

MOSPA BOARD OF DIRECTORS MEETING MINUTES

Zoom Meeting

June 4, 2021

MEMBERS PRESENT: Julie Boss, Anita Buchanan, Kenneth Cortese, Rhonda Donovan, Tammy Kelley, Holly McKee, Sara Park, Rosalyn Pollard, Sheree Price, Nicole Reinhart-Huberty, Apryl Scheffler-Martin, Maria Schmidt, Melissa Schultz, James Simmons, Tracey Taylor, Lacetia Walker, Anthony Webster, Terri West

CALL TO ORDER/PRESIDENT'S COMMENTS

- Call to order at 10:10 a.m.

CALL FOR ADDITIONS TO AGENDA

- None

MINUTES/SECRETARY'S REPORT

- Review minutes from the May 5, 2021 meeting
 - ***Motion by Past President McKee to accept the May 5, 2021 minutes after the attendees' names are finalized, 2nd by At-Large Representative Pollard.***
 - ***Motion Carried.***
- New email address for contacting the secretary: apryl.scheffler@gmail.com. Will get posted to website. Secretary will use this email to communicate to membership now.
- Secretary Scheffler-Martin ask Edge for registrant emails/information, add to MOSPA listserv
- Determine most current by-laws, constitution, and past minutes then send to Member West to add to the website.

TREASURER'S REPORT

- MOSPA P.O. Box to serve as primary address for the organization, housed with state reps in Lansing
- Co-treasurer Reinhart-Huberty provided updates on PO Box:
 - 315 Allegan St, Lansing, MI 48933 would be the location.
 - Several sizes available.
 - Price based on size/location. Payments: 3 months, 6 months, or annual interval.
 - Size 2 is \$188/year.
 - 2 keys are provided. Additional keys are \$6-8 each.
 - "Application to open a PO Box" form needs to be turned in person at location of choice. 2 valid forms of ID needed. Need to show proof of nonprofit status; Co-treasurer recommends using a tax document.
 - President Simmons will take the lead with filling out the form.
 - Co-treasurer Reinhart-Huberty and President Elect Webster need to be added to the debit card and President Simmons needs to be removed. The three of them plus Co-treasurer Thomas will have a meeting about this.
- PO Box keys (4) will be provided to State Liaison Price, State Liaison Felder, President Elect Webster, and Co-treasurer Reinhart-Huberty.
- ***Motion by Past President McKee to create PO Box at the Lansing downtown branch 48933 that MOSPA will pay for yearly and that we will receive 4 keys. 2nd by President Elect Webster. Motion carried.***

- Co-treasurer Thomas sent email with updates:
 - MOSPA awards checks were sent to At-Large Representative Pollard and the Breaking Traditions checks should be received by recipients in the next couple of days.
 - Will pay the Edge Invoice this weekend.
 - Will be on Sabbatical leave from work in the fall and hope to pass on the treasurer materials over the summer. She is available through July to sort out these arrangements.
- ***Motion by President Elect Webster to accept Treasurer's report including Co-treasurer Thomas's email message, 2nd by Past President McKee. Motion carried.***

STANDING COMMITTEE REPORTS

MEMBERSHIP

- No report

CONFERENCE

- Virtual Conference was held Friday, May 7
- President Elect Webster will contact Julie from Edge to get the overall evaluations results
- Kudos to President Elect Webster's hard work on the conference!
- Presidents and Secretary will meet/email to discuss Board meeting dates for next year and the first conference committee meeting date. First conference committee meeting needs to be outside of the Board meeting. Will discuss whether Board meetings will be in-person or virtual.
- Consider re-sending the conference survey to members that we sent last year to get member feedback on whether they think they can attend an in-person conference in May 2022. We may need to host one part virtual and one part in-person.

AWARDS

- All of awards have gone out and checks were included.
- Sent certificates to those who were nominated but did not win. One still needs an address but will be taken care of.
- We plan to incorporate into the awards process the sending of these certificates.
- State Liaison Price will follow up with Mott CC again about Michelle Glenn Award.
- State Liaison Price will get Diane Green's (retired, outstanding MOSPA member who wishes to stay connected) personal email so Secretary Scheffler-Martin can include in our membership list.

WEBSITE

- 2021 award pictures are posted; Member West asked Tate Forbush for a higher quality one.
- Uploaded Awards presentation
- Uploaded videos from the conference recordings
- Member West asked if anyone wants to write a blurb about the conference, to put in place of the keynote. If so, please contact her.
- President Simmons may write a President's letter to put on the website
- Updated President Elect Webster's email address

MDE and LEO UPDATES

MDE, secondary

- State Liaison Felder was not present to give a report.

