

## MOSPA BOARD OF DIRECTORS MEETING MINUTES

*Zoom Meeting*

March 3rd, 2023 - 10:00 a.m.

**Attendees:** Anthony Webster, Ken Cortese, Valerie Milton, Tamy Kelley, Allan Cosma, Terri West, Jennifer Markin, Kristi Haik, Ashlee Podleski, Roz Pollard, Melissa Anderson, Amanda Koch, Jenna Merrill, Rhonda Donovan, Janel Elenbaas, Nolan Lienhart, Autumn High, Bridget June, Autumn High, and Amy Dykhouse

**Notified absent:** Holly McKee, Kristine Nevala

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

- Welcome & Introductions
- Roundtable to introduce individuals
- Call to order at 10:03.

### **CALL FOR ADDITIONS TO AGENDA**

- No additions
- *Agenda approved by President Webster. Motion by Ken Cortese to accept the agenda, seconded by Roz Pollard. Motion carried.*

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

- Review minutes from the November 4th, 2022 meeting
- *Motion by Roz Pollard to accept the minutes, seconded by Kristi Haik. Motion carried.*

### **TREASURER'S REPORT**

- Report reviewed by Rhonda Donavan. There is not a lot of activity currently, but explanations of Go Daddy charges were presented, as well as payment of taxes.
- Approval of November 4th, 2022 report

### **STANDING COMMITTEE REPORTS**

#### ***MEMBERSHIP***

- Continued process of updating member listserv with new additions from email responses and removal of old email addresses or of those who no longer wish to be contacted.
- President Webster wishes to continue developing the ideas of perks of joining MOSPA, developing partnerships with corporations, and increasing visibility of MOSPA brand.

#### ***CONFERENCE***

- 2023 venue for conference May 3-5, 2023 is Boyne Mountain Resort

- Conference Co-chair thanked all of the sub-committee chairs for their hard work including committees of Speakers/Presenters, Hospitality, Check-in/Welcome, Conference Volunteers, Awards, and EDGE liaison.
- Career Launch is the main conference sponsor. They also will provide two staff members as plenary speakers with follow up breakout sessions. Everyone who attends will receive a workbook.
- The other main sponsor is LEO, and Henry Ford College is also providing a small sponsorship.
- Conference registration is open, and the MOSPA website has updated conference registration information.
- Requests were made for any past conference pictures to add to the website.
- Sponsors are still being called for, so any vendors whom institutions work with should be approached. [Here](#) is additional information.
- President Webster emphasized the need for sponsors as conference costs have dramatically increased from the past year with registration increasing from \$200 - \$300.
- Registration fees are direct deposited in real time, which is new from previous years.
- Conference Chair Jennifer Markin explained that even with this increase, the total cost per attendant was not covered.
- Deadline for presentations is March 3rd, and as of meeting time, 13 presenters have been submitted. Conference agenda with the schedule for presentations will be mapped out soon and submitted to the website for updating.
- The Theme for 2023 Conference is Focus on the Future: Innovate, Integrate, Motivate.
- Registration does include options to select which breakout session in order to plan for room assignments and space.
- Information on fees and how they have been broken down to include paying for meals for non-conference attendees is on registration site. These can be paid for separately within registration. Payment options include credit card, check, or purchase order.
- Registration also asks for confirmation of the Pub Crawl and dietary needs.
- Question was asked and answered that the conference fee does not include the Skywalk as that was cost prohibitive and not ADA compliant.
- Continued discussion was presented on importance of increasing secondary participation.
- Welcome/Check in update: information presented that all printing, badges, and so on will be completed in advance, so those helping out will have a very seamless process on check in day.
- Volunteer update (Amanda Koch, Chair): requested any volunteers contact her at [AKoch@sisd.cc](mailto:AKoch@sisd.cc) Volunteer roles can be as simple as directing folks where breakout sessions are or introducing presenters in breakout rooms.

### ***AWARDS***

- Roz Pollard sent a poll to membership for a decision on award language and will report at the next meeting.

- There is also a call for volunteers to read award winners.

### ***WEBSITE***

- Pictures have been added to the website to add visuals.
- Conference speakers, including bios, have been updated.
- When breakout details are available, those will be updated as well.
- Request was made that Conference Committee pictures and titles be updated.
- Discussion was made regarding placement of Conference details and registration to increase visibility on the Home page as well as Conference page.
- Registration questions should go to Danielle Lenz, [danielle@edgepartnerships.com](mailto:danielle@edgepartnerships.com) or regarding the Conference to Jennifer Markin

### **MDE and LEO UPDATES**

- No MDE updates.
- Nolan Lienhart of LEO reported still working on getting special populations template approved. Post-secondary LEO sponsorship email will go out to various listservs (MCDEC, MOSPA, and MODAC) shortly.

### **UNFINISHED BUSINESS**

- President Webster emphasized the importance of in person future meetings to gain community. Remaining 22-23 meetings are listed below.

### **NEW BUSINESS**

- President Webster presented that having a Conference Co-Chair position should be added to the constitution and should be discussed and voted upon at future meetings.

### **ANNOUNCEMENTS**

- 2022-2023 Board Meeting Dates
  - Wednesday - May 3, 2023, Boyne Mountain Resort, 2:30pm - 4:00pm
  - Wednesday - June 7, 2023, 10am over zoom, link will be sent to listserv
- Elections for coming year will include looking for new treasure and president - elect

### **ADJOURNMENT**

- Adjourned 11:10 AM

# MOSPA TREASURER'S REPORT

May 20, 2022 – November, 4, 2022

Date	Description	Deposit or Expense	Balance
5/20/2022	Current Balance		\$12,601.34
6/13/2022	Deposit (funds from KCC – fiduciary)	+\$28,571.43	\$41,172.77
6/13/2022	Ck# 3165 (Elevate Up)	-\$490	\$40,682.77
6/15/2022	Cashier's ck to Boyne Mtn. for conf. charges	-\$32,991.83	\$7,690.94
6/17/2022	Ck# 3174 Teresa Root (Michelle Glen award)	-\$200	\$7,490.94
7/13/2022	5/3 Service Charge	-\$10.75	\$7,480.19
7/13/2022	Deposit (spouse meal at conference)	+\$42.32	\$7,522.51
8/25/2022	Debit card payment for post office box (1 yr.)	-\$182.00	\$7340.51
8/31/2022	Deposit (check from Edge for registration fees collected for conf.)	+\$16,355.00	\$23,695.51
11/4/2022	No new activity		\$23,695.51