

MOSPA BOARD OF DIRECTORS MEETING MINUTES

Coral Gables

September 18, 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, Valli Virgo-Caperton, and Terri West

CALL TO ORDER/PRESIDENT'S COMMENTS

- The meeting was called to order by President Carpenter-Jackson at 10:07 a.m.
- President Carpenter-Jackson welcomed everyone and thanked the Board for the opportunity of serving as the President – stating that the group worked well together, accomplished a lot of good work and great friendships have been made
- President Carpenter-Jackson also thanked Member Quarton and Member McKee for their help throughout the year
- President Carpenter-Jackson then called for installation of the 2015-16 Officers: President: Julie Boss, Secretary: Sharon Ganssley, Treasurer: Tammy Kelley. At-Large Representative, Elizabeth Orbits had not arrived yet and President-Elect nominations would be made under new business, as Pam Harper resigned from the Board

MINUTES/SECRETARY'S REPORT

- Minutes for the June 5, 2015 were reviewed, with one correction: under “Conference Committee Report” should read “Lansing Community College was the fiduciary agent”
Motion by Member Virgo-Caperton to accept the June 5, 2015 minutes with the above amendment, 2nd by Member Quarton. Motion Carried

TREASURER'S REPORT

- Treasurer Kelley reported that she now has the bills under control and there will definitely be more transparency in the future
- The current balance is \$17,871.48, however she noted that \$9,146 will be coming back from the Inn of the Bay Harbor. They were paid twice and are correcting their books and should be sending the reimbursement soon. Treasurer Kelley also reported the MOSPA still has a \$10,000 CD
- Member Virgo-Caperton reported that the printing bill has been paid
- Currently, President Boss and Treasurer Kelley are listed on the checking account at 5/3 and now have debit cards
- Treasurer Kelley asked the Board's opinion about having copies of the checks made by the bank. The Board is currently being charged \$2.00 a month for this service. It was suggested by the Board getting a bank statement each month would suffice
Motion by Member Schwarz to cancel the printing of check copies and use the bank statement, 2nd by Member Quarton. Motion Carried
- Member Ganssley asked if there was a budget set for the conference, Post-Secondary Liaison Price replied that the conference needs a separate budget
- Member Quarton will get with the state for explanation of what is required for their budget (line items). She also wanted to make sure that everyone understands we are all volunteers on The MOSPA Board

MEMBERSHIP REPORT

- Discussion was held regarding membership. It was decided that the Past-President would be responsible for membership and would assume the duties of Membership Chair. Member Quarton asked that our current membership process be reviewed. Membership will be discussed under new business

CONFERENCE COMMITTEE REPORT

- Member Quarton, 2015 Conference Chair, once again stated the evaluations were stellar. Some suggestions were as follows: blocking off more rooms, having pop as a choice for beverage, chocolate, and \$10 certificates
- By November meeting a decision needs to be made regarding future conferences. A few members visited Boyne Mountain. It was reported that they have more guest rooms, meeting rooms, although a little more rustic there are still shuttles to the casino, and more venues on the property
- Question was raised if Boyne would allow early check-in and late check-out and if they would honor rate for extended stay
- Member Quarton reported that we currently have 46,650 Boyne points which equal \$2,300 in cash. For every 2,000 points we earn a \$100 certificate. The Board also has 50,000 Marriot points. For every 15,000 points we earn a \$50 certificate, which at this time would allow for 5 nights at the Inn. Member Quarton also stated that Marriot has a cap of 50,000 points per single event, which is the total earned for each conference
- The Inn of Bay Harbor has a capacity of 200 people while the Boyne Resort has a much larger capacity. Member Quarton stated the we are still committed to holding the 2016 State Conference at the Inn of Bay Harbor
- Member Quarton stated the price of Boyne Mountain is the same with more amenities. Suggestion that a video of the new site be shown at the 2016 conference
Motion by Member Carpenter-Jackson to hold the 2017 State Conference at Boyne Mountain and engage in a 5 year contract with Boyne properties, 2nd by Member Schwarz. Motion Carried
- Member Carpenter-Jackson reported that she has secured a guest speaker for the 2016 conference. Terry Strayhorn, a motivational speaker on education has accepted the engagement. Member Carpenter-Jackson stated that the price of \$5,000 is inclusive
- The closing speaker will be Dr. Sherene McHenry, with a cost of \$5,000 which will include a book for each registrant. Dr. McHenry's presentation will be "Choose to Create a Life You Love". Member Quarton read a list of potential presenters and the committee will share more information at the next meeting
- Member McKee suggested that post-secondary members need to find conference speakers as well

