



MPAAA EXECUTIVE BOARD MEETING MINUTES

June 18, 2010

CALL TO ORDER:

Heidie Ciesielski called the Planning Committee meeting to order at 8:40 a.m. on June 18, 2010. Julie Beishlag called the Executive Board meeting to order at 10:30 a.m.

ROLL CALL:

The following Executive Board Members were present/absent:

OFFICERS:	Present	Absent
Julie Beishlag , President	X	
Heidi Ciesielski, President-elect	X	
Vicki Bott, Past President	X	
Rob Dickinson, Membership Chair	X	
Ellen Behm, Treasurer	X	
Jan Dodge, Secretary	X	

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

PLANNING COMMITTEE:	Present	Absent
Jody Byland		X
Stacy Hodges	X	
Samantha Martin	X	
Annie Monaweck		X
Cindy Rakocy		X
Nancy Raymond	X	

Minutes of Prior Meeting:

Motion to approve minutes of May 16, 2010, Executive Board meeting made by Claerhout, seconded by Washington. Motion passed.

Motion to approve minutes of May 19, 2010, Executive Board meeting made by Claerhout, seconded by Lane. Motion passed.

Financial Report:

Treasurer Ellen Behm gave the financial report. Motion by Dickinson, seconded by Bott, to approve the Treasurer's report as presented. Motion passed.

OLD BUSINESS:

Spring Conference Wrap-up:

Julie Beishlag reported that the Grand Traverse Resort accidentally destroyed stamped SB-CEU forms and most conference evaluations. Mary Beth Stein notified 191 people, who did not have SB-CEU forms on file, of the error. MSBO will send out a follow-up survey. On behalf of MPAAA, Julie Beishlag thanked Mary Beth Stein for the time she took to follow-up and resolve this issue.

Julie Beishlag is working with the Grand Traverse Resort in an attempt to recoup added expenses related to time and postage due to the Resort's error.

She sent a draft of MDE's Q and As to Dan Hanrahan for review, but has not heard back about the status of edits.

Rob Dickinson reported that there are 35 outstanding invoices from the spring conference. He will turn over unpaid invoices to Treasurer Ellen Behm in August for collection.

Ellen Behm reported a projected lost of \$2,700 for the spring conference. Past records show losses as high as \$8,000 to \$9,000.

Julie Beishlag reported that she carefully reviewed the Grand Traverse Resort invoice, which was correct at \$72,000.

Mileage/Allowed to Stay:

Julie Beishlag reported Mapquest was used to calculate the distance from a board member's residence to the Lexington Hotel for purposes of determining who is eligible for comped lodging for those traveling 75 miles or more. Board and Planning Committee members who are traveling to Lansing for a Thursday night committee meeting prior to the Friday regular meeting are eligible for comped rooms, regardless

of distance. She asked members to provide Mapquest documentation, if their routes were calculated incorrectly.

SOS:

Carolyn Claerhout forwarded SOS's mission statement to everyone earlier. She believes it is a viable group. Motion by Petitto, seconded by Claerhout, to contribute \$250 to SOS. Motion passed.

Carolyn Claerhout volunteered to write and send a letter with the donation on behalf of MPAAA.

NEW BUSINESS:

Policies/Duties and Responsibilities Committee:

Julie Beishlag, Sally Washington, Ellen Behm, Carolyn Claerhout, Rob Dickinson, and Jan Dodge volunteered to serve on the Policies/Duties and Responsibilities review committee.

Retreat Synopsis and Discussion:

Vicki Bott reviewed three agenda items that were discussed at last night's retreat.

The first agenda item was building capacity within the Board, Planning Committee, and presenters, starting with the Planning Committee. Nancy Raymond, John Petitto, and Heidie Ciesielski volunteered to serve on a committee to develop a process or plan, which will involve interviewing people who have expressed an interest in serving on the Planning Committee or becoming more involved with MPAAA to make them fully aware of the time commitment and expectations.

In terms of building capacity for presenters, discussion included inviting people to facilitate who could funnel up to presenter positions, and also co-presenting with veteran presenters.

