

MOSPA BOARD OF DIRECTORS MEETING MINUTES

Zoom Meeting

September 23rd, 2022 - 10:00 a.m.

Attendees: Jenna Merrill, Sara Park, Rosalyn Pollard, Kris Nevala, Janel Elenbaas, Autumn, High, Caleb MArtz, Bridgitte June, Terri West, Tammy Kelley, Ms Nelson, Maria Schmidt, Lacetia Walker, Amy Dykhouse, Chef Pete, Chef James

CALL TO ORDER/PRESIDENT'S COMMENTS

- Welcome & Introductions -
 - Discussion of Conference in May
 - Advice to save time for yourself and be good to your mental health
 - Participation in ice breaker - what you do, what you enjoy doing, how long you've been with MOSPA
- Introduce New Board Members:
 - Rhonda Donovan and Autumn High 2022-24, Co-Treasurer's; Amy Dykhouse, Secretary 2022-24

CALL FOR ADDITIONS TO AGENDA

- No additions.

MINUTES/SECRETARY'S REPORT

- Reviewed minutes from the June 8th, 2022 meeting
- New email address for contacting the secretary instead of Apryl Scheffler at apryl.scheffler@gmail.com will change to Amy Dykhouse at adykhouse@midmich.edu. Secretary will use this email to communicate to the membership now.
- ***Motion by President Elect Chef James to accept the report, seconded by Member Schmidt. Motion carried.***

TREASURER'S REPORT

- Submitted by Autumn L. High
- Report Reviewed and approved from May 20th - September, 2022 report (see last page) - Approved by Maria Schmidt and Seconded by Chef James.
- James was able to get the PO box updated as the new address for the bank information.
- The IRS situation is still being worked on so that Treasurer's can have access to that. Autumn and Rhonda will be following up with Anthony later to have that taken care of and to sign the engagement letter. The engagement letter allows them to update information and remove Nicole's information from the account.
- On May 20th, there was a \$12,000 balance, with noted deposits and deductions (see last page)

- On July 13th, there was a \$10.75 fee, which they believe was due to having under \$100,00 in the account, so Treasurers will be reaching out to find out the reason behind this.
- Chef James took care of the PO Box change (see charge of \$182)
- ***Motion by President Elect Chef James to approve the Treasurer's report, seconded by Member Schmidt. Motion carried.***

STANDING COMMITTEE REPORTS

MEMBERSHIP

- Process of updating members with new additions from email responses
- Please continue to send ideas for new referrals, and Secretary will add them to the email list, as well as send welcome email, including President and President-Elect on the email

CONFERENCE

- 2023 Venue for conference May 3-5, 2023 at Boyne Mountain Resort
 - Getting reservations and getting rooms is tough due to not knowing how many people will come to the conference. We have to prepare for larger numbers that may be coming up, so Boyne is a good place with larger breakout sessions rooms.
 - Discussions have taken place with Boyne about the amount of income that we bring to them, so they are asked to take care of MOSPA well.
 - From a first experience at Boyne and MOSPA, it went well for just coming out of COVID. There were no complaints.
 - Conference attendees should be there to relax, meet colleagues, get outdoors, get involved, and attend breakouts.
 - One school that attends sends 13 - 17 people - some complaints that staff was rude. Boyne didn't provide much activity for them to do. No ski lift activity. Enjoyed bars staying open and having smores. Bar Harbor had more activities in the town for them to do. Wondered if there could be discussion on this.
 - One school clarified that there were campfire options and the Bar Crawl.
 - Terri mentioned sky-bridge has opened at Boyne Mountain with charge of \$25 that could be a nice option to include as an activity at the Conference for 2023
 - Chef Pete clarified that the venue will be at Boyne, but they will have activity options to participate in. This leads to discussion of co-chairs to plan activities.
- Start identifying co-chairs
 - Chef Pete requests that members send recommendations to Secretary or Anthony based on their interests or someone they think might be good for the committee

AWARDS

- Proposal for updated language

- Member Pollard detailed that MOSPA gives five awards. All awards are open to both secondary and post-secondary. All awards have the same wording.
- The Award Committee is proposing to change the wording on the student award. Possible options include ‘a career and technical education student’ or ‘as a student in career and technical education’.
- A poll will be created next meeting to ask for feedback on that, as well as ask for President feedback.

