

## MOSPA BOARD OF DIRECTORS MEETING MINUTES

*Hybrid Meeting at Grand Rapids Community College*

September 22nd, 2023 - 10:00am

<https://midmich.zoom.us/j/94387691929>

**Attendees:** Brigitte June, Sandra Curran, Paul Brieger, Roz Pollard, Valerie Milton, Maria Schmidt, Anthony Webster, Rhonda Donovan, Nicole Reinhart, Hannah Parrish, Kris Nevala, Tracey Taylor, James Simmons, Autumn High

**In person:** Terri West, Ken Cortese, Peter Gonzalez, Erik Dedenbach, Virginia Zimmerman, Amy Dykhouse, Megan Downey, Tammy Kelly, Shawn Kettle, Amanda Koch

**Notified absent:**

### CALL TO ORDER/PRESIDENT'S COMMENTS

- Welcome & Introductions
- Roundtable to introduce new members
- Meeting came to order at 10:01 am
- MOSPA Conference
  - Confirmed for Boyne Mountain for May 2024, but conversation is starting for future years and new alternative venues.

### CALL FOR ADDITIONS TO AGENDA

- Discussion
- TRIO from GRCC will be coming to present at noon today
- ***Agenda approved by President Gonzalez. Motion by Anthony Webster to accept the agenda, seconded by Maria Schmidt. Motion carried.***

### MINUTES/SECRETARY'S REPORT

- Reviewed minutes from the May 3rd, 2023 meeting
- ***Past Minutes approved by President Gonzalez. Motion by Ken Cortese to accept the agenda, seconded by Erik Dedenbach. Motion carried.***

### TREASURER'S REPORT

- See below for data
- Report by Erik in person and presented by Autumn High
- Autumn reported that the last scholarship winner did just deposit their check
- ***Treasurer's Report approved by President Gonzalez. Motion by James Simmons to submit the report, seconded by Tammy Kelley. Motion carried.***

### STANDING COMMITTEE REPORTS

### ***REGIONAL REPS***

- Information is listed on MOSPA [Website](#) for those who are the region representatives. If you have ideas on who might be interested in getting involved, please do so and possibly foster smaller groups within each region. The idea to host small mini conferences within each region was presented for each Regional Rep. Reps could present ideas on suggesting ideas on how to better reach out to their respective regions
- Maria Schmidt volunteered as contact person on good practices for Region Reps.
- Discussion was started on ways to thank Regional Reps. Possibility to send thank you notes was presented by Megan Downey.
- Suggestion to have a Regional Rep Coordinator develop a process of best practices and expectations for Regional Rep.

### ***MEMBERSHIP***

- Continued process of updating members with new additions from email responses
- Chef Pete will compose his own New Member Welcome Letter
- Idea to send full list out to region reps on who has left or needs to be updated

### ***CONFERENCE***

- Updates Constitution Language per Anthony's draft and thank you to both new Conference Co-Chairs
- There are many conference chair person opportunities available - work to create Google poll for volunteers to start getting ready by Thanksgiving.
- President Gonzalez will be working on Theme of the Upcoming Conference, Keynote Speakers, and Breakout Sessions
- Tracey Taylor is looking forward to working with committee, bringing magic to the conference and may be a possible theme "Bringing the Magic Back". This year's TRENDS Conference is almost at capacity so there are hopes that attendee numbers will be improving and increasing.
- [TRENDS Conference](#) is also a great opportunity for a similar population of individuals
- Send out reminder of what MOSPA is and welcome them to sign up and how important it is to encourage attendees to regional reps
- Conference Locations - Brigitte has looked at Frankenmuth, GR, Lansing, and Detroit for hotels and will need copy of the contract to know cost limit and how many rooms needed. Have a list of 7-10 conference locations. Need to consider safety, parking, and local area opportunities. Amanda Koch volunteered to be Frankenmuth contact, as she has CTE connections, and has partnership at Bavarian Lodge.
- Discussion that having conferences in Northern Michigan are more cost effective as Detroit areas tend to be more expensive.

### ***AWARDS***

- Brigitte June has moved in after Roz Pollard for Awards Chair at Conference.

- Recipients receive a check for \$200 and a plaque. The nominations start immediately after the conference prior.
- A committee is formed to go over nominations and make a decision.
- All information is posted on the [website](#) and is due March 1st.