AWARDS REPORT

- Member Orbits reported she has all the information from Sue Lincoln and will be reviewing the awards ceremony

WEBSITE REPORT

- Member West has added recap of conference and the award winners on the website. She will update the membership forms
- President Boss suggested some changes to the website, i.e. order of items. She will send her suggestions to Member West
- Member West suggested that the position of the current President occasionally review the website throughout the year

REGIONAL REPORTS

- Region 7 – Member Caperton-Virgo reported their conference "Harvesting New Careers" will be held Oct 23rd
- Region 9 – Member Quarton reported that they will be holding a "conference-like" gathering discussing "Filling the Gaps", discussing segments, Tools for Schools etc...

WDA-CCS/MDE

- Secondary State Liaison Felder thanked the Board for the Speakers Bureau, was helpful
- The Special Populations Bulletin will include "save the date" and call for a presenters for the 2016 State Conference
- Reminded committee if they have anything they would like to share please contact her
- Post-Secondary State Liaison Price reported the Trends Conference will be held Oct 14-16 @ the Grand Traverse Resort, registration through Ferris State College
- The state website has been down, so she has been unable to approve applications to expend the funds. Please email her directly

- Liaison Price strongly suggested that MOSPA develop a policy manual. The state will be looking at risk-management and the manual would be very beneficial regarding funding. Member Quarton will send a template from Non-Profit Association of America. State Liaison's Felder and Price will review for their purposes
- Member Orbits suggested a small committee work on the policy manual. Members McKee, Orbits, Carpenter-Jackson and Cory volunteered to assist with the project. They will report out at the November meeting
- Liaison Price stated that budgets need to be separated between secondary and post-secondary and show detail

UNFINISHED BUSINESS

- Member Schwarz updated committee of investigation of past Board members Mary Garbarino and Ellie Moely. Records will be subpoenaed with the expectation that warrants will be issued. A very slow process due to jurisdiction issues. Stated Ms Moely has refused to cooperate
- President Boss and Treasurer Kelley reported that the box from Ms Moely was opened at the meeting with other members present. It appeared that checks were written for cash, checks rewritten etc... Member Schwarz will keep the Board informed
- Member Schwarz also stated that the installation of new officers/Board members are not liable. Discussion by the Board of having liability insurance, a clean audit and making sure that members are aware they are volunteers of the Board and cannot profit from sitting on the Board

NEW BUSINESS

- Due to the resignation of President-Elect Pam Harper, a call for nominations were made. Member McKee was asked to accept the nomination and she agreed.
Motion by Member Schwarz to appoint Member McKee to the President –Elect position, 2nd by Member Carpenter-Jackson. Motion Carried
- Member McKee and Member Orbits were officially installed as President-Elect and Member-at-Large respectively
- Conference certificates are available upon request, Member Kelley will provide, please email her.
- Discussion of Historian was discussed, it was decided that the Historian was not a separate position and should be part of an existing position, specifically the Past-President, therefore will not be filled. Past Board member Sue Lincoln had inquired about the Historian position. She will be sent a letter letting her know that it will not be filled and thank her for her years of service
- Discussion by the committee regarding membership, Member McKee stated it was confusing especially for administrators sending staff to conference.
Motion made by Member McKee that the Board not collect any membership dues for 2015-16, 2nd by Member Carpenter-Jackson. Motion Carried
- Discussion by the Board on how to do Regional Conferences. Member Quarton suggested that the Board choose a "Hot Topic" and then the State Board will pay for a presenter to come to each region.
- Discussion regarding membership numbers, hopefully with no membership fees this will increase membership numbers
- Member Ganssley passed out forms that were requested in the past regarding regional committees. The two forms were regional budget reports and plan of action. It was decided by the Board that the plan of action was not necessary but the regional budget reports should be submitted and should include detailed revenue and expense
- Member West suggest t-shirts or sweatshirts be available to those attending the conference. She will bring some examples at the November meeting
- Discussion of using Ferris State as the fiduciary for the State Conference. Members Quarton, Kelley, Cory and State Liaison Price will check into this option
Motion by Member Schwarz to adjourn the meeting, 2nd by Member Orbits. Motion Carried

The meeting adjourned at 12:46 p.m.

Submitted by Member Ganssley, Board Secretary

**NEXT MEETING @ CORAL GABLES
NOVEMBER 6, 2015 @ 10 A.M.**