

MOSPA BOARD OF DIRECTORS MEETING MINUTES

Zoom Meeting
November 6, 2020

MEMBERS PRESENT: Julie Boss, Kenneth Cortese, Valerie Felder, Brendan Hamilton, Kim Higgins, Denise Lindsley, Jamie Nelson, Andretta Newton, Rosalyn Pollard, Nicole Reinhart-Huberty, Apryl Scheffler-Martin, Maria Schmidt, James Simmons, Anwar Thomas, Lacetia Walker, Anthony Webster

CALL TO ORDER/PRESIDENT'S COMMENTS

- The meeting was called to order by President Simmons at 10:10 a.m. President Simmons welcomed new members to the committee and invited members to participate in any committees: Brendan Hamilton, Denise Lindsley, Jamie Nelson, Andretta Newton, and Lacetia Walker.
WELCOME ALL
- President Simmons called for attendees to share any celebrations or recognitions. President Elect Webster celebrated that his/the end of the postsecondary semester is five weeks away.

CALL FOR ADDITIONS TO AGENDA

- No additions

MINUTES/SECRETARY'S REPORT

- Minutes from the September 25, 2020 meeting were reviewed.
Motion by President Elect Webster to accept the September 25, 2020 minutes, 2nd by Member Kenneth Cortese
Motion Carried

TREASURER'S REPORT

- Treasurer Thomas discussed the situation from previous meeting in regard to budget discrepancies and conference refund issues. Treasurer Thomas was mailed a refund in May but the refund was never received. Treasurer Thomas contacted the company in September after having office access again and confirmed that the refund had not been mailed there. Company initial said they had sent refund to Madonna but Madonna confirmed she had not received it and they were sending a new check. The next week, Treasurer Thomas received a check dated from May and deposited it; this was the original check. Treasurer Thomas then received the "stop payment" notification which resulted in a \$12.50 service charge; Treasurer Thomas decided not to contest this charge. Afterwards, Treasurer Thomas received a second check dated in September which has been deposited. There have been no issues since the second check was deposited. This is why there are two entries in the amount of \$5,000. Report also shows annual fee for GoDaddy website. Treasurer Thomas emailed GoDaddy receipt and Fifth Third Bank statement to Board members. Ending balance as of 10-31-2020 is \$38,311.14.
- Amendment to the Treasurer's Report from Board Meeting on March 5, 2021: The ending balance reported at the October 6, 2020 meeting was 33,311.14. This was an error as the 33,322.14 balance reflected a 179.88 deduction for the GoDaddy account, which had not yet been subtracted from the 5th3rd checking account. Treasurer Report amended to reflect an updated ending balance of 33,503.52 on October 6, 2020.
Motion by At-Large Rep Pollard to accept the treasurer's report, 2nd by Member Julie Boss
Motion Carried

CONFERENCE COMMITTEE REPORT

- President Simmons reported that the Board sent out a survey to MOSPA members about their views and schools' views about having a virtual MOSPA Conference, what they would want it to look like, etc. Secretary Scheffler-Martin shared the survey results. Over 200 surveys were sent out and there were 134 responses. The overall response demonstrated that the survey respondents are unsure if they would be able to attend a face-to-face conference for various reasons. There are a lot of funds invested into the Conference, so the Board wants to ensure they are doing what is best for members and are being responsible with funds. For these reason among others, the Board is included to move MOSPA 2021 Conference to a virtual event.
- Co-Treasurer Reinhart-Huberty commented that professional development funds may be decreased or eliminated at institutions and wondered if the cost of attendance at a virtual MOSPA Conference might be reduced. This could help increase the attendance at the virtual conference and may allow more or different members to attend than normally would.
- State Liaison Felder commented that she has worked with Edge Partnerships with virtual events and would share the company's information with Secretary Scheffler-Martin. The company supports the building and managing of virtual events.
- Member Lacetia commented and agrees that a virtual conference would be a good idea in this new environment and that working with Edge Partnerships would be helpful. She also warned against making the virtual conference too lengthy, in order to help keep attendees engaged.
- ***Motion by President Elect Webster to move the MOSPA 2021 Conference to a virtual standing, 2nd by Treasurer Thomas***
Motion Carried
- President Simmons invited members to share any conference ideas or format ideas with the Board post-meeting.
- Member Cortese commented that Ferris State University is able to host registration again for MOSPA Conference. The cost per person would go up \$5-6. FSU can do SCECHs again, \$250 to set up, \$20 per registrant. FSU can do everything they did with us last year. Registration cost would stay the same whether we are virtual or in person. President Simmons said this topic can be brought up at the next conference committee meeting.
- The next Conference Committee meeting will be Friday, November 13, 2020. Secretary Scheffler-Martin will send a poll to committee members to determine meeting time.