### ***WEBSITE***

- Many changes have been made. Award nominations are posted with deadline for March 1st.
- Regional Rep will be changed to June Brigitte.
- Executive Council members have been changed.
- Please send updates for Region Reps.
- State Conference verb tense and all updates for new E Board members have been done.
- Updates include locations and zoom options

### ***MDE and LEO UPDATES***

- From Virginia Zimmerman no updates, but welcomed to her new role.
- Many thanks given for continued funding for MOSPA Conferences

### ***UNFINISHED BUSINESS***

- See below on constitution language for Conference Co-Chair

### **NEW BUSINESS**

- None

### **ANNOUNCEMENTS**

- 2023-2024 Board Meeting Dates
  - November 3rd Oakland School Technical Campus Northwest, Ken Cortese Host, luncheon and tour
  - March 8th Kent ISD, Sandra Curran, Host
  - May 1st at Boyne Mountain Resort - conference
  - June 7th Virtual

### **ADJOURNMENT**

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## **MOSPA TREASURER'S REPORT**

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June – Sept 2023

Date	Description	Deposit or Expense	Balance
06/05/2023	Previous Balance		\$31,124.20
06/14/2023	Final Payment <i>Ck#3102 (Career Launch)</i>	-10,500.00	\$20,624.20
07/03/2023	Debit Card Purchase <i>(Mailing Stamps)</i>	-25.20	
07/03/2023	Final Deposit <i>(EDGE)</i>	+6,705.00	\$27,304.00
07/05/2023	<i>Ck#3111 (Matthew Bartolowits)</i>	-200.00	
07/05/2023	Final Payment <i>Ck#3112 (EDGE)</i>	-7,137.12	\$19,967.00
07/13/2023	<i>Ck#3107 (Donna Waddell) *</i>	-200.00	\$19,767.00
07/24/2023	Ck Deposit ( <i>Kellogg CC</i> )	+45,000.00	\$64,767.00
07/27/2023	Debit Card Purchase <i>(USPS First Class Mailing)</i>	-5.01	\$64,767.00
09/06/2023	Debit Card Purchase <i>(USPS Express Mailing)</i>	-28.75	\$64,733.24
09/11/2023	Final Payment <i>Ck#3114 (Boyne Mountain Resort)</i>	-34,561.02	\$30,172.22

09/14/2023	Ck Deposit ( <i>Romulus Community Schools</i> )	+900.00	\$31,072.22
09/15/2023	Debit Card Purchase ( <i>USPS PO Box</i> )	-194.00	\$30,878.22

**Conference Co-Chairs Proposed Language by Past President Anthony Webster**

**Role: Conference Co-Chairs**

**Responsibilities:**

- Leadership: Provide visionary leadership for the MOSPA conference, setting the overall tone and direction in collaboration with the organizing committee.
- Committee Oversight: Assemble and lead a conference organizing committee consisting of various subcommittees (e.g., logistics, programming, marketing) to distribute responsibilities effectively.
- Theme Development: Collaborate with the committee to select and develop a conference theme that aligns with the goals and mission of MOSPA.
- Timeline and Planning: Create a comprehensive conference timeline, ensuring that all key milestones, deadlines, and tasks are identified and assigned to responsible team members.
- Budget Management: Work closely with the treasurer or finance committee to establish a realistic budget and oversee all financial aspects of the conference, including fundraising efforts.
- Program Development: Oversee the development of the conference program, including keynote speakers, workshops, panels, and other sessions. Ensure that the program aligns with the conference theme and addresses the needs and interests of the target audience.
- Speaker and Presenter Coordination: Identify and invite keynote speakers, presenters, and workshop facilitators. Communicate with speakers to coordinate logistics, topics, and presentation materials.
- Logistics and Venue: Oversee the selection of the conference venue, including negotiating contracts, arranging for accommodations, and managing logistics such as catering, transportation, and AV equipment.
- Registration and Attendee Services: Implement an efficient registration process, including online registration, onsite check-in, and attendee support. Ensure that attendees receive the necessary information and materials.
- Marketing and Promotion: Develop a comprehensive marketing and promotional strategy to attract attendees, sponsors, and exhibitors. Utilize various channels such as social media, email marketing, and partnerships.
- Sponsorship and Exhibitor Relations: Identify and secure sponsors and exhibitors for the conference. Maintain ongoing communication with sponsors and exhibitors to ensure their needs are met.

- **Evaluation and Feedback:** Establish a system for collecting feedback from attendees, speakers, and sponsors. Use this feedback to assess the conference's success and make improvements for future events.
- **Crisis Management:** Develop contingency plans for potential issues that may arise during the conference, such as technical difficulties, scheduling conflicts, or emergencies.
- **Post-Conference Reporting:** Provide a detailed report to the MOSPA board or relevant stakeholders summarizing the conference's outcomes, including financial results, attendance, and feedback.
- **Sustainability:** Promote sustainability practices and environmentally friendly options in conference planning, such as reducing waste, minimizing carbon footprint, and supporting local businesses.
- **Collaboration and Communication:** Maintain open and transparent communication with the organizing committee, MOSPA members, and external partners. Foster a collaborative and inclusive environment.
- **Delegate Tasks:** Assign specific responsibilities to committee members and ensure that they have the necessary resources and support to fulfill their roles effectively.
- **Adherence to MOSPA Policies:** Ensure that all conference activities and decisions align with MOSPA's policies, code of conduct, and ethical standards.
- **Professional Development:** Stay informed about trends and best practices in conference planning and management to continually improve the quality of MOSPA conferences.
- **Succession Planning:** Mentor and groom potential future conference co-chairs or committee leaders to ensure a smooth transition of responsibilities for future events.