

MOSPA BOARD OF DIRECTORS MEETING MINUTES

Coral Gables

June 5, 2015

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

CALL TO ORDER/PRESIDENT'S COMMENTS

- The meeting was called to order by Madonna Carpenter-Jackson at 10:05 a.m.
- Madonna asked Sharon Ganssley to take minutes in Mary Garbarino's absence
- Madonna welcomed everyone and made comment on the huge success of the State Conference
- Thank you to Julie Boss for putting together the overall conference evaluations – copies were available for everyone
- Kudos to Michelle Quarton as the 2015 Conference Chair this year- Board agreed she did a phenomenal job
- The Executive Board will resume meeting after the regular Board meeting
- Charlie Schwarz congratulated Madonna on receiving her Doctorate Degree

MINUTES/SECRETARY'S REPORT

- Minutes for the May 6, 2015 were reviewed, discussion was held on amending the minutes concerning the Conference Committee Report. New minutes shall reflect as written: "On May 5, 2015, the 2015 Conference Chair was asked by Bay Harbor how MOSPA would like the Boyne and Marriott award points to be used. Chair had asked how they were awarded in the past. Hotel informed that they were given to the 2014 Conference Chair and Treasurer. At the May 6th, meeting both the 2014 Chair and Treasurer were unaware of such points. The Executive Board will investigate the distribution of such points." Motion by Holly McKee, 2nd by Charlie Schwarz to accept the May 6, 2015 minutes with the above amendment. Motion carried.

TREASURER'S REPORT

- The MOSPA Board did not receive information in time for today's meeting – no bank ledger was included
- Executive Board had made 3 attempts to retrieve the MOSPA financial reports prior to this meeting
- It was noted that Eloise Moely resigned the Treasurer's position as of May 6, 2015
- Tammy Kelley asked the Board to let her know if anyone has outstanding bills – please fax your request to Charlie Schwarz @ 231-876-2212
- Valli Virgo-Caperton asked what has been paid, Tammy Kelley said she was not able to review the books prior to the meeting
- Valerie Felder would like an itemized list of secondary expenditures
- All regional reports are due by June 30, 2015 – please fax to Tammy Kelley to the number listed above
- Currently the checkbook has Tammy Kelley and Julie Boss's name on it
- Motion to table treasurer report until the September meeting by Charlie Schwarz, 2nd by Julie Boss. Motion carried.

MEMBERSHIP REPORT

- Madonna stated that the membership needs to be reviewed
- Michelle Quarton asked the question about how the membership worked when registering for the state conference and already a member through the region, discussion followed. Board asked to bring ideas to the September meeting – looking for suggestions to make changes
- Sheree Price stated that the membership needs to be updated

CONFERENCE COMMITTEE REPORT

- Michelle Quarton, 2015 Conference Chair, stated the conference almost sold out. Opened the session with Ruby Payne to others who were not coming to the conference. 8 people took advantage of this opportunity at \$65.00
- Evaluations overwhelming positive – will review them in September for any changes to be made
- Charlie noted that he received several emails on how good the conference was
- Michelle mentioned that the budget was a little frustrating as there was no set budget for the conference. She stated next year a budget will be set. She did not have the total amount for this meeting but will be available at the September meeting
- Michelle recognized Kim Cory for all her help – this was the first year that Lansing Community College was the judiciary agent for the grant. Oakland schools did all the event registrations. Overall Michelle felt everything ran smoothly
- Michelle has agreed to be the 2016 Conference Chair
- Madonna asked Board members who would like to be on the conference committee

Michelle Quarton
Holly McKee
Valerie Felder
Sheree Price
Tammy Kelley
Julie Boss
Kim Corey
Terry West – if allowed

Discussion was held regarding the location of future State conferences. Currently have a contract with Bay Harbor for the next two years. Must give a 365 day notice to cancel the contract, so this commits MOSPA for 2016, however Boyne will work with other properties as well. Madonna stated the Grand Traverse Resort will give us the same price. She will send information to Michelle for the committee to take under consideration. Most contracts are a 3-5 year commitment

AWARDS REPORT

- Sue Lincoln said the sharing of applications went well using dropbox
- Minutes from the Awards committee meeting held on May 6th are also in the dropbox- highlights from the meeting: dropbox helpful, adjustments were made to program based on previous year's evaluations, discussion on how to stimulate more nominations, guideline of 80% of points and membership requirement too limiting
- Elizabeth Orbits was elected as the new Member-at-Large – Sue thanked everyone for their support throughout the years – A big thank you was given to Sue for all her dedication and hard work
- Sue thanked Valli for the great job she did on the programs

WEBSITE REPORT

- Terri West stated nothing has been added since the conference
- Renewed the domain name for two years, also have 3 years left on Go-Daddy
- Pictures will be up-loaded once she receives them as well as the conference information

REGIONAL REPORTS

- Region 7 – Valli stated that “save the date” was sent out for their 10-23-15 conference at KVCC
- Terri will post all Regional Conferences on the website – Terri will now get approval from Executive Board for postings instead sending first to Tammy and then the Board
- Madonna once again reminded Board that regional reports are due by June 30, 2015

WDA-CCS/MDE

- Valerie Felder stated the next edition of the Special Populations bulletin will be out soon, please let her know if you have any information to add.
- Valerie reported that the Breaking Traditions Awards went great – it was held on May 15th. They received 51 applications, she will send an email out to anyone who might like a copy
- Reminder of Special Education Transition Conference coming up on June 16 and 17 at the Crown Plaza in Lansing. Still available seats if anyone is interested

- Sheree Price reported the local annual applications are now open however will be closed on 6-11-15 @ 6 pm for the transition audit
- The state will be looking at the MOSPA financial books at Southwestern for expenditures
- Sheree recommend that MOSPA develop a policy and procedure manual relating to federal funds as well as non-federal funds
- Suggested by Sheree that MOSPA may want to look at Lansing Community College as the judiciary for secondary as well

UNFINISHED BUSINESS

- None

NEW BUSINESS

- Madonna reported that the 510(c3) guidelines will be reviewed at a later meeting after the financial records have been reviewed. Guidelines will be developed and adopted at that time. May need to revise by-laws
- Valerie asked if a listing of non-traditional speakers could be on the website. Terri noted that there is already a list. Discussion of changing the name so it can be easier located. It was decided to change Hot Topics to Speaker's Bureau. All agreed and Terri will make the change to the website
- Madonna suggested of providing Terri a stipend for all the work she does on the website. Discussion followed – it was decided until new policies and procedures are in place and financial records were reviewed – this should be tabled. Terri was grateful for the offer but declined. It was then discussed of providing her with a laptop that she could use – decision after MOSPA has everything in place. Sheree suggested maybe one could be donated
- 2015-16 Board Meeting dates – since school does not start until Sept 8th this year, the first meeting will be moved to Friday September 18, 2015. Discussion of changing meeting venues, however it was determined that Lansing was a central meeting place
- Michelle will send conference committee members an email regarding meeting dates
- Madonna stated due to the on-going investigation of the financial records, installation of officers will not take place until September
- An independent audit and investigation will be done. MOSPA wants keeps their non-profit status, allows MOSPA to receive state grants
- Currently have interim Treasurer – Tammy Kelley and interim Secretary – Sharon Ganssley Motion to hold off on installation of Officers until September by Charlie Schwarz, 2nd by Julie Boss – Motion Carried

The meeting was adjourned at 12:09 p.m. Executive Board resumed their meeting

Submitted by Sharon Ganssley, Board Member – Interim Secretary

NEXT MEETING
SEPTEMBER 18, 2015
CORAL GABLES