

**Arkansas Council for Exceptional Children
Board of Director's Meeting-Wyndham, NLR
June 13, 2007**

Record of Minutes:

Members Present:

Jenny Barber, President
Jill Simpson, President Elect
Chris Foley, Vice President
Debbie Atkinson, Secretary
Bonnie Boaz, Treasurer
Audie Alumbaugh, President, SCEC
Pam Pounders, President, DEC
Carol Douglass, Student Advisor
Martha Burks, CAN Advisor
Laura Bunch, Membership Chair
Jon Rainbolt, Elected Representative to Rep Assembly
Barbara Gartin, Awards Chair, Web Master
RoseMerry Kirkpatrick, Historian
DeeDee Cain, Scholarship Chair
Ron Love, Representative to Rep Assembly
Kathleen Atkins, Vice President Elect
Barbara Wilmes, President Elect, DEC
Lisa Herrington, Student Advisor 07-08
Courtney Williams, Awards Chair 07-08
Patty Kohler-Evans, Secretary Elect

President Barber called the meeting to order at 10:10 a.m. A quorum was established. Introductions were made. Minutes of the previous meeting, February 15, 2007, were read, and approved. Motion made by Chris Foley and seconded by Barbara Gartin. Unanimous approval was made.

Old Business

President Barber noted that the Policy Manual had been revised. Jon Rainbolt handed out copies with corrections of the bylaws and Policy Manual. It was noted that the CEC Constitution is located on the CEC website. This is the governing document.

RoseMerry Kirkpatrick brought up the issue of the newsletter. The board voted to leave the newsletter and work with the Web Master. Ron Love talked about mailing by bulk and noted that the board has a non-profit permit for mailing. Authorization and clearance are required now so Ron is using a commercial mail notice. He suggested mailing from the local post office. He also noted that he could print items at his coop. President Barber

asked the board for input in the handling of mailing/newsletter etc. Ron indicated concern for the time involved in adding the newsletter to the Web Master's responsibilities. He suggested that the newsletter be submitted electronically to the Web Master to be put on the CEC site. President Barber called for a motion. DeeDee Cain motioned that the newsletter person be kept and that the newsletter be submitted online to Barbara Gartin. Jill Simpson seconded the motion. Discussion about sending postcards to constituents to check the website followed. Bylaws would have to change if the newsletter position was deleted. Motion passed unanimously to keep newsletter person and submit the newsletter online.

Chair Barber asked for further discussion on policies. Barbara Gartin indicated that the policies and constitution could be posted on the website. RoseMerry Kirkpatrick said a discussion on the dates of postcard mailouts would need to occur. Chair Barber appointed the Web Master and Newsletter Editor to come up with recommendations about this. The ultimate goal is to have members look at the website. Chair Barber indicated that there were some problems with updating email addresses. Jill Simpson said that the email list was provided by National CEC.

New Business

Carol Douglass resigned. Lisa Herrington will fulfill the remainder of the term. Lisa was welcomed by the board.

Officer Reports

President: No report

President Elect: Jill Simpson discussed the '07 CEC State Conference. Kelly Withers is the event planner. Twelve exhibitors have committed. Eclipse has been engaged. Emails were sent to lapsed members and no negative responses were received. She reported on some national membership statistics. Laura Bunch indicated that 20 members from SE AR Ed Coop lapsed. More discussion about membership retention ensued.

Vice President Elect: Chris Foley is working on the upcoming convention. She indicated that "Rain Man" would be a featured speaker along with Diane Zager and Louanne Purcell. CEC convention cost increase was discussed. Raising the cost \$10.00 was discussed prior to lunch. After lunch, motion was made by Jill Simpson to raise early registration fees (except for students) by \$10.00 and on-site (except for students) by \$25.00. Martha Burks seconded the motion. Discussion ensued about rising cost of gas and food. Parents would pay the cost increase, but most parents can get paid for by the LEA.

Officers' training is offered in Virginia. Martha Burks motioned that President and President Elect attend. RoseMerry Kirkpatrick seconded the motion. Passed unanimously.

Past President Report: Sharon Stumbaugh was absent. By acclamation, the board honored Sharon for her service to CEC. Martha moved and Jill seconded this motion. Action was unanimous. Barbara Gartin volunteered to send a certificate to Sharon.

Treasurer's Report: Bonnie Boaz submitted a written report. Barbara Gartin needs a copy of the officer's report form to go on the web so that officers can use this to submit reports. Total income was \$145,153.00 and expenses were \$162,530.09. Balance as of 6/13/07, including subdivisions was \$134,551.38. Bonnie Boaz clarified subdivision accounts. There was discussion of subdivision expenditures and account practices. DCDT Transition Summit was not budgeted. Typically we go over what is budgeted for conferences. Jill noted that having meetings centrally located for travel lowers cost of board meetings. Motion was made by Jill Simpson and seconded by Laura Bunch to accept treasurer's report. Motion carried. Chair Barber thanked Bonnie for her years of hard work.

