

Board Meeting Minutes
Michigan Alternative Education Organization

July 10, 2017, 12:00 – 5:00 pm

Comfort Inn and Suites

2424 S. Mission Rd.

Mt. Pleasant, MI 48858

Present: Rhonda Phillips, Denise Cadwell, Rob Pawlowski, Deb Baughman, Karen Van Epps,
Lisa Klink, Chris Maes, Amanda Miller, Erin Sullivan

Absent: Dave Groenenboom, Mallory Soffin, Colleen Deaven, Lisa Boschma

I. Welcome and Roll Call/Warm Up Activity-

Introductions by all. President Baughman asked us to take 5 M &Ms. Depending on the color of the M&M we chose, we were asked to answer some questions as an icebreaker. Questions ranged from: Why are we MAEO board members? How have you impacted another educator this year? What was something you were proud of this year? What type of student do you find most frustrating? What are your professional goals? everyone shared.....

II. President's Comments

Deb Baughman - Excited about the opportunities this year. What can we put in motion for this year? Deb wants to continue to build community, with each other and our members. Goal today is to focus on this year and tomorrow we will discuss where we want to go.

III. Approval of April 27, 2017 Minutes

Motion made by Rhonda Phillips to approve the April board meeting minutes and second by Denise Cadwell.

IV. Board Reports:

A. Conference- Denise reported that the Annual Conference was successful according to the numbers. Mixed evaluations. Denise expressed concern about the breakfast set up. Keynote speaker got good reviews. Board members expressed that they had received good feedback from attendees. 122 attendees at the conference at Crystal Mountain. Statistics showed: 7 full schools attended, 112 attended the full conference and 51 new attendees at the conference. Income from the conference was \$10, 443.51. Photos were taken by Chris Maes

but have not yet been posted to the web site. Suggestion was made that the award winners should present at the next conference-teacher and the school. Can we reach out to the past recipients and ask to hear from them if we have not?

- B. Membership-Denise reported nothing new for membership.
- C. Awards and Scholarships- Good turnout for awards in each category. We have paid out no scholarships yet this year. We average payment for 2 each year. Suggestion was made that we follow up with the school and the person nominating the student (advocates) so that we inquire as to whether or not they are going to school and if we can assist in any way. How can we increase the nomination of the programs, professionals etc? Should we do something via US mail to schools?
- D. MAEO STARS- Mallory is not here to present however Deb Baughman indicated that the last turnout was very positive. Mallory had emailed the staff at Delta College and asked them to judge. The response was very positive and they participated. Date tentatively scheduled for May 17, 2018.
- E. MEA- Rob reported that Senate Bill 401 and House Bill 4647 passed. Any new teachers can choose the hybrid plan but they will work to make the defined contribution more attractive. Total contribution may be 4% from the employee towards the total of 11%. It would start February of 2018. Rob met with the sponsor of the house bill who did not seem to know what his constituents had been saying about the bill. HB 4163 dealt with the school calendars and did not move anywhere in the legislature.
- F. Treasurer (Year 2016-2017)-Rob distributed a budget report on goldenrod paper that went through May 31, 2017. Income of \$24,618.00 and expenses of \$26,818,81. Balance as of May 31, 2017 was \$51,515.66. Motion to accept the treasurer's report as presented by Chris Maes and seconded by Karen Van Epps. Motion carried. Annual Report. Began the year at \$52,038.93. Loss from the year of \$-523.27 for a year end balance of \$51,515.66. Two checks have not been cashed yet. Motion to accept the final treasurer's report as presented by Denise Cadwell and second by Rhonda Phillips. Motion carried. Report distributed on mocha colored paper was a graph of balances per accounts. Graphs show that we have been pretty consistent with expenses and revenues with STARS and the Spring conference. Board members were given a proposed budget for 17-18 (on pink paper) to review prior to our vote in tomorrow's meeting.

V. Old Business:

A. Vision and Mission/Goals- The board went around and each member shared what they thought the vision of the board should be for the next year.

Ideas were:

- Networking opportunities
- Bringing educators together.
- Forum for getting questions answered.
- 3 goals and do them well. Support for professionals through one day pop ups.
- Support for students inside and outside the classroom.
- Networking with all schools not just alternative schools.
- How can we help the kids?
- Communication and support.
- Financial stability. Focus.
- Focus on educators...vs. students.
- Visible presence.
- Link between our board and the national board, information should be passed between the two boards up and down.

Mission/Vision discussion: The Board spent time reviewing what we all thought was our shared vision for the next year and then decided as a board what the two goals we would set for the organization for the next year. See attached documents. Discussion covered Mission/Vision, Goals, and communication with our members.

In the interest of time, assignment of other boards/roles was moved up on the agenda and the following assignments were made:

- MDE-Rhonda Phillips
- MCAE, MASSP-Lisa Klink
- NAEA, MAAA-Deb Baughman

Motion to adjourn at 5:02pm-Chris Maes and support by Rhonda Phillips. Motion Carried.

July 11th MAEO Board Retreat, Mt. Pleasant
Called to order at 8:30am

The board began the meeting by discussing MAEO Board positions, duties and time involved
President:

Duties include: Determine the agenda for board meetings and overall direction of the organization. Run the meetings, respond to member emails/inquiries from the public, prepare awards banquet program, oversee communications and follow up with members and the board. Attend committees, visit member schools and represent the organization in functions throughout the state and at the national level (NAEA). Average 3-4 hours per month depending on the time of year.

