

Date: November 29, 2011

Subject: Board of Directors Teleconference

Attendees: Bruce Oswald, Julie Tolar, Dorothy Nash, Verne LaClair, Christa Hay, Dale Morris, Amy Work

Meeting Objective: Discuss Items requiring Board Action (Nomination and election of officers, 2012 initiatives, Review of annual meeting)

Minutes:

The teleconference meeting began at 3:00 pm

Previous Meeting Reports

A motion and second was made to approve minutes for the September and October Board of Directors meetings. Motion carried.

Treasurer's Report

The Treasurers report was discussed briefly. Checking account balances were reviewed. Outstanding expenses included the PO Box fee. A motion was made by Dale to approve the November treasurer's report as submitted. Second by Dorothy. Motion Carried

Review of Important Items for 2012

A discussion regarding topics that need to be considered in 2012 covered the following topics:

- Legislation – Joe Jones and Ben Houston will continue to monitor
- Implementation plan and execution of K-12 initiative – This is a major initiative for the Association in 2012 and will be a topic of discussion for the strategic planning session.
- Development of training opportunities – This is a primary benefit of membership (as requested by membership)
- Spring conference – The Association will play a significant role and will require major involvement by members.
- Selection of 2013 State Conference management firm – Conference committee met with Cindy Delaney at NEARC to discuss.
- Generation of revenue – Requires additional brainstorming. Strategic planning session topic.
- Increased Membership – Leverage regional coordination activity to attract new members. Possible methods for generating automatic renewal notices were discussed. How to make it easier to join and recurring credit card charges for membership fees were discussed.

Nomination of Officers:

The following nominations for Association officers were made for 2012:

President: Bruce Oswald

Vice President: Verne LaClair

Treasurer: Christa Hay

Secretary: Julie Tolar

A motion was made by Dorothy to accept the proposed officer nominations. Second by Dale. Motion carried unanimously.

Dorothy agreed to continue as the chair of the regional coordination committee. Dorothy will reach out to Mary Susan Knauss and Jim Daly to inquire about assisting with committee activities.

A review of the 2011 Annual Meeting held during the NEARC Conference in Saratoga Springs was held. The following topics were discussed:

- Sign up for Registration Desk – This went fairly smooth
- PPT - A brief dry run would have proved beneficial
- Voting (electronically) – This went well. We should consider using this service again in the future.
- Nomination Process – We need to canvas for candidates well in advance of the voting period.
- Sign In – The sign in table was organized and well staffed.
- Notices – Many notices were sent out. We need to work on coordination of notices
- Annual awards – This needs to be started earlier in the year and offered to members only.
- By-Law changes – Summary and brief review of intent was good.
- Table near NEARC registration – Great location. Anywhere else would have been unacceptable
- Membership Drive/iPad giveaway – It worked. Good attendance, good prize.
- Meeting Report – Verne to forward to Board and Committee Chairs

Bruce would like to schedule a strategic planning session to identify objectives for 2012. He will post a Doodle request for a December teleconference.

A motion was made by Dorothy to adjourn the meeting. Second by Christa. Motion carried unanimously.

The meeting was adjourned at 4:30 pm

ACTION ITEM LIST

1. Bruce to schedule Doodle for Strategic Planning Session.
2. Verne to send out meeting report notes from Annual Meeting.
3. Dorothy to inquire with Mary Susan Knauss and Jim Daly regarding participation on Regional Coordination Committee