Representative Assembly: Jon Rainbolt and Ron Love attended this. They explained the workings of the assembly and mentioned the need for discussion about current issues.

Scholarship Chair: DeeDee indicated that scholarship money will be given out this year. A committee of four will make final decision.

Awards Chair: Barbara Gartin noted that there are 2 Donna Reed award, 2 student award, 1 parapro award and 1 Jack Morgan award nominees

Website Report: Barbara Gartin noted that Elaine Terrell assisted in website redesign and suggested the development of themes on a monthly basis (see handout). Discussion about a job bulletin on the website occurred, but teacher. teacher can be linked through website. Jill Simpson expressed appreciation to Barbara for her hard work.

SCEC Advisor Report: SCEC met in November and elected officers. Some members went to National CEC.

Membership Chair: Laura Bunch indicated that there are 374 members. She reviewed how National sends reminders to members. In May, two new members were added. Lisa Herrington indicated that the student CEC members felt as if they were teachers when they attended the convention.

CAN Report: Martha Burks encouraged members to use the CEC website to correspond with legislators.

Historian: Rose Merry Kirkpatrick gave a handout and said the archives had been moved to UCA. Discussion occurred about what needs to be kept. Handout specifies this. Financial records are required to be kept for seven years for the IRS. Also, an additional tax form must be filed with a certain level of monies. Discussion about hiring a consultant re: IRS issues occurred. May need to do this.

CASE Report: Ron Love indicated that officers were sent to National conference. A scholarship is being set up for individuals wanting to be supervisors.

CCBD Report: Jennifer Hune was absent. No report given.

Transition: Bonnie Boaz talked about a topical conference with Jonathan Mouney. No location has been set. Chair Barber indicated that topical conferences come under the vice president.

The meeting was adjourned at 2:30. New officers agreed to pair with old officers for training by Jon Rainbolt and Ron Love until 3:00.

Minutes written by Debbie Atkinson and typed by Patty Kohler-Evans.

**Arkansas Council for Exceptional Children
Board of Director's Meeting-Wyndham, NLR
June 14, 2007**

Record of Minutes:

Members Present:

Jill Simpson, President
Kathleen Atkins, Vice President
Chris Foley, President Elect
Patty Kohler-Evans, Secretary
Courtney Williams, Awards Chair
Lisa Herrington, SCEC Chair
Ron Love, Newsletter Editor, Representative to Rep Assembly
Jon Rainbolt, Representative to Rep Assembly
Barbara Gartin, AR-DDD Representative, Web Master
DeeDee Cain, Scholarship Chair
JoAnne Piker, DEC Representative
Martha Burks, CAN Representative
Laura Bunch, Membership Chair

Call to Order and Establish Quorum:

President Simpson called meeting to order at 8:45a.m. A quorum was established.

Minutes of Previous Meeting:

Minutes were read by Patty Kohler-Evans. Motion made by Laura Bunch and seconded by Chris Foley to accept minutes as read. Motion carried unanimously after brief clarification of items included in minutes.

Old Business:

President Jill Simpson thanked the board for her birthday card. She will thank Jenny Barber when she returns from the bank. Concerning sidebars, President Simpson asked that sidebars take place outside of the board meeting room. Ron Love said he appreciated this.

Review Membership Responsibilities for Officers: President Simpson reviewed the requirements for being officers. A member needs to be in good standing for two years prior to becoming an officer. Officers are to maintain their membership during the term of office.

Update Officers' List of Information: There is an updated officer's list. Members were urged to check for accuracy and to keep a copy at home.

New Business:

Welcome Officially All New Board Members: President Simpson officially recognized the new members.

Appointments for Historian, Membership Chair, CAN Rep and Newspaper

Editor: Some chairs need to be reappointed: Laura Bunch, Membership Chair, serves a 3 year term, Martha Burks, CAN Representative, and Ron Love, Newsletter Editor, will stay on. RoseMerry Kirkpatrick will stay on as Historian. All have two year terms except for Laura's which is 3 years.

Committee Appointments: Regarding committees, Simpson said committee list would be given to President in writing. This is in bylaws. President Advisory Committee serves two purposes...replace president and recommend rep to representative assembly. All committees are made of a minimum of 3 persons. Nominating Committee recommends elected officers and includes past president. Finance Committee has the treasurer as its chair. Treasurer and two elected officers serve on this. President can be on all committees but doesn't vote. Membership Committee is chaired by membership chair. On the Government Relations Committee, Martha Burks is chair, and members are appointed by chair.

