

Executive Board Meeting
Thursday October 14, 2010
Holiday Inn – Wolf Road – Albany NY
Starts at 3:00pm -7:30pm

Minutes

Present: Grace Wilkie, President, Dennis Tosetto, Past President, David Arnone, President-Elect, Sue Hildebrandt, Treasurer, Joan Davidson, Secretary

1. **Call to Order**
2. **Approval of Agenda** Agenda was approved
3. **Secretary's Report** - Joan Davidson
 - a. **Minutes of Summer meeting** - Motion to accept Minutes made by Sue seconded by Dennis
4. **President's Report** - Grace Wilkie
 - a. **Letterhead** –

Grace e-mailed letterhead with changes. Dave will send his most final copy in a WORD document to Joan. Joan will check the graphics of Dave's version. Dave will make sure Grace receives our final copy by e-mail
 - b. **Letters to District Superintendent**, Jessica Cohen and James Baldwin **and to SCDN Chair**, Gladys Cruz

Grace read the letter she wrote to each. She heard nothing from the District Superintendents. James Baldwin has changed his position to become Chief of Staff of SED and has said that they have been very busy.
 - c. **SCDN meeting**

Grace attended the meeting. She invited SCDN to become a member of NYSCEA. Chair Gladys Cruz sent a note saying that they did not want us to be part of NYSCEA and did not want us to be part of their organization. Grace wrote a note to Chair Cruz to reconsider
 - d. **Past Presidents, 40th Anniversary celebration, sponsorship**

We have had 18 Past presidents and 5 could not be located. Grace will send out a directory and an umbrella to Past President's whose address is known and who could not attend. Pearson sponsored the gift of the umbrellas to all the attendees - they are red (40th anniversary) and

PROMOTING QUALITY EDUCATION FOR ALL STUDENTS 1971-2011. The cost was \$1,385 and the bill will be sent from Pearson to the vendor.

e. **Recognition**

Alysan Slighter, retired from SED as of September 30, 2010, has been invited and will be recognized.

f. **Teaching Standards Committee**

Colleen Corsi was the representative. When she could not attend Grace would go. There were many meetings and a good product resulted. Aft, were members of this group, also generated their own teacher standards.

g. **Directory**

Need to know date of elections of each member Association to know when officers and delegates change.

h. **E mail lists**

SED Delegate List serv needs to be cleaned up.
Website will allow us to connect with an organization –
Dennis said that the Delegate list needs to be maintained. He recommended that the list include Delegate(s) and President of each organization. He suggested a delegate should take it on and it could be a job for the Executive Manager.

i. **Group Sessions**

(Sue's – way to raise monies needed to be moved to Feb. meeting) - moved because we were not having groups at the October meeting.

j. **Historian** - eva efron

Dennis will get the boxes to eva
Sue has the boxes that she could fit in her car.
Eva plans to give a talk in February about digitizing some of the information.

k. **Membership Brochure**

Dave paid \$189 (200 copies) to Copy Inks to print the Membership brochure.

l. **Printing of documents for meeting**

Dave made copies of Agenda and Sue made copies of Treasurer's report

m. **Inactive membership**

New York State Athletic Administrators Association, NYSAAA and New York State Council for the Social Studies, NYSCSS - Sue and Grace will check accuracy of above

5. Treasurer's Report

Sue Hildebrandt

a. Financial Report

Handout: Treasurer's Report 10/15/10
Investment Portfolio as of 3/31/08: Wilmington Funds: \$15,615.17
Equity Services: \$48,274.51

The Executive Board approved the Treasurer's report.

Sue explained that it is very difficult to change a name on an investment account.
In May Sue will bring signature card for checking account

b. Invoice regarding dues and meeting registrations – changes in the future; date when they should be sent, due dates ,...