LEO, post-secondary

- President Elect Webster and State Liaison Price will talk with Brustein today about potential workshops; they will report out on their meeting.
- State Liaison Price asked if someone from secondary can let her know when schools are out and staff will be unavailable, and send start date for schools too. She asked the same for post-secondary schedules. President Simmons said secondary schools are finishing at different dates between now and the end of June.
- Send her ideas for additional workshops. We only used about \$11,000 out of \$30,000. Fund usage is extended until September. Send your ideas to Sheree at prices1@michigan.gov
- State grant: Michigan Learning & Education Advancement Program (MiLEAP). Ten awards given to postsecondary institutions and Michigan Works! agencies to provide short-term training opportunities which lead to certifications and/or degrees and employment in high-skill, high-wage and in-demand occupations.
- If you have not participated in a special populations Perkins workshop and would like to, contact your workplace's Perkins representative.

REGIONAL REPORTS

- We have 11 regions; region 8 is without representatives. We updated some of the representative information on the website.

UNFINISHED BUSINESS

- MOSPA Elections in June 2021
 - President-Elect Nominees
 - Peter Gonzalez, self-nominated
 - Lacetia Walker, nominated by Anita Buchanan
 - Treasurer/Co-treasurer Nominee
 - A student submitted a self-nomination; Secretary Scheffler-Martin will contact the student and let them know they do not qualify for the role.
 - Rhonda Donovan, nominated by Past President McKee at this meeting.
 - At-Large Representative
 - Anita Buchanan, nominated by Lacetia Walker
 - Rosalyn Pollard, current At-Large Representative, self-nominated
- Election timeline draft
 - Email membership for election nominations May 20, 2021
 - Deadline to submit nominations: June 4, 2021
 - Virtual meet the candidates June 7, 2021, tentative
 - Candidates who are unable to attend can submit a brief video
 - Email ballot to membership June 8, 2021 with deadline to submit on June 11, 2021
 - Announce winners: June 14, 2021
 - Transition Meeting: June 25, 2021
 - One-on-One transition Meeting: New Candidates/ Previous candidates will schedule this meeting offline.
- Discuss what to do with past MOSPA materials (e.g., programs from past state conferences)
 - Google Drive could be where we house archived information.
 - Problems locating/accessing multiple Google Drives and Gmail address, need assistance from Member Dr. Madonna Jackson from Mott Community College. Past President McKee reached out to Member Jackson but unable to have a conversation yet. We will discuss this item at next meeting.

- Technology support/webpage, someone to support Member West’s position and work with her before she might retire next year.
 - President Simmons spoke to someone but has not heard back; he will reach out again.
 - Person does not need a lot of web design experience.
 - If anyone else has someone in mind, contact them.
- Ideas on how to use leftover state funds for special populations before they expire.
 - Send out “save-the-date” with a mini-workshop/event, a lot of schools are pushing for professional development this summer. People want ‘live’ virtual workshops.
 - Member Lacetia Walker is interested in helping with creating/coordinating this, can help promote the event(s) to secondary staff.
 - Secretary Scheffler-Martin will create a Doodle Poll for times on June 14 for people to meet who are interested in assisting with creating/coordinating summer professional development workshop(s) for secondary and post-secondary staff.

NEW BUSINESS

- Look at Regional Representatives to see who is attending Board meetings; look at shifting representation in regions
 - We will discuss this in detail at a later meeting.
 - Regional Representative Julie Boss will be stepping down as a representative for Region 2, Shawn Kadwell will be joining Tammy Kelley as the region’s second representative. Member Boss said “it was a pleasure to be a part of MOSPA for the past several years. Good luck to you all!”
- Consider adding a website service / social Media position to the executive board
 - This will take a change to the by-laws and constitution
 - Member Madonna Jackson set up a MOSPA Facebook page, there is a link on the website but we do not really use Facebook
- Process for transitioning Treasurer documentation
 - After the election results are finalized, Co-treasurers Thomas and Reinhart-Huberty will meet with the new Co-treasurer. This can be combined with the PO Box meeting. Try not to meet on Fridays.

ANNOUNCEMENTS

- Congrats to Secretary Scheffler-Martin on her upcoming new role as an advisor at KVCC!
- Have a great summer everyone!

ADJOURNMENT

- The meeting adjourned at 11:38 a.m.

Submitted by Member Scheffler-Martin, Board Secretary