectfully submitted,

Janice Dodge

Janice Dodge

Secretary