

MOSPA BOARD OF DIRECTORS MEETING MINUTES

Clara's Lansing Station

March 4, 2016

MEMBERS PRESENT: Julie Boss, Madonna Carpenter-Jackson, Kim Cory, Valerie Felder, Sharon Ganssley, Tammy Kelley, Holly McKee, Michelle Quarton, Sheree Price, Michelle Quarton, Valli Virgo-Caperton and Terri West

CALL TO ORDER/PRESIDENT'S COMMENTS

- The meeting was called to order by President Boss at 10:07 a.m. and welcomed everyone to the meeting
- President Boss asked for any additions/corrections to the agenda before the meeting begins

MINUTES/SECRETARY'S REPORT

- Minutes from the September 18, 2015 were reviewed
Motion by Member McKee to accept the November 6, 2015 minutes, 2nd by Member Cory, Motion Carried

TREASURER'S REPORT

- Treasurer Kelley provided current bank statements
- The current balance is \$24,538.82
- The debit cards are now activated and working
- Treasurer Kelly reported she has organized the account and feels confident everything is on track
- Not all records have been delivered by past treasurer but will move forward from this point
- Question was raised regarding the tax statement and how to report. In the past only had a postcard stating the completion of taxes. Suggested this be a topic of discussion at our Non-Profit Organization Training on May 4, 2016 at our State Conference
- As of December 31, 2015 the Treasurer and President will be on all financial records. For 2015-16 this will be Member Kelley and Member Boss
- State MOSPA received the check from Careerline Tech in the amount of \$720.73 for the dormant account. It has been deposited in the State account
- Member Kelley reported that a check has been received and deposited from Bay Harbor in the amount of \$8174.08. This was for the overpayment for the May 2015 State Conference
- It was decided to table the discussion of the current CD (expires in November 2016) until after the non-profit training
- Discussion was held on including the bank ledger/bank statement at each meeting. Treasurer Kelley will provide
Motion by Member Quarton to accept the Treasurer's Report, 2nd by Member McKee, Motion Carried

MEMBERSHIP REPORT

- No report at this time, however Member McKee did raise the question if there was a list of members and if so who has it. Suggested to start with last year's registration list from State Conference. Member Quarton can get list from Oakland. Member Carpenter-Jackson said the last one she saw was 2010
- Discussion followed of the Board being transparent and that one way to do so was to post secretary and treasurer report. Further discussion will be held after the non-profit training in May
- Board discussion of increasing the membership/participants of the organization. Member McKee suggest to promote through our website. Member West also suggested a Facebook page. Member Carpenter-Jackson commented that we need to show the value of being involved in MOSPA

CONFERENCE COMMITTEE REPORT

- Member Quarton thanked the conference committee for all their help. She stated the registration has been a "nightmare". Member McKee agreed. Part of the problem is that the event facilitator (Kayla) is currently on medical leave. It was hoped that FSU being the fiduciary would eliminate work/time, however it has been totally the opposite
- Member Quarton reported that Ferris State billing was confusing and many telephone calls have been made. State Liaison Price will talk to FSU and let them know of our frustration and ask that they bill MOSPA per activity
- Member Quarton reported to date that there were 54 participants registered. State Liaison Price will be registering post-secondary participants

- Member and Conference Chair, Quarton, reminded group that the conference committee will meet immediately following the Board meeting. A conference packet was handed out which included the agenda, budget and responsibility list

AWARDS REPORT

- Member Orbits stated a request was made to extend the deadline until March 15 for post-secondary. No nominations had been made. Member Ganssley commented that if the deadline is being extended it should be for all categories
- Member Virgo-Caperton will do the awards programs

WEBSITE REPORT

- Member West reported that she has made a link on the front page for the State Conference information
- Please send any regional conference information to Member West and she will post

REGIONAL REPORTS

- Region 5 – Member West stated that she has approval for paraprofessionals to attend the conference
- Region 7 – Conference successful. Members McKee/Virgo-Caperton had submitted request for \$500 reimbursement, however Treasurer Kelley will need a receipt to show expenses. Member Virgo-Caperton reported the region is in the planning stages for their fall conference. Discussion followed regarding the Board doing a drive-in conference. A topic would be chosen and then provide 3-4 locations with the conference. Member McKee suggested partnering with our State Liaisons in choosing topic areas. Member Virgo-Caperton announced that she has accepted a new position and will no longer be able to serve on the Board. Everyone wished her well and thanked her for all the contributions she has made
- Region 9 – Member Quarton reported that in-lieu of summer camp, students will be in apprenticeships

WDA-CCS/MDE

- Secondary State Liaison Felder handed out a copy of the Special Populations Bulletin. She also is requesting a list of conference expenses to be submitted to their financial person for the secondary grant
- Post-Secondary State Liaison Price reported once again that she will be registering 20-22 people for the State Conference. They are currently down a couple staff in her department and apologized for the response time to emails. She will work with FSU to submit budget for post-secondary expenditures for the conference

UNFINISHED BUSINESS

- The non-profit training at the pre-conference at Bay Harbor is open to all registrants. Board thanked Member Carpenter-Jackson for arranging the workshop

NEW BUSINESS

- Place and time of the June 2016 will be announced at a later date. State Liaison Price is looking at other locations to hold the meeting

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

The meeting adjourned at 12:45 p.m.

Submitted by Member Ganssley, Board Secretary

**REMINDER IN-LIEU OF NEXT MEETING
PRE-CONFERENCE WORKSHOP @ BAY HARBOR
MAY 4, 2016
1:00 PM- 4:00 PM**