AWARDS REPORT

- At-Large Rep Pollard met with the awards committee on Friday, October 23, 2020 to discuss the 2020 Awards.
- Recommendations for handling 2019-2020 Awards:
 - Acknowledged in State Liaison Felder's newsletter
 - Recognition now would help morale
 - Include in Spring program
 - Invite to conference in May
 - \$200, flowers, some acknowledgements at school, work
 - Have nominators deliver awards
- Award Winners
 - **Post -Secondary: Cara Blaim**- Lapeer Ed Tech
 - **Secondary Professional: Kelly Ross** - ITnet Lapeer Ed Tech
 - **Secondary Support Staff: Dena Sullivan** - Lapeer Ed Tech
 - **Secondary Student: Damian Brooks** - Wexford Missaukee Career Technical Center's Digital Media Production
 - **Community: Memorial Health Care - Lynn Freeman and Tina Coffman** Shiawassee
- Criteria for Michelle Glenn Award - formally an honorarium award

- History of service and commitment to special populations
- Describe nominees willingness to provide service that goes beyond scope of job description
- Unique contributions that have impacted profession and field
- Activities that raised the awareness of special populations in CTE
- Commitment to equity, diversity and inclusion

***Motion by President Elect Webster to accept the awards committee report, 2nd by Member Lacetia Walker
Motion Carried***

WEBSITE REPORT

- Member West was not present at the meeting but requested for members to contact her if any changes need to be made to the website.

MDE and LEO UPDATES

Secondary

- State Liaison Felder reported that Career Education Conference that's usually held in January has been canceled due to COVID-19. If anyone has any events, good news about students/staff to add to the Special Populations Newsletter, please send to State Liaison Felder who will likely publish the newsletter in December. President Elect Webster will re-forward information about virtual CTE event hosted by Washtenaw Community College.

Post-Secondary

- State Liaison Price was not present at the meeting but will share any announcements/updates via email or will relay information at the next meeting.
- President Elect Webster reported that State Liaison Price said in an email that she has held off on reaching out to Boyne about the conference but will likely do so soon, and that we still need a post-secondary fiduciary. President Elect Webster introduced State Liaison Price to WCC's Karen Parker via email for a possible fiduciary but is unsure of the outcome of that conversation.
- Secretary Scheffler-Martin asked members to offer any other suggestions for fiduciary.
- Treasurer Thomas received information from another conference hosting company and will forward information to Secretary Scheffler-Martin in case we need it in the future after our Boyne contract is finished.

UNFINISHED BUSINESS

- President Elect Webster installed officers Co-Treasurer Reinhart-Huberty (Co-Treasurer from 2021-2022; Treasurer 2022- Summer 2023) and Secretary Scheffler-Martin (2020-2022). President Simmons will send Secretary Scheffler-Martin and Co-Treasurer Reinhart-Huberty the MOSPA by-laws and constitution.

NEW BUSINESS

- President Elect Webster asked if any Board members planned to attend or present at Trends Conference. President Elect Webster plans to present at Trends and will observe their conference layout. Secretary Scheffler-Martin intends to attend and possibly present.
- President Simmons asked members and their colleagues to submit any questions, concerns, comments to the Board at any time.

ANNOUNCEMENTS

- Member Andretta Newton stated that on behalf of Mott Community College, they thank the Board for considering naming an award in honor of Michelle Glenn.

The meeting adjourned at 11:23 a.m.

Submitted by Member Scheffler-Martin, Board Secretary