Scholarship committee requirements were reviewed. On the Conference committee, members are appointed by president...no maximum/minimum number of members exists. Ad hoc committees are set up at President's discretion. The Board talked about financial committee and having a financial audit. This subject was tabled until Jenny Barber's return. Jon Rainbolt said that this has been discussed for years. Ron Love said that when change in personnel in position, an audit is usually conducted. Jill said this is an annual job. Ron indicated that historically, when end of year board meeting in past was held, when reviewed financial statements, this action was considered to be the audit. A discussion on committees then took place. President Jill Simpson asked for committee lists and contact information prior to September. All members need to be members of CEC. Laura Bunch will check to see if they are in good standing. Ron said that all on committees need to share the work. Communication is easier now because of email. Committees should be prepared to report at board meetings. Jon Rainbolt indicated that the CEC constitution said we can pass resolutions without face to face contact. We can have electronic meetings. Jill Simpson suggested that board members sign up to man CEC booth.

Set Schedule of Board Meetings: Jill passed out handout on next board meetings. The next meeting will be in Russellville on September 20 in the Special education conference room. Jill asked members to attend board meeting in November to help prepare for conference. Jill suggested that we not use Arlington Room for meetings. There is too much activity in this room. The Board reviewed the schedule, and dates were checked.

Consider Topical Conference for 2008: DCDT is considering a conference...Jill Simpson asked if others were interested. Barbara Gartin said DDD might be interested. Jill Simpson told Kathleen Atkins that this is not a major task, but more of a supportive role. Subdivision does the work and contacts the Vice President. Barbara Gartin suggested that NW Arkansas be considered for a topical conference. President Simpson noted that checkout is at 11:00. The Board will take a break so members can check out. Lisa Herrington asked about rooms for conference. There will be rooms for conference committee, but not other members.

Strategic Plan: This was skipped temporarily. See below.

Subdivision Support: President Simpson said Jenny Barber did a nice job with this. We don't police or govern subdivisions. Some subdivision members came as presidents without having proper elections. Jenny Barber contacted subdivisions to make sure elections were held. All are on track except CCBD. President Simpson is open to suggestions. National contact suggested we contact active members and find someone willing to have election and drum up interest. Barbara Gartin said CCBD is second division for some. Jill Simpson said an individual cannot be represented on board when inactive. Barbara Gartin reviewed what constitutes active v. inactive status. She volunteered to help with CCBD. Ron Love indicated that sometimes getting members to show up for meetings is difficult. Members want to know what is going on, but cannot always come to meetings. Some calls for nominations result in no members being recommended. DeeDee Cain said she had SCEC elections when members are at conference. May need to look at revising timeframe for elections. Do bylaws need to be changed to accommodate when members are available for voting? Jon Rainbolt suggested that constitution be adjusted for SCEC. Jon offered CASE to assist with SCEC in training. DeeDee Cain said two usually attend national conference. (SCEC members). Jill Simpson asked that members submit ideas for supporting subdivisions to her. Need to be financially OK in order to do topical conferences. President Simpson asked for any other issues.

T-shirts were discussed. Chris Foley asked if students are going to take this on. Barbara Gartin suggested that we should never allow anyone else to do t-shirts. Students should get first prerogative. Students are highly motivated to help at conference. SCEC members were complimented by Chair Simpson. Break until 10:00

Meeting reconvened at 10:00. Chair Simpson asked members to watch "Rain Man" DVD.

Reconvened at 10:30. Chair Simpson recognized Jenny Barber for her leadership on the board and thanked her for her hard work on membership issues, board issues, and health issues in others.

New officer's list was passed out. Members were asked to check personal information. One list is for wider distribution than the other. Laura Bunch and Martha Burks made

corrections to theirs. Corrections will be made and sent out by Chair Simpson after received from Secretary.

Strategic Plan:

Other handouts were passed out during video, including article on scientifically based research. Jenny Barber asked for permission at each board meeting to review Strategic Plan. She asked for a Strategic Plan Committee, volunteers solicited. Chris Foley, Kathleen Atkins and Patty Kohler-Evans volunteered. Jenny Barber will chair this committee. Want to look at some issues, such as, do we want a Diversity Chair and what would it do. Carol Douglass made some suggestions about this. Do we want to keep Strategic Plan as it is, and what do we want to do with the Diversity Issue? Jenny Barber asked for volunteers for the Finance Committee. Kathleen Atkins, Jon Rainbolt and Chris Foley volunteered to serve on this. Laura Bunch asked to listen in on this committee.

Officer Reports:

Treasurer's Report: Treasurer Barber does not have an official report, but passed around reimbursement form. Asked for board approval to modify this form and come up with MAPCO Chart to use in filling out this form. Introduced JoAnne Piker. Reminded members to send substitute if they cannot attend a meeting. Kathleen Atkins said she uses Rand McNally to compute mileage. She asked if this was OK with board members. She asked that members be fair to CEC. There were no objections. Regarding meals, she said that if stayed last night, meal reimbursement was \$24.00 per diem. For attendance at National Conferences, receipts for airfare, hotels etc. are required. She asked that addresses be correct for sending checks.