Vice President:

Duties include: Support the operations of the president. Fill in at a meeting if the president is unable to be present. ** monitor the goals that have been established.

Treasurer:

Duties include: Provide the yearly budget, prepare monthly financial statements, manage our non-profit status paperwork and appropriate tax paperwork at the end of the year. Reported that the busiest time of the year is May or June. Treasurer spends approximately 1-3 hours a month on financial work depending on the month and more for the year end report.

Recording Secretary:

Duties include: Record minutes of the monthly meetings, check for accuracy, send them to the president who then reviews them and distributes them to the board prior to the monthly meeting.

Membership:

Duties include: Monitor the membership list, send welcome email to new members. keep the list up to date. Forward emails and reminders from the President and/or other board members to the membership as needed and necessary. Determine and reserve location for monthly meetings.

Conference:

Duties include: Secure location for annual conference, evaluate cost and location, research and secure presenters and key notes, prepare and oversee information placed on the web and social media. Secure vendors, prepare conference schedule and booklet.

Communicate with members who have questions or need information regarding the conference. Conference logistics.

MAEO STARS Chair:

Duties include: Organize and manage logistics for Fall Leadership Kickoff event, Legislative Day and MAEO STARS Spring Competition. Locate potential venues for all three events - obtain and complete required permissions and contracts to use facilities, prepare and send registration materials/invitations, obtain speakers/volunteers (individual judges for competition), market all three events and then follow up with communications with member groups who are participating, purchase supplies including door prizes and meals for Fall Kickoff and Legislative Day, determine agenda for all three events - schedule individual students and team registrations for multiple events at the Spring Competition.

Website manager/Newsletter manager

Duties include: The webmaster should keep the website current and up to date using information provided by the board members.

Newsletter

Duties include: Newsletter will be prepared and circulated 3 times a year using information provided by the board members and participating schools.

Social Media manager

Duties include: Responsible for posting to Facebook and Twitter. Send email blasts when necessary. Time is approximately 1 hour a month.

C. Stipends

President Baughman introduced a new stipend scale to the board. Proposed increase in Spring Conference Chair and STARS chair position. Discussion occurred and President Baughman withdrew her proposal for an increase in stipends for those two positions. Discussion continued about the Communication Chairperson with the splitting of the duties under that Communication position as co chair positions. Chris Maes motioned that there are 3 roles of the communication chair- Co chairs. Newsletter \$125.00, Social Media at \$125.00 and Webmaster at \$500.00. Second by Erin Sullivan. Motion approved after vote.

D. Website/Facebook-Needs to be reviewed and updated. Amanda, Karen and Erin willing to look at the website and make suggestions for modification

E. Communication with our members - electronic and otherwise

F. Newsletter-content discussion: Ideas were: President's message one column or just a paragraph. Article of happenings, highlight a school. Sent quarterly-November, February and May. Legislative update. Board update.

President Baughman would like our members to submit graduation as well as other photos of positive things happening in their schools to be published in the newsletter, posted on our website and other social media.

VI. New Business-

A. Proposed Budget for 2017 – 2018

Erin asked if we need to discuss the vice president stipend now that we have added new duties. Decided that we will review the status at the end of the year. Chris Maes made a motion to accept the proposed budget as amended- Split social media and newsletter representatives to \$125.00 each. Second by Rhonda Phillips. Motion Carried.

B. Board Meeting Dates, Time and Location for 2017 – 2018

Spartan Hall of Fame- 5pm-7pm. 9/28, 10/26, 12/7,1/25, 2/22, 3/22 and 5/3

C. Spring Conference Dates and Location for 2018

Mt. Pleasant Comfort Inn on May 2-4, 2018. This is a change from our normal dates at the end of April and will need to be published as soon as possible.

D. MAEO STARS Event Dates and Locations for 2017 - 2018

Kick off November 10th in Okemos at 2/42 Community Church.

Legislative Day - March 14, 2018 in Lansing at the Capitol Building and Christ Community Church.

STARS - May 17, 2018 at Delta College

E. Discuss Regional Concept

1. Membership Recruitment-Begin with the MDE and looking at their data base. Personal contact is key.
2. One Day Professional Development Workshop Ideas- Email to the membership-interest, location and topics. Trying to make them Regional. Committee members - Erin, Amanda, David and Lisa
3. MAEO STARS Events/Competitions (Life Smarts/?) Deb and Mallory to look at these events. --academic, career work, interviewing, financial literacy, Bay City could host.

4. Regional Rep. Areas- Attempt at conference to locate the regions where our members are concentrated

- I. Region Rep. Worktime
 - A. Meet with others in your region to establish dates-timelines/goals/other contacts
 - B. Report back to Board
- II. Relationships and/or Positions with Other Organizations/Departments
 - A. MACAE-Lisa Klink
 - B. MDE-Rhonda
 - C. MEA-Rob
 - D. NAEA. -Deb
 - E. MAAA-Deb
 - F. MASSP-Lisa (Deb to reachout also)

Discussion and formal adoption of the 2 established Goals - See attached Sheet.

Motion by Karen Van Epps to approve the 2 goals on the Google document. Second by Rhonda. Approved by the board, motion passed.

- III. Other Business-Conflict of interest document to be signed by board members.
- IV. Adjournment-Motion by adjourn by Karen Van Epps. Chris Maes Seconded it. 12:01.