

Executive Board Meeting Agenda

Thursday February 3, 2011

Holiday Inn – Wolf Road – Albany NY

Starts at 3:30pm -8:40pm

Present: Grace Wilkie, President, Dave Arnone, President-Elect, Sue Hildebrandt, Treasurer, Joan Davidson, Secretary, Pat Barbanell, Webmaster
Dennis Tosetto, Past President (via skype as some parts of the meeting)

1. **Call to Order** by Grace

2. **Approval of Agenda**

Agenda was approved.

3. **Secretary's Report**

Joan Davidson

a. **Minutes of October meeting**

A motion was made to approve the Minutes with correction by Sue and seconded by Grace.

It was passed.

Correction: Audit, page 3. Omit Christine and Cathy DeKalb, BTANYS did not contact.

Steven Stengle-they did contact him.

b. **Joan will check the graphics on Dave's Letterhead in a WORD format.**

Grace will e-mail Joan Word version of letterhead she has with a text box

Dave will add Data G to member organizations, delete Social Studies organizations that were combined and add combined name: New York State Council for the Social on our letterhead and brochure.

4. **President's Report**

Grace Wilkie

a. **Recognition** –Jean Stevens

Grace explained why Jean deserves the award.

She has always been most cooperative with us. She has willingly shared her expertise and materials.

b. **Teaching Standards Committee**

Grace and Colleen Corsi attended.

Grace spoke about the webinars – another way to use technology to have a conference and not be in attendance. In addition to being in your own personal space you could chat with other people.

Teacher Standards were approved by the Board of Regents as of January 2011.

c. **E mail lists updates**

Our list-serve includes the President, Delegates and Contact person. Grace updated the list as of January 2011.

We also have a list that includes the Association of the above people.

d. **SED list serv**

Laura Miller, SED will bring her list, that is not updated because she wants to make sure our list includes accurate information.

e. Historian

Eva requested we purchase a hard drive dedicated to NYSCEA

Motion made by Dave: I move that the association purchase 2 external hard drives for the purpose of storing association records and historical documents. Further I move that one of these drives be designated as the primary source and the second drive have the information backed up annually or more frequently should the need be identified by the Board or the NYSCEA Historian. The Historian would put the materials on the drive and then will back-up the material. Joan seconded the motion.

Discussion: The second hard drive will possibly go to someone on the Board for referencing information.

The motion was carried unanimously.

Sue and Eva will talk about the size of the hard drive and who will purchase the hard drive.

Sue will develop a Motion form that will include: Date, Motion, Author and what its effects such as Budget, Constitution, By Laws, Handbook.

f. Nominations for President and Secretary – forms, candidate

Grace reported that Jim Viola has agreed to run for President-Elect.

George Ranieri, Nominating Chair, will make his report.

g. Past Presidents: passing of Robert Ludwig, sent past president's directory and umbrella to Gail Kelly.

h. Grace asked Sue if she wanted to have a small group to work on raising money – because we will have no groups, she declined.

i. Focused winter meeting on pre-service education (Joe Frey) and assessment (Dave Abrams) –also invited Ken Slenz (open to all questions) and Jean Stevens

Grace called Nancy Zimpher, Chancellor of the NYS University (USNY) – she takes care of all the colleges and universities. Grace invited her to speak to NYSCEA Re: Pre-service. Chancellor Zimpher said she was interested to learn about NYSCEA but she was not available for our Feb or May meeting.

j. Contacted Elizabeth Sheffer re advertising in NYSUT magazine.

Elizabeth agreed investigate cost and logistics in a NYSUT paper. She will bring this report tomorrow.

k. Survey about Association Sharing

Pat explained she was willing to complete the survey or hand it over to the Executive Manager.

Grace explained that it was in the job description of the Executive manager.

l. Web

Pat and Dave showed us a sample of the website.

By the May meeting the new website will be up and launched

Dave reviewed some of the questions we still have:

1. What will be the source for this information?
2. "What's Hot" will come from SED and?
3. Who will decide what will go on the site?

Dave explained ADVOCACY will be our focus-wherever action is taking place, for example - what is the problem and what are we doing about it.

m. Recommendation of Executive Manager, discussion, vote: Grace will contact both candidates; start time, salary, payment structure.

1. Dennis suggested we review the need for an Executive Manager.
2. Dave asked Dennis if he still wants to make a motion about delaying the hiring of the Executive Manager to save money for the organization.
Dennis said yes.

Motion made by Dennis: I move to hold off on the hiring of the Executive Secretary until June 1, 2011.

Sue seconded the motion.

Discussion:

Sue explained that she has sent out dues notices late and was looking forward to having help doing that.. Sue thinks the person will need to have lead time to get to know the people.

Joan suggested that it was up to the people who were doing the work of the Executive Manager to determine if they wanted to continue doing the work with the assistance of the Executive Manager

Grace explained that there are 21 tasks that the Executive Manager needs to do for the May meeting and read them. Grace suggested we give the person we hire time to get to know the organization. Grace said she thinks she needs an Executive Manager.

Dave amended the above motion: Following the appointment of the Executive Manager the starting date for that individual will be set as June 1 2011.

Dennis accepted that amendment. Sue seconded it as amended.

The motion was carried.

Grace recommended Robin to be Executive Manager.

Grace called a vote on Robin being an Executive Manager

Recommendation has been defeated.