Treasurer's report was passed out. It was based on final report from yesterday. May need to revise in September. Will add/delete as needed. Discussion was open for these issues. Jenny Barber noted that we have ignored our carry-over each year. Last year's budget had income and outgoing expenditures were the same. Jenny Barber indicated that a change was made in her budget report. Regarding cash on hand, we are losing money because we do not have an interest bearing account. We made need a CD or other means of increasing dollars. The treasurer wants to investigate and make changes and undo these in September if not OK with board. Money would go to scholarships as of now. Other alternative is to have subdivision put part of money in interest bearing account. This proposal is spelled out at bottom of the proposed budget. Clarification on printing: no more newsletters. Every month we will get a financial statement and amend if needed. Kathleen Atkins referenced yesterday's meeting: the role of students and how valuable they are. SCEC has no money, we should discuss how to reinforce students and how much they mean to the organization. This may be a grant to SCEC or we could figure out ways for them to make money themselves. We need to invest in SCEC. May need to ask students to come up with their own plan to make money. DeeDee Cain suggested we ask SCEC to give 25 of \$50 back to ARCEC. Discussion about this followed. Jenny Barber will research the policy on this. Laura Bunch referenced money given last year for Make

and Take. Jon Rainbolt motioned that ARCEC establish a policy by which we annually support SCEC with \$25 per student and refund from CEC balances to SCEC account. Impact is $47 \times 25 = 1175.00$. Kathleen Atkins seconded. The motion was amended to include amount to be determined by June 1, annually.

Based on concept that CEC gives \$ to subdivisions, this will show support annually. If SCEC wants to do fund raising activities, can do this also, such as topical conference. This will show annual support. Gives impetus for SCEC to increase membership. Unanimously passed.

Kathleen Atkins brought up idea of silent auction. President Simpson asked for further discussion on budget. Noted that Membership expenditures were cut, Laura Bunch was not sure what money was spent on last year. Motion made by Martha Burks to accept budget, seconded by Courtney Williams. Passed unanimously.

Additional New Business Items Brought Forth by Board Members: See below.

Treasurer Request for Board to Consider Audit: The treasurer, Jenny Barber, requested to seek audit. Was not done as noted in Policy. Jill Simpson appointed replacements for committee (ad hoc) to have audit by September Jenny Barber, Ron Love, and RoseMerry Kirkpatrick, will serve on audit committee; Laura Bunch was added. Bonnie Boaz will be contacted as needed. Need was expressed for someone else on checking account-the current vice president to fill out signature card and provide information to bank. Jenny Barber asked for board action. Jenny motioned to have Kathleen Atkins on signature account, Ron Love seconded...Passed unanimously.

Conference 2007:

The Board watched "Rain Man" DVD. Chris Foley indicated that most discussion occurred yesterday. Lisa Herrington said SCEC would do t-shirts and silent auction. Barbara Gartin reviewed history on silent auction. Money went from students to divisions. Student leadership fund was discontinued last year. Barbara Gartin recommended that students get profits of silent auction. Everyone should bring items. Jenny will email Bonnie Boaz and Tammy Sumners about returning this to students. Lisa Herrington will request auction items. Barbara Gartin will show pictures of items on website. Theme for conference- "A World of Possibilities". Courtney Williams volunteered to do table decorations. Budget is \$15 per table for decorations. Ideas for conference should go to Chris Foley. Chris asked for poster board presentations. Laura Bunch asked if she needs permission to get business cards...Jill said she could ask if she wanted it. As long as within budget, she can do it. Laura Bunch showed business card for CEC...She said can get 500 for \$100.00. These would be distributed to interested individuals. Barbara Gartin suggested we get magnets instead. Laura will work on this, getting a mock-up.

Regarding bags, Lisa Herrington will talk to Chris Foley about Ronnie Herrington doing this.

Additional New Business Items Brought Forth by Board Members: Martha Burks asked if members want updates from legislature-let her know. RTI information has come through this channel.

DeeDee Cain will send scholarship information to secretary for minutes and to Jon Rainbolt for plaques. Winners are: Ada Thompson- Leslie Rush; CEC- Sarah Taylor; Distinguished Paraprofessional-Phyllis Patton; Student award-Leslie Rush; Donna Reed award-JoAnna Piker; Jack Morgan award-Kathleen Atkins.

Adjourn:

Laura Bunch moved and Martha Burks seconded the motion to adjourn...Adjourned at 12:00.

Minutes submitted by Patty Kohler-Evans.