

MOSPA BOARD OF DIRECTORS MEETING MINUTES

Zoom Meeting

May 5, 2021

MEMBERS PRESENT: Ladipo Akinfenwa, Jessica Bluhm, Alex Bryce, Karen Challgren, Christy Christmas, Kenneth Cortese, David Darrow, Rhonda Donovan, Leisia Duskin, Stacy J, Tammy Kelley, Muna Khoury, Cheryl Kimbrue, Valerie Felder, Peter Gonzalez, Holly McKee, Ebony Nelson, Jaime Nelson, Kris Nevala, Sara Park, Rosalyn Pollard, Sheree Price, Karen Reilly, Nicole Reinhart-Huberty, Heather Robidoux, Apryl Scheffler-Martin, Maria Schmidt, James Simmons, Tracey Taylor, Anwar Thomas, Anthony Webster, Terri West

CALL FOR ADDITIONS TO AGENDA

Additions to Agenda for June 4 Meeting:

- Google Drives and Gmail address issues. Google Drive could be where we house archived information.
- Technology support/webpage; someone to support Terri's position, work with her before she might retire next year. This position does not require coding.
- Add to "New Business"
 - Look at Regional Reps to see who is actually coming to meetings from the regions, look at shifting representation from those areas.
 - Maybe consider adding a Website service / Social Media position to the executive board
 - Discuss elections at this mtg, and installation of new officers if we're at that point
 - Process for transitioning Treasurer documentation

MINUTES/SECRETARY'S REPORT

- Reviewed minutes from the March 5, 2021 meeting
Motion by Past President McKee to accept the March 5, 2021 minutes, 2nd by President-Elect Webster.
Motion Carried

TREASURER'S REPORT

- Discussed possibility of MOSPA P.O. Box to serve as primary address for the organization
 - Look into having PO Box with state reps in Lansing area
- Update on taxes
 - 2020 taxes have been filed. In filing the 2020 E-post card form 990-N, noticed that the status of the 2019 filing is still listed as pending. Attempts to request an updated status on this form results in an error message from the IRS that prompts to try again later. Treasurers will continue to monitor this and contact the IRS if this is not updated by the next board meeting (5/5/21).
- Update regarding MOSPA's tax filing status. The 2019 tax return (end date 6.30.2020) was accepted and the status is reflected on our IRS online portal.
 - As was previously reported, there appeared to be an issue with the 2018 tax return (ending date 6.30.19) so Treasurer reached out to the IRS directly for clarification. Treasurer spoke with Mr. Gibson (ID # 1000143690) who confirmed that the IRS received and accepted the 2018 tax return. He explained that the delayed status update and error message displayed on our online portal is a known issue and provided an alternative method for obtaining our tax records. Treasurer has a copy of this document

which confirms that all recent tax returns were accepted by the IRS and the MOSPA exempt status remains active.

Motion by Past President McKee to accept the treasurer's report, 2nd by Member Alex Bryce. Motion Carried.

CONFERENCE COMMITTEE REPORT

- Edge's 'Know before you go' email will include people's log in information, plus their registered sessions as a reminder, plus link to conference
 - Click the logo on website, can click on that and access your schedule from there
- Strengths Assessment reminders and codes were sent out
 - We have 3 Strengths codes remaining at this time
- 227 people registered for conference
- President Webster will look to see which schools are most represented at conference
- Registrants should have received NAPE information this morning via email
- Ask Edge to include NAPE notification in the 'know before you go' email.
 - noreply@myabsorb.com (email that the NAPE info was sent from)
- During conference, President and/or President-Elect will discuss elections

AWARDS REPORT

- Secondary Student: Mame Seck, Kalamazoo RESA
- Secondary Support Staff: Charlotte Passig, Byron H.S.
- Secondary Professional: Tate Forbush, Byron H.S.
- Postsecondary Professional: Diane Green, Henry Ford College
- Presentation is ready for conference
- Include Breaking Traditions awards
- Checks are on the way for awards and plaques
- Will get pics/names etc on website post-conference

WEBSITE REPORT

- Removed 2019 conference gallery and replaced with 2021 committee pictures/headshots
- Changed subhead for Minutes
 - Add September and November minutes
 - Member West asked how far back we need to keep track of minutes. Past President McKee said we need to keep our minutes in perpetuity for posterity.
- Removed dead link
- Member West asked if we want the constitution and by laws on webpage; the version she has is from 2015. If there is an updated version, do we want to add to website? Past President McKee and Secretary Scheffler-Martin will need to find them. There should be updated ones possibly from 2019. Will look at this after the conference. Will also look at past Minutes.
- Idea for conference webpage next year: Add a countdown to conference date
- Conference presentations will be included on website
- Under the "Contact Us" section/form, Member West asked who is accessing the MOSPA gmail. We discussed this topic along with the fact that MOSPA has two Google drives. We will discuss this further at next meeting.
- Member West's last date for school year is May 28.