Grace made another recommendation to hire Marianne Coffey
Marion was elected.

5. Treasurer's Report

Sue Hildebrandt

a. Reports regarding member associations and delegates

Procedure for a refund: If a person cannot make the meeting after the meeting registration has been paid the money will be credited to the next meeting.

School Nurses will be credited for two meeting in the year 2011-2012
ASCD will be credited one meeting in 2011-2012.

New York State Council for the Social Studies is the combined name of the two social studies groups. Dave will make this change on Stationary and brochure.

Associations that want to become a NYSCEA member and meet the qualifications to do so will be invited to attend one meeting as a guest. President will talk to guest to see if they want to become a member. The Past President will e-mail a membership invitation to the Association that will include an invitation to the following meeting. A delegate from the invited Association will attend as a paid participant and the delegate can, as the association rep, question and a vote. NYSCEA Delegates will have an opportunity to ask questions to the new delegate and will take a vote on their membership.

b. Financial Report

Sue reviewed the report. She left out the \$1500 to be paid to Pat for being a webmaster. Webmaster and Executive Manager will sign-off on payments they receive.

c. Audit

Stephen Stengle prepared an audit report re: July 22, 2008 – April 20,2009

Board recommendations:

#3 Bank Deposits can be scanned rather than keep the receipts.

#6 Photo copies of receipts will be accepted

d. Signature Cards – who should be on them?

Treasurer, President and President-elect will sign them.

e. Invoice regarding dues and meeting registrations

2 separate emails, what date should they be sent? What will be the deadline date? For the meeting registrations fees – should they all be paid up front – if not, should there be an additional fee? If a person cannot attend when is the deadline for refunding the monies?

Invoices for dues and Meeting Registration will be sent out June 1 by Sue and are due no later than 2 weeks before the Fall meeting.

Motion was made by Dave to accept the Treasurer's report with the understanding that Sue will report toThe delegates that the webmasters honorarium was omitted.

Motion was seconded by Joan. Motion was carried.

6. Past President's Report

Dennis Tosetto

Not presented. Dennis was on skype at a few parts of the meeting.

- a. New Members – DATAG
- b. Review Carol's request for membership
- c. Give report on advertising on the web
- d. Any new members
- e. Boxes from Dennis and Colleen to go to historian
- f. Cost of pins for past presidents
- g. Other

The above was not reported on because Dennis was only present on Skype.

7. President-Elect's Report

Dave Arnone

a. **Getting boxes to Historian**

Dave has the boxes in his truck.

b. **Status on Charter**

Dave found a copy from the Ms. Cobbs, our lawyer. If she has it she will scan it and fax it to us.

c. **Did we get agenda for Dave's Presidency 2011-2013?**

Dave explained he presented verbally at this meeting.

d. **Status of Leadership Conference, Leadership workshop**

Dave explained that a date s will be finalized by our May meeting and asite in Albany will also be finalized. Registration fees to be determined.
Focus: Technology

e. **Handbook additions/deletions – need as a word document so changes can be made – requested document – have not yet received it.**

f. **Dates and locations for next years' meetings**

Not decided upon. Dave will present dates and locations to the Board when he is ready.

g. **Status of website – time table, how are corrections made? Who can make the corrections?**

h. **SCDN**

Dave spoke about his follow up on why SCDN chose not to have us a member of SCDN. There was a concern about some disruption at a meeting. They felt that we distracted from their goals.
Good News: Chairman Cruz encouraged us to re-apply for membership.

i. **Other-Nomination Committee**

Dave recommended to George Ranieri that a committee be established. George is in agreement with that. Dave did not communicate with the President about this.

j. Laura Miller's recommendation about increasing membership of delegates on Board.

Dave explained he will recommend establishing an Executive Council on the Board to increase amount of representation on the Board. Representation will include organizations not represented on the Board.

We need to avoid duplication. Purpose: Input and representation.

Because the term Executive Council is referred to in our constitution, Dave will use another name for the suggested group.

k. Recommendation of the establishment of a constitutional committee.

The constitution may not align with our practice. We need to look at our handbook and align the constitution with our handbook.

8.

8. Old Business

a. Laura Miller e mail regarding a 'representative' cabinet

Grace wanted to have a conversation about it with the Board but we didn't have time to discuss it.

b. Continue working on the Constitution

c. Other

9. New Business

a. On line Voting for Executive Board - motion, parameters, discussion, vote

Motion made by Joan to have on-line voting by the Executive Board using the structure we use at a meeting.

Dave seconded it.

Motion was carried.

Dave made recommendations for the process and structure of on-line voting and after discussion the following was agreed upon:

1. There should be an acknowledgement to **REPLY ALL** by each member of the Board that motion and attachments have been received.
2. The President takes over the responsibility of requesting a second
3. The President initiates discussion after everybody has acknowledged receipt.
4. Following discussion, once the question has been called by anybody, the vote will be taken. A decisive outcome has to be possible. If it is a tie it is not decisive.
5. Secretary will record the motions and results of the meeting.
6. The Secretary will record status of on-line motions such as what was the motions and what was accepted or rejected. in the next Secretary report. This report will become part of Minutes of the following meeting.

10. Adjourn

Sue made a motion to adjourn the meeting at 8:25pm. Joan seconded it.

Respectfully submitted by

Joan L. Davidson
NYSCEA Secretary