

# MOSPA BOARD OF DIRECTORS MEETING MINUTES

*Crowne Plaza West – Lansing*

June 1, 2018

**MEMBERS PRESENT:** Julie Boss, Leigha Compson, Kenneth Cortese, Jessica Edwards, Sheila Gannon, Sharon Ganssley, Tammy Kelley, Holly McKee, Rosalyn Pollard, Sheree Price, James Simmons, Anwar Thomas and Terri West

## **CALL TO ORDER/PRESIDENT'S COMMENTS**

- The meeting was called to order by President McKee at 10:06 a.m. and welcomed Board Members
- Celebrations and Recognitions**
- Members shared what they were looking forward to this summer

## **CALL FOR ADDITIONS TO AGENDA**

- There were no additional items for the agenda

## **MINUTES/SECRETARY'S REPORT**

- Minutes from the May 2, 2018 meeting were reviewed with changes from Math 2 to Mat<sup>2</sup>  
*Motion by Member Compson to accept the May 2, 2018 minutes with above correction, 2<sup>nd</sup> by Member Cortese*  
*Motion Carried*

## **TREASURER'S REPORT**

- Treasurer Kelley reported the current balance as of May 24, 2018 was \$22,245.05. However, not all bills/payments have been received, she noted that it takes several months after the conference to have everything in
- The April bank statement was available for members to review
- Treasurer Kelley did receive the bill from Boyne Mountain for \$30,855.61 and it will be paid once MOSPA receives funds from Ferris State University from the registrations
- Member Gannon had emailed the committee the breakdown of the Boyne Mountain expenses
- Treasurer Kelley, President McKee and Member Thomas will go to 5/3 Bank after the meeting to change the names on the account as Member Thomas has been elected as the new Treasurer
- Secretary Ganssley thanked Treasurer Kelley for all her help the last couple years  
*Motion by Member Simmons to accept treasurer's report, 2<sup>nd</sup> by Secretary Ganssley*  
*Motion Carried*

## **CONFERENCE COMMITTEE REPORT**

- President McKee stated instead of having a separate Conference Planning Committee meeting after the Board meeting, committee members would report under this agenda item
- Discussion of conference evaluations was held as there were not many completed. President McKee said that the email was sent on May 24<sup>th</sup> by Member Jackson, however the actual evaluation link was further down in the email and that many may have missed it. There was also a link for a "certificate of participation". She will ask Member Jackson to resend the email

- President McKee has had conversations with Member Jackson and Member Edwards to take on the responsibility of conference co-chairs. She also asked Member Gannon and Member Cortese if they would continue their leadership in Boyne Mountain Resort arrangements and the registration process, respectively, both agreed

***Motion by President McKee to appoint Member Jackson and Member Edwards as 2019 conference co-chairs, 2<sup>nd</sup> by Member Boss***

***Motion Carried***

- President McKee once again thanked everyone for their help to make the 2018 Conference a success. She noted everyone pitched in one way or another but wanted to publicly thank the following : Member Jackson – Speakers, Member Cortese – Registration, Member Gannon – Boyne Mountain arrangements, Member Simmons – Elections, Member Edwards – Evaluations, Member Compson – Awards and Members Thomas and Pollard – Volunteers/SCECH’s
- President McKee asked each of them to write up a one-page procedures/timeline including do’s and don’ts and asked that it be sent to her for future reference
- Member Compson asked if we have somewhere to store documents (i.e. awards nomination) so that future members will have easy access to them. May be a good idea to have a drop-box or google docs. Member Thomas said she would set-up a google docs
- It was mentioned that it would be nice to upload speaker’s presentation prior to the conference, however Member Gannon reported many of the speakers did not want to do so
- Ideas for next year – Growth Mindset – Carol Dweck, Multiple Intelligence. Please let President McKee know if you have any ideas
- Member Simmons asked for letter to give to his administration to get them to buy into the MOSPA conference and to justify attendance. President McKee will work on the letter
- SCECH’s – Member Thomas said she had some concern about taking cash for scech’s and wanted to know if it could be part of the registration. Secretary Ganssley said that most people have to pay for scech’s themselves and not by their employer, therefore would not be able to do on registration form. Member Thomas said 12 individuals took advantage of scech’s offering
- Registration - Member Cortese reported that Ferris State was very organized and helpful and he had no problems working with them. Suggestions for next year: extra name tags, rsvp for meals to help with accurate count, directions for those who “forgot password”, clarification of those ordering extra meals, 173 rooms reserved yet only 140 registrants
- Boyne Mountain – Member Gannon just ran into a couple glitches but were resolved quickly (AV equipment). Biggest concern was the discrepancy between conference registrants and room reservations. After reviewing the receipts a 21% service fee is added for each activity. Suggested that the number be lowered for snacks and hospitality night. It was also brought up that there was no doorman/valet – not as welcoming as Bay Harbor
- Awards - Member Compson reported that she was proactive in making sure the award winners would be attending the conference. If an award winner is unable to pay to come to the ceremony in the past MOSPA has paid for a one-night room, need some clarification of what MOSPA will pay for. Member Gannon was helpful in making sure the awardees had rooms. It was brought up that the stage was dark, next year will turn the lights up
- Elections – Member Simmons suggested that voting take place earlier, maybe at the awards banquet and to have one spot where the ballots are dropped off
- Evaluations – Member Edwards stated need more response (will resend email). Of the responses she did get the guest speakers were very well received. Also during awards when reading the nomination need to mention the winner by name not in third party
- Volunteers – Member Pollard thanked all those that volunteered. Next year will organize volunteers earlier and will verify which sessions volunteers signed up for so they can facilitate in that session

