

MOSPA BOARD OF DIRECTORS MEETING MINUTES

Coral Gables- Lansing

November 6, 2015

MEMBERS PRESENT: Julie Boss, Madonna Carpenter-Jackson, Kim Cory, Valerie Felder, Sharon Ganssley, Tammy Kelley, Holly McKee, Michelle Quarton, Elizabeth Orbits, Sheree Price, Michelle Quarton, Charles Schwarz, and Terri West

CALL TO ORDER/PRESIDENT'S COMMENTS

- The meeting was called to order by President Boss at 10:05 a.m. and welcomed everyone to the meeting.
- President Boss asked for any additions/corrections to the agenda before the meeting begins. Members McKee/Quarton asked for Membership Chair Responsibilities to be added and discussed under new business.

MINUTES/SECRETARY'S REPORT

- Minutes from the September 18, 2015 were reviewed. The following corrections need to be made: 1. Policy and Procedure Manual Committee – remove Member McKee and add Member Boss. 2. Conference certificate came from Member Boss not Member Kelley. 3. Past-president will not be responsible for membership
Motion by Member Quarton to accept the September 18, 2015 minutes with the above corrections, 2nd by Member Schwarz, Motion Carried

TREASURER'S REPORT

- Treasurer Kelley reported that she has cancelled the \$2 copy fee for checks.
- The current checking balance is \$16, 344.57
- There was a problem with the debit card being declined. Had to reopen under a business account, previously under a personal account
- Checks with carbon copies were ordered
- Currently, President Boss and Treasurer Kelley are listed on the checking account at 5/3 and now have debit cards
- The accounts now and in the future have two names listed: Current President and Current Treasurer
- Treasurer Kelley stated that Ellie Moely was still on all the accounts, 5/3 Bank has suggested that a deposit resolution be completed to remove her name from the checking, savings and CD accounts
Motion by Member Schwarz that the MOSPA Board follow the procedure suggested by 5/3 Bank to remove Ms Moely from all accounts, move accounts from personal to business and to always have two signatures (President and Treasurer), 2nd by Member Carpenter-Jackson Motion Carried
- Treasurer Kelley reported that the Board has a \$10,000 CD that expires in November 2016
- Member Schwarz reported that he had checked into the procedures of inactive regions that still had an outstanding account. 5/3 Bank had reported that there was an inactive account. Member Schwarz contacted Mary Hamburg from Careerline in Muskegon (region 3) who verified the account has been dormant and \$722 will be returned to the State MOSPA
- Discussion was held on what to do with the CD, suggestion were made to use as an endowed fund, student scholarships for special populations students, adding to the award winners stipends, etc.. Member Quarton suggested that non –profit rules, parameters and regulations be reviewed
- Treasurer Kelley noted that the Inn of Bay Harbor owed LCC \$1,000 and MOSPA \$9,000. She was told the check was mailed on 10-30-15. LCC did receive their check. Treasurer Kelley will contact Member Quarton if the check is not received next week, so she can follow up with the hotel
- A check has been sent to Dr McHenry for \$1,250 as the speaker for 2016 State MOSPA Conference

MEMBERSHIP REPORT

- Discussion was held regarding membership responsibilities. According to our constitution it is the responsibility of the current Treasurer. It was decided that the constitution and by-laws be reviewed. Board felt that with the writing of policies and procedures this would be the best time to make changes. Consensus was that a constitution still needs to be in place but more in general terms. Member Carpenter-Jackson stated that we need to make sure we still meet 501c guidelines

CONFERENCE COMMITTEE REPORT

- Member Quarton, has signed a contract with Boyne Mountain Inn for 2017-2023. She also reported that her contact at Boyne Mountain has had some health issues, she will send a get well card on behalf of the Board.
- Member Quarton reported that the conference committee had a good conference call with Member Price and Ferris State University regarding them being fiduciary for the conference

AWARDS REPORT

- Member Orbits has reviewed the documents that Sue Lincoln had put together for her, very nicely done. She is working on nomination forms, currently in PDF format, Member West will send the nominations in word format to her
- Nomination forms will be ready for the November 20th distribution date
- It was suggested that the nominator and award winner both be brought up during the award presentation

WEBSITE REPORT

- Member West made all the changes that were suggested from the last meeting and left option to add other tabs as needed
- Save the Date has been added for the State Conference, May 4, 5, & 6 2016

REGIONAL REPORTS

- Region 2 – reported they will not be doing a conference this year
- Region 4, 5, & 6 – hopeful they will still have one in the spring of 2016
- Region 7 – Member McKee reported that their conference was a success and had great feedback from participants. Requesting reimbursement for conference, however reviewing current form request it mentions speaker fees and MOSPA dues. Reviewing article 5 & 6 section 2, it states regions can be reimbursed for the conference event. Member Ganssley will revise the form
- Region 9 – is officially an Early College site. Held a manufacturing day and was very successful. Member Quarton reported she will be gone for the month of December

WDA-CCS/MDE

- Secondary State Liaison Felder handed out a copy of the Special Populations Bulletin and included “Save the Date” for the State MOSPA Conference
- The Special Populations Bulletin also included a call for a Special Populations presenter for the 2016 State Conference
- Reminded committee of the CTE Conference being held January 31- Feb 2, 2016 in Grand Rapids
- Reported on the success of the Special Education Conference held in East Lansing, over 600 people attended
- Post-Secondary State Liaison Price reported they are still in the process of reviewing and approving applications for Post-Secondary Perkins activities – the state website has been up and down

UNFINISHED BUSINESS

- Member Schwarz updated committee of investigation of past Board members Mary Garbarino and Ellie Moely. Records were attempted to be subpoenaed. Member Schwarz stated Ms Moely was treasurer for 16 years. Charges would be criminal enterprise and embezzlement. Reviewing some of the ledgers shows some staff being paid, paying \$500 to complete EZ form for taxes, etc... He will keep the Board informed. Board thanked him for all the work he has done

- Member Orbits handed out a draft of the MOSPA Board Policy and Procedure Manual. Asking committee members to review, looking for suggestions to sub headings
- Discussion if there should be some type of qualifications for individuals to be a Board Member. Member Carpenter-Jackson volunteered to review this item
- Discussion of a Board training regarding regulations, parameters of non-profits. A few calls have been made waiting for replies. All agreed this would be important training to pursue. Discussed topics (could use policy and procedures), length of training, number of participants. Member McKee will send another contact name to Member Orbits
- President Boss read the letter that will be sent to former board member Sue Lincoln regarding the position of historian. Letter thanks Sue for all her years of service and informs her of the position being the responsibility of the past-president

NEW BUSINESS

- Member Quarton discussed the email she received regarding Mary Kennedy- the conference committee will follow up
- Member Orbits discussed the reauthorization of Perkins and stated that NAPE (National Alliance Partnership Equity) put out a newsletter on October 26th that Perkins is showing signs of life and wants to keep the special populations language. Discussion of whether the Board is looking at advocating for this? Member Orbits will forward the bulletin to Member Ganssley to share with the Board
- Member Quarton recognized and thanked Member Orbits for all her input
- Member Price thanked Member Quarton for the work she has done for the conference
- Member Ganssley asked if the Treasure's report will be available to all Board members at each of the meetings. Treasurer Kelley will provide in the future.

Motion by Member Orbits to adjourn the meeting, 2nd by Member West, Motion Carried

The meeting adjourned at 12:20 p.m.

Submitted by Member Ganssley, Board Secretary

**NEXT MEETING @ CORAL GABLES
MARCH 4, 2016 @ 10 A.M.**