

MOSPA BOARD OF DIRECTORS MEETING MINUTES

Zoom Meeting

November 5, 2021

MEMBERS PRESENT: Kenneth Cortese, Nicole D'Arcy, Rhonda Donovan, Peter Gonzalez, Holly McKee, Valerie Milton, Sara Park, Karen Reilly, Nicole Reinhart-Huberty, Apryl Scheffler-Martin, Maria Schmidt, Melissa Schultz, James Simmons, Terri West

CALL TO ORDER/PRESIDENT'S COMMENTS

- Call to order 10:06 a.m.
- Welcome & Introductions
- Ice breaker
 - What does leadership mean to you?

CALL FOR ADDITIONS TO AGENDA

- None

MINUTES/SECRETARY'S REPORT

- Review minutes from the September 24, 2021 meeting
 - ***Motion by Member McKee to accept the September 24, 2021 minutes, 2nd by Regional Representative Schmidt. Motion carried.***

TREASURER'S REPORT

- 5/3 Bank account ending balance on 11/3/2021: \$33, 373.92
- Discussion about a charge on our account from GoDaddy, the site with which we have our website.
 - Looks like a renewal charge but we are not sure who made the purchase. Co-treasurers will follow up with GoDaddy. Member West will provide login information to co-treasurers. Co-treasurers will verify if we want to keep this as a re-occurring purchase.
 - Point-of-contact in GoDaddy needs to be one of the co-treasurers or President.
 - Unsure whose card was used, it could be past treasurer Anwar Thomas' card. Co-treasurers will need to contact bank and ask. The bank should have deactivated that account/card.
 - Member West has information about the website account, will send to Co-treasurers. There were several cards on the GoDaddy account, Member West deleted most of them.
- Briefly reviewed engagement letter from CPA Luke Downing. Co-treasurer Reinhart-Huberty will ask CPA that President Webster's name get put on the letter and then he can sign it as our President.
- Co-treasurers submitted bank statements from 06/2020-07/2021 to CPA Downing via the drop box on 11/02/2021.
- Co-treasurer Reinhart-Hubert stated that she has been checking the MOSPA P.O. Box periodically, last visit was 10/29/2021.
- ***Motion by Member McKee to accept the Treasurer's Report, 2nd by Secretary Scheffler-Martin. Motion carried.***

STANDING COMMITTEE REPORTS

MEMBERSHIP

- Member McKee connected President Webster and an associate (Andrea from Hope College) from State of MI Trio Association to discuss Andrea's process on updating membership information annually. Secretary Scheffler-Martin will ask President Webster to be included in the conversation.

CONFERENCE

- Conference theme for 2022 is "Forging New Pathways: Defining the future of CTE"
- Reviewed conference sub-committee descriptions and members/leaders. Sub-committees are to meet as separate groups before the next conference committee meeting on November 17.
- Group messaging system, look into WhatsApp or Google Chat

AWARDS

- No updates

WEBSITE

- Region 11 Representative Alex Bryce has been switched to Region 5

MDE and LEO UPDATES

- Breaking Traditions Scholarships
 - Board voted and approved on allocating two \$500 scholarships – one for secondary and one for postsecondary.
 - Scholarship application opens November 15 and closes mid-February. State Liaison Milton will send the application to the Board. We are welcome to nominate students.
- State Liaison Milton will be creating Special Populations Newsletter, email miltonv@michigan.gov with submissions by November 30.
- MOSPA is searching for a fiduciary, needs to be postsecondary institution. Member McKee has asked Kellogg Community College and is waiting to hear more from them.

UNFINISHED BUSINESS

- Regional Representatives
 - In the past, representatives would bring information about events/activities in their region to the larger group. Representatives are still part of MOSPA Board technically. Regions identify who the representatives are on their own, otherwise we ask people to be a representative.
 - Professional development days for regions, mini-conferences.
 - Discussed the idea of annually sending an email to the representatives telling them they are still the representative for the region, and asking if they still want to fulfill that role. If not, ask if they can refer someone or provide a successor's contact. We could consider co-representatives too.
 - Secretary Scheffler-Martin will work with the presidents on the language for this.
- Consider adding a Website service / Social Media position to the executive board
 - Prior meeting we said this role could be called Promotions Chair
 - This position would be "appointed" and not elected.

- o Items the Promotions Chair could be responsible for: MOSPA Promotional video, updated logo, social media (Note: We do have a FB account but is basically inactive)
 - o We want to get a subgroup together to discuss Promotions Chair position (e.g., title of position, duties, projects). Suggested subgroup members: Member West, President-elect Gonzalez, Past President Simmons, President Webster, Conference Chair Walker and any volunteers.
- State Liaison asked if MOSPA would like to be a sponsor at Career Education Conference. It would be an opportunity to market to secondary and postsecondary. The event is January 30 to February 1 2022. Deadline for decision is before January 4.
 - o Info packet:
http://www.michigancareerconference.org/wp-content/uploads/2021/09/MICEC_SponsorBooklet092021.pdf

NEW BUSINESS

- None

ANNOUNCEMENTS

- Regional Representative Schmidt is encouraging colleagues to come to MOSPA instead of a different conference. Thanks for promoting MOSPA!
- Next board meeting: Friday – March 4, 2022 – 10 am via Zoom

ADJOURNMENT

- The meeting adjourned at 11:31 a.m.

Submitted by Member Scheffler-Martin, Board Secretary