

**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 a subdivision representative cannot vote when the subdivision is 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.