WEBSITE

- Board member contacts have been updated with new position members. Webmaster Terri West welcomes any suggestions with ideas to make the site more user friendly. Changes are fairly simple to do.
- Secretary will send approved minutes to Webmaster Terri West to be posted on the website. They can only hold a limited number of documents online, but the rest are archived in our Google Drive
- Member James will contact Terri West to post pictures from the 2022 Conference on the website. A slideshow of pictures could be included to make more pictures viewable.

MDE and LEO UPDATES

- From Valerie Milton, Special Populations Coordinator Michigan Department of Education: If anyone has any items to share in the Special Populations Newsletter, please share them by November 30. The Fall/Winter Special Populations Newsletter will be published sometime during December/January, and I will also mention the 2023 MOSPA Conference in the Newsletter. If you are not familiar with the Newsletter, [here](#) is a link to the MDE – OCTE Special Populations website: Special Populations: Diversity, Equity, and Inclusion (michigan.gov) See Newsletter Section -
- Further updates will be discussed at next meeting or may send email to Valerie Milton
- Background on use of EDGE.
 - Since going virtual, EDGE was able to provide more services. They handled the paperwork for registrations and would contact individuals for payment or sponsorship. Recommended using EDGE again this year. This would be the third year for its use at the Conference.

UNFINISHED BUSINESS

- Dues -
 - Discussion on whether or not there is going to be a separate fee for membership or to include membership as part of the conference fee.
 - One member mentioned how including it in the conference could better support the conference as a whole.

- Another mentioned that since COVID hit, costs are higher, so MOSPA needs to make sure all expenses are covered. That is why MOSPA is considering adding a fee to MOSPA members. With this method MOSPA isn't asking for institutions to write two checks, one for membership and one for conference fees.
- A committee will need to be created to discuss how much the fee should be. This committee will need to research what other associations charge for their dues. When institutions ask for rationalization of the charge, members can mention it is based on evidence of other conference rates.
- Also the decision should look at how much cushion is desired to be built into MOSPA budget in order to keep average running tally budget of \$15,000.
- Research should be done on how many people are registering to decide on the rate paid.
- COVID has taught an important lesson that impacts on conference attendance impacts funds generated. This year was one of the lower years. Bay Harbor we had easily 200 participants. In 2022, we had only 140-150 participants at the end of the registration period. Each institution could bring in 20-25 participants, but we know from looking at data now they are only sending in 3 - 4 individuals for the whole district.
- We need to find out who should really be included in MOSPA and how important it is to the individual and district itself to improve membership.
- Idea was proposed to create a membership dues committee.
- Member recommended getting sponsorships to also defray costs from conference fees. Agenda item will be added for next meeting.

NEW BUSINESS

- Recommendations to poll board members at next meeting for interest in any in-person meetings
 - A google poll will be created that discusses all poll questions for the meeting including meeting format
 - In person meetings: options (all in person, hybrid, all online, one or two in person)
 - Discussions on doing a hybrid included the pros of allowing individuals who were unable to travel to attend. Also discussion that there was a cost for using the room if enough foods was not entered
- Conference co-chair nominees - ideas if you or someone you know would be interested in being a co-chair for the 2023 Conference committee

ANNOUNCEMENTS

- 2022-2023 Board Meeting Dates
 - Friday - September 23, 2022 - 10am - current
 - Friday - November 4, 2022 - 10am - zoom
 - Friday - March 3, 2023 - 10am
 - Wednesday - May 3, 2023 - Time TBD

○ Wednesday - June 7, 2023 - 10am

ADJOURNMENT
Adjourned 11:17 AM

MOSPA TREASURER'S REPORT

May 20, 2022 – September 20, 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