- Registration – a couple suggestions were brought up: 1. Rearrange furniture in lobby to make more room at registration table 2. End Wednesday registration check-in by ½ hour 3. Adjust time of registration table to accommodate for breakfast

### **AWARDS REPORT**

- At-Large Representative Compson said she had to have one award redone due to misspelling of last name (Meritorious Award)
- Pictures of the Awards Ceremony are on the MOSPA website
- The application for next year have been updated and is also on the MOSPA website
- President McKee commented on how smoothly the ceremony went this year

### **WEBSITE REPORT**

- Member West reported she had gotten all the pictures of award winners and posted to them to website. Was having some problems with the last picture running off the page – will see if she can fix it
- Regional pages have been removed and added the names of each of the regional representatives with a link to their emails
- Member West will also add the 2018 Presenter links but will need information

### **MDE and TIA UPDATES**

#### **Secondary**

- State Liaison Felder was unable to attend the meeting – no report

#### **Post-Secondary**

- State Liaison Price reported that TIA really liked the vendor table and that they were mentioned in the awards program that they were supporters of MOSPA
- Keenan Wade is the new Work-Based Learning Manager
- They will moving from Sector Strategies to Work-Based Learning
- The 18-19 Perkins Grant is now open with the deadline of June 30, 2018
- The new core indicators will be negotiable with each local institution, the new process is forthcoming
- State Liaison Price requested a post-conference summary, President McKee will prepare a summary
- President McKee asked State Liaison Price for names to address a thank you letter for the grant award

### **UNFINISHED BUSINESS**

- **By-Laws** - Past-President Jackson was unable to attend the meeting, will move item to the fall agenda
- **Definition of Executive Board** – It was decided at previous meeting that the Conference-Chair(s) be part of the Executive Council – this will be aligned to the MOSPA By-Laws *Motion by Member Boss to include the Conference Chair(s) to be part of the Executive Council, 2<sup>nd</sup> by Member Edwards*  
*Motion Carried*
- **Conference Registration for Conference Committee** – Discussion of definition of who is considered “conference committee”. May include a lot of people as President McKee stated that many of the Board members are some part of the conference. Consideration of the low cost of the conference, confusion of paperwork etc... It was noted that \$100=food, \$80=operation of conference per registrant so trying to separate those costs would again cause some paperwork confusion. State Liaison Price suggested that a price cut could be given to those bringing a group to the conference

- **Conference Sponsors** – President McKee would like to explore the idea of sponsorship and asked if anyone could do some research on other conferences that have sponsors. State Liaison Price will follow up regarding the CTE Conference and Member Edwards will check with the MCPA. President McKee asked the Board to think about it over the summer
- **Conference 2021** – Discussion was held about location of the 2021 conference, however Member Gannon brought it the attention that the current Boyne Properties agreement goes through 2023 with a 365 day notice to change locations. Many were under the assumption that our contract ended in 2021. President McKee asked Member Gannon to follow up with Boyne Mountain and Michele Quarton to confirm the right date

#### **NEW BUSINESS**

- **2018-19 Meeting Dates** – President McKee is checking with another organization she is part of to make sure there is no conflict with dates. She will inform Secretary Ganssley of dates and in turn will email the Board
- **Meeting Location** - . Discussion of the space, location of the current Board meetings and all agreed we would continue with Crowne Plaza – West. Treasurer Kelley mentioned that MOSPA has to sign a contract with Crowne Plaza
- **Conference Chair Appointment** – Co-Chairs appointed under Conference Committee Report
- **Installation of Secretary and Treasurer** – President McKee proceeded over the installation of Member Thomas as the new treasurer and Secretary Ganssley to continue as the secretary

#### **ANNOUNCEMENTS**

- There were no announcements

#### **ADJOURNMENT**

- Meeting adjourned at 12:19 p.m.

**REMINDER** – 2018-19 Meetings TBA

Submitted by Member Ganssley, Board Secretary