- Member West asks that everyone look at the Executive Council page and make sure the information is updated.

MDE and LEO UPDATES

Secondary (Liaison Valerie Felder)

- Breaking Traditions award winners will be acknowledged at MOSPA Conference
- Winners are from FSU and Petoskey H.S., will receive MOSPA scholarship
- Ceremony May 13 at 1pm. No registration required. Live zoom event.
- See if President Simmons can attend and be present at this event; he can work with Liaison Felder.
- If anyone has events/news to share, newsletter will be published beginning of June, send to Liaison Felder by the end of May. Send to: felderv@michigan.gov
- NAPE conference, May 20 from 10-Noon.
- We need to use the funding available for special populations. Let Liaisons Felder or Price know your ideas.

Post-Secondary (Liaison Sheree Price)

- Working with Karen Parker (WCC) to get post-secondary MOSPA Award budget into the state's system; not been uploaded yet but we'll still reimburse MOSPA
- Only using \$11000 of postsecondary award. Work with a person (Brustein) to do additional workshop, use funds for that. Event around legislation for special populations. Will work with MOSPA/Past President McKee.
- Anyone please let Liaison Price know your ideas to use the leftover funds before they expire. Email: prices1@michigan.gov, before June 30 (extend to September).
 - Will get sub-committee together to work on this. President Elect Webster volunteered.
- Link to register for the upcoming May 13th Perkins Information Session hosted by the Trends Committee:
 - https://www.bigmarker.com/series/implementing-perkins-v-what-/series_details
 - Register on the link, then you'll receive info about the program
 - It's FREE. Consider attending and sharing!
- MODAC also has funds to exhaust by June 30.

UNFINISHED BUSINESS

- MOSPA Elections in June 2021
 - President-Elect
 - Chef Peter Gonzalez self-nominated
 - President role is a total of 6 years, it is ok if you need to leave during that time frame
 - Treasurer/Co-treasurer
 - Current by-laws show this as singular position but moving forward we want to move it to a co-treasurer, allowing for overlap and training in addition to other benefits like sharing responsibilities during peak times.
 - Co-treasurers Anwar Thomas and Nicole Reinhart-Huberty are currently in these roles.

- Duties include: Monitor MOSPA account, pay invoices, any bills. Tax returns annually. Be sure we're still in 'exempt' status. Bulk of the work is winter/spring term.
- Co-Treasurer Thomas's term is ending. Co-treasurer Reinhart-Huberty will stay on (2022). Need a 'new' co-treasurer, term will end 2023.

Motion by Past President McKee to adjust the by-laws for the treasurer position to make it a co-treasurer position where elections of the two positions would alternate. 2nd by Representative Maria Schmidt. Motion Carried.

- At-Large Representative
 - At-Large Representative Pollard can run again if she wants
 - Main job is leading the entire Awards process
 - In charge of volunteers for in-person conference
 - Help push MOSPA forward in any way
- Anyone can reach out to the Presidents or Secretary if you want to be added to the Ballot
- Presidents/Secretary will draft message/ballots and send out by the end of May
- Discuss what to do with past MOSPA materials (e.g., programs from past state conferences)
 - Could be archived in a Google Drive
 - Keep Minutes on our website for posterity and transparency
 - Past conference agendas could be housed on website
 - Financial documents/records - where to put safely?
 - Securely archive invoices for state budget
 - Past President McKee will connect with Madonna after the conference with Google drive issue; will provide clarity in June meeting.
 - The Co-treasurers and Past President will work together to identify Google Drive and move treasurer documents to Google Drive

NEW BUSINESS

- None

ANNOUNCEMENTS

- Thank you Anthony for conference work!
- Congrats Anthony for new position at EMU – Director of TRiO SSS and earning a 4.0 GPA this semester at Wayne!
- Great job to everyone for your work, this organization cannot run without you!
- Next Board Meeting is Friday, June 4, 2021 from 10:00am-Noon via Zoom

The meeting adjourned at 11:51 a.m.

Submitted by Member Scheffler-Martin, Board Secretary