It was agreed that the dues and for meeting costs in June.
Delegates will be told in May that the organization bills will be sent in June. Sue sent out the invoices and she and Grace worked on getting the associations to send their dues and registration monies in.

c. **Purchase of surge protectors**

Sue purchased the surge protectors

d. **Audit**

Steven Stengle BTANYS has all of our information.
Sue wrote to Christine and Cathy DeKalb, BTANYS to get them back – but they did not do that.
Sue will call Steve and if she cannot get in touch with him –she will contact Grace and she will contact Steve. Dave said he will reach out to Steve to see what is happening with the Audit.

e. **The count from David Price**

There was no count given regarding the website

6. Executive Manager's Report

Grace Wilkie

- a. Search – none of the delegates are interested in the position.
 - b. Review of Duties
 - c. Need for a Executive Manager, can the duties be shared by the Executive Board, should the duties and salary be changed

If there is a need for an Executive Manager, review 3 resumes and select one

We agreed that we should have an Executive Manager. Two resumes were submitted.

Dave, Grace and Sue will do a conference call with the candidates .

Term of Office: Start when they are hired for a year.

When should they get paid?: At each meeting (three times)

Salary: \$3,000

1. Website

Pat Barbanell & Dave Arnone

- a. **Update on the new website:** timeline, cost, contents, managing

Will show a typical website tht they will put together –charge \$2500.00
Simple system to add info and pictures.

- b. **Phone presentation by one of the companies**

Tom Hardy Momentum – Web Designer

Sue suggested we create a website or technology committee.

Dennis suggested a feature could be that automatically meeting reminders go out.

We all agreed that we would like Tom Hardy to work with us.

Motions:

Joan made a motion to set up the website with Tom Hardy at Data Momentum for \$2500 . Dennis seconded it. All in favor

Delegates authorized at our May 2010 meeting we spend \$2500

Dave made motion, that pending the delegate approval on October 15th , an additional \$500 for the Resource Manager option be approved.

Seconded by Sue.

The above motions will be presented to the Delegates by Grace in the Treasurer's Portion of the meeting.

Grace thanked Pat and Dave for their efforts.

c. **Advertising on the website**

All the delegates were sent the e mail regarding a person interested in advertising on the website. Dennis will do investigating about Advertising on the website and give a report in February.

2. **Past President's Report** Dennis Tosetto

a. **New Members** – DATAG His organization approved NYSCEA website last Saturday. We think he qualifies for NYSCEA membership.

b. **Review Carol Browne's request for membership**

Dennis will contact Carol Browne to find out more information about her organization NYS BOCES Arts in Education Coordinators

c. **Any new members**

Dennis is putting together a list of all organizations involved with kids or support education.

We might look beyond SED to support what we are doing and share resources.

We have to look at what are we trying to accomplish.

Dennis is doing this for the Middle School Association.

d. **Past President's pin**

Dennis is going to look into the cost of the pins to give to Past Presidents.

Dennis will work with Joan to design the pin.

It was agreed that we should use the NYSCEA logo in the center a round pin-the full name of NYSCEA will go on circumference of the pin

Dennis will report back at our February 2011 Exec Bd meeting.

3. **President-Elect's Report** Dave Arnone

a. **Status on Charter:** Lawyer has not gotten back to him

b. **Agenda/Status for the summer Leadership Conference**

Dave distributed an flyer for the summer 2011 Leadership Conference
Theme: Digital Communication and Collaboration Tools
Outline includes three dates and questions that request input from delegates. No location was on the flyer - will depend upon the date. There is no registration fee given.

c. **Handbook additions/deletions**

Grace gave Dave the additions to the handbook. Others were encouraged to add to them.

d. **Other: Planning Ahead**

Dave spoke about presenting his agenda for his term as President/
What is our role in RTTT
Will be sending it to members of the Board within three weeks

4. **Old Business**

- a. Continue working on the Constitution
- b. Teleconferencing

- Sue – Ready Talk

Handouts: Ready Talk About
Ready Talk Our Services
Ready Talk Pricing

- Dennis – Time Warner and Verizon
- Dave – Wiggo, Go To Meeting

- c. Other

5. **New Business**

- a. Focus on Feb meeting – pre-service education, David Abrams
- b. Other

12. **Adjournment**

Motion made by Dennis seconded by Sue to adjourn the meeting
Meeting was adjourned at 7:30pm

Respectfully submitted,

Joan Davidson
Secretary, NYSCEA

Reviewed by Grace Wilkie, NYSCEA President