

MOSPA BOARD OF DIRECTORS MEETING MINUTES

Boyne Mountain – State Conference
May 3, 2017

MEMBERS PRESENT: Julie Boss, Madonna Jackson-Carpenter, Leigha Compson, Kim Cory, Chris Fries, Sheila Gannon, Sharon Ganssley, Mary Hardy, Tammy Kelley, Ginger Mason, Holly McKee, Sheree Price, Michelle Quarton, James Simmons, Ora Smith, Terri West

GUESTS: Brigitte June, Mark Hartfield, Tom Grieffith, and Katie Dodds

CALL TO ORDER/PRESIDENT'S COMMENTS

- The meeting was called to order by President McKee at 3:15 pm and extended a welcome to everyone to Boyne Mountain and expressed excitement about the conference and the new venue. Also glad to see so many at the meeting especially new faces
- Introductions were made
- President McKee discussed Board voting clarifications. The Board meeting is open to all, however voting is done by the Executive Board and the two regional representatives
- President McKee called for additions to the agenda –three items were added:
 - Treasurer's report – Audit
 - New Business – Secretary and Treasurer Positions
 - New Business – June meeting date

MINUTES/SECRETARY'S REPORT

- Minutes from the March 3, 2017 meeting were reviewed. One correction – under membership report – change the name of Treasurer Boss to Treasurer Kelley
Motion by Member Carpenter- Jackson to accept the March 3, 2017 minutes with the correction, 2nd by Member West
Motion Carried

TREASURER'S REPORT

- Treasurer Kelley stated at the end of April the balance was \$24,054.25 and as of May 3, 2017 currently at \$20,886.11 - additional conference charges forthcoming. The bank statement and ledger were passed around for the members to review
- Treasurer Kelley stated the conference expenses and receivables will be discussed at meeting in June
Motion by Secretary Ganssley to accept treasurer's report, 2nd by Member Cory
Motion Carried
- New agenda item – MOSPA Audit Treasurer Kelley received notification prior to coming to the meeting of a MOSPA audit. Completion of the 990 easy form may eliminate the audit process. She added that our organization needs to hire a CPA immediately. Treasurer Kelley would like a couple Board members to assist her in completing the form
- President McKee explained to members that for the past three years the organization was going through some legal issues and ethical actions from prior Board secretary and treasurer, therefore we need to be transparent. President McKee asked for volunteers, Members Boss, Quarton and Price will assist Treasurer Kelley
- Discussion was then held regarding the CPA, whether CPA should be centrally located or closer to the treasurer. It was decided to look for someone in the Lansing area as that is where the Board holds its meetings
Motion by Member Carpenter-Jackson to authorize Members Quarton, Boss and Price along with Treasurer Kelley to complete the 990 easy form, to consult with 5/3 bank for recommendation of a CPA and to hire a CPA immediately, 2nd by Member Mason
Motion Carried

MEMBERSHIP REPORT

- President McKee – due to time, will move membership reports to June meeting

CONFERENCE COMMITTEE REPORT

- President McKee asked that the conference report be moved to June meeting
- A special thank you to Conference Chair Quarton for the outstanding job she has done in organizing the conference this year
- Reminder of hospitality night from 6 pm-8 pm in Vienna B. All are invited

AWARDS REPORT

- Member Mason reported that 8 awards will be given out at the award banquet this year
- Member Boss suggested that the nomination form be on the website year-round, this will allow more time for nominations
- Member Mason will work on the forms and will hopefully have them ready for June meeting for members to review. She will then get with Member West to get the nomination forms on the website. Member West reported the nomination forms are currently on the website

WEBSITE REPORT

- Member West reported the conference program is loaded on the website
- Renewal will be due in 2018
- Discussion of having a MOSPA Facebook vs website. Member Carpenter-Jackson state that MOSPA does have a Facebook page

REGIONAL REPORTS

- President McKee – due to time and conference registration starting – will move any regional reports to the next meeting

MDE and TIA UPDATES

Post-Secondary

- State Liaison Price stated new director is Mr. Tom Nicholas
- Funding is up in the air but will strive to support MOSPA in the future
- The federal audit has been completed, with both secondary and post-secondary coming through very well
- President McKee explained to the Board the support that Post-secondary has provided to MOSPA, both financially and support of sending post-secondary staff to the conference. This year they gave MOSPA \$32,500 to help support the conference and keep cost down.
- State Liaison Price thanked Mott College publicly for being the fiduciary for the state grant
- If financial support is available next year, will need a post- secondary institution to help

Secondary

- State Liaison Felder was unable to attend the conference due to her department having financial challenges
- President McKee thanked State Liaison Felder for her assistance in the \$2,500 grant that helped with the conference and marketing

UNFINISHED BUSINESS

- President McKee moving the following unfinished business of Special Recognition guidelines to the June meeting

NEW BUSINESS

- New agenda item - secretary and treasurer positions will be discussed at June meeting. However, President McKee will announce to the conference attendees the openings of secretary, treasurer and president-elect (secondary).
Looking at an electronic ballot
- New agenda item – June meeting date. Currently scheduled for June 2, 2017, however President McKee has a conflict. It was decided to move the meeting date to June 9, 2017. Secretary Ganssley will contact Coral Gable and then email members of meeting change

ANNOUNCEMENTS

- Next meeting will be Friday, June 9, 2017, 2017 at Coral Gables in Lansing at 10 a.m.

The meeting adjourned at 4:00 p.m.

Submitted by Member Ganssley, Board Secretary