The group decided that providing assistance to elected officers might make it more attractive for people interested in running for elected office. The group agreed to a one-year pilot program ending on 6/1/2011, for contracted event management services at \$30/hour plus mileage, for the maximum amount of \$3,000. Duties would encompass all of the things that need to be done for the conferences, and would be assigned at the discretion of the President and President-elect. George Wytko was the only Board member who submitted a proposal to serve in this capacity.

Carolyn Claerhout cautioned that contracted services should be duties that are above and beyond. She also offered to share contracted services model contracts that are used at Oakland ISD.

Motion by Bott, seconded by Dickinson, to approve \$3,000 for contracted services with emphasis on event management, duties as assigned by the President-elect, at the rate of \$30 per hour plus mileage. Motion passed.

Vicki Bott stated that the third agenda item pertained to workshops, which led to a discussion about Rob Dickinson creating a workshop for the 2010-11 CEPI rollouts.

Trina Anderson stated that although CEPI is planning to hire a trainer within the next year, they would like to continue partnering with MPAAA for workshops. There are many changes coming this year with the 3WiN collection in November, the transition of GAD from the GAD application into MSDS, and the teacher-to-student linkage collection.

After a lengthy discussion surrounding the timing of the upcoming changes and collections, it was decided that an August 2010 workshop would be beneficial to members.

Rob Dickinson stated that the Lexington Hotel could accommodate a workshop, including food and AV needs. He presented a proposed budget for discussion and determination of the workshop fee. Available dates are August 16 or 20.

Motion by Claerhout, seconded by Ciesielski, to offer the MSDS workshop at the Lexington Hotel on Monday, August 16, at a cost of \$75 for all attendees. Motion passed.

Vicki Bott also stated that an additional line item was added to the proposed workshop budget for a presenter fee of \$3,150 for the Lower Peninsula workshop, which is comprised of \$750 for mileage reimbursements and \$2,400 for a presenter fee. Rob Dickinson spends an extensive amount of personal time in preparation for the workshops, and has done so voluntarily in the past. *[Subsequent to the 6/11/10 meeting, Rob Dickinson declined the presenter's fee of \$2,400 for the 8/16/10 workshop.]*

Motion by Craig, seconded by Washington, to accept the workshop budget as proposed. Motion passed.

Sally Washington suggested looking at paying Carolyn Claerhout for legal updates, as a presenter has traditionally been paid for this session.

Heidie Ciesielski said that the issue of paying for presenters needs to be addressed during the review of Policies, Procedures and By-laws.

OFFICERS' REPORTS:

President's Report:

Julie Beishlag reported that the July 9, 2010, meeting will remain as scheduled.

President-Elect's Report:

Heidie Ciesielski is planning to visit the Radisson in Kalamazoo to check out the facilities prior to the fall conference.

Heidie Ciesielski also made the motion to offer five free registration prizes at the fall conference, seconded by Washington. Motion passed.

Membership Chair: No report.

Treasurer's Report: No report.

Secretary's Report:

Jan Dodge thanked Barbette Lane for compiling the spring conference evaluations. She also reported that CEPI's Teacher-to-Student committee will meet at Holt Public Schools on June 24th from 9 a.m. to noon.

ISD Representative: No report

Sergeant-at-Arms: No report.

Legislative Update:

Carolyn Claerhout noted that the elimination of the requirement for five hours of online professional development is still pending.

The MEA is suing over the new MPSEER retirement law.

The Legislature is trying to shift money out of the State Aid fund for community colleges.

Newsline Editor: No report.

Communications/Technology Report:

Janell Craig stated that Carolyn Claerhout noticed a document that was posted to one of the spring conference sessions on MPAAA's website, which verged on not being legal. Janell expressed concern that it may appear that documents posted on the website are endorsed by MPAAA.

MDE Report:

Joellen Wonsey is working on guidance for seat time waivers.

Planning Committee Reports:

Stacy Hodges distributed a timeline of MSDS collections.

Motion by Washington, seconded by Burke, to dismiss the meeting. Meeting adjourned at 1:04 p.m.

Respectfully submitted,

Janice Dodge

Janice Dodge

Secretary