

**Arkansas Council for Exceptional Children
Board of Director's Meeting-Russellville Special Services, Russellville
September 20, 2007 10:00 a.m.**

Members Present

Jill Simpson, President
Kathleen Atkins, Vice President
Chris Foley, President Elect
Jenny Barber, Past President/Treasurer
Patty Kohler-Evans, Secretary
Lisa Herrington, SCEC Advisor
Jon Rainbolt, Representative to Rep Assembly
RoseMerry Kirkpatrick, Historian
DeeDee Cain, Scholarship Chair
Barbara Gartin, AR-DDD Representative, Web Master
Tammy Sumners, DCDT Representative
Barbara Wilmes, DEC Representative

Call to Order and Establish Quorum:

President Simpson called meeting to order at 10:10 a.m. A quorum was established.

Minutes of Previous Meeting (June 14, 2007):

The minutes were read by Patty Kohler-Evans. President Simpson made a correction on page three. Motion made by Barber and seconded by Foley. Passed unanimously.

Old Business:

'07 Conference Silent Auction Proceeds: President Simpson reviewed the history- originally it was a money maker for the national conference, SCEC was not as strong and there were some leadership issues. Silent auction was taken back. Concerns have been expressed by DCDT. Silent auction has gotten to be a big task. After much discussion, Kirkpatrick suggested that interested subdivisions indicate that they want to participate in the silent auction, then they commit a person to help. Cain suggested that auction donations be designated before auction. Gartin can put pictures on web. Herrington already has several auction items. Rainbolt made this motion: SCEC will be placed in charge of Silent Auction. In order to solicit donations and volunteers to organize the event, SCEC may share with any subdivision any profits they may make. Barbara Gartin seconded. Motion passed with one nay vote-Barber. Tammy asked how donated items will be collected, marked for receiving organizations. Kathleen Atkins suggested color-code forms. Barbara Gartin suggested each group keep their own stuff until the auction and pre-fill out forms. Each group gets their own profits. Lisa Herrington is going to hold the template. Barbara Gartin will post the template.

Constitution Changes: Simpson thought we were going to dissolve the newsletter position. That discussion came from communications committee. Barbara Gartin moved that newsletter editor position be dissolved. Seconded by Wilmes. Barber said we were not going to dissolve the position, but that web master and newsletter editor would work together. Simpson said that there was an extra step that did not need to be there. Barber indicated that we agreed in June to send only one more newsletter out. One concern is to streamline information. Gartin withdrew the motion and Barbara Wilmes agreed. RoseMerry Kirkpatrick moved that we amend the constitution to change name Newsletter Editor to Communication Chair. Wilmes seconded. Discussion followed. Barbara Gartin made a friendly amendment to the motion...identifying the sections in the constitution and bylaws where the Newsletter position is referenced (Constitution: Article VII Section 1, Bylaws: Article I Section 1(A)(b)(9) and Section 2, Article IV Section 1) Barbara Wilmes seconded the friendly amendment. Vote to change Newsletter Editor to Communications Chair passed with Barber excepting.

Review Schedule of Board Meetings: Next board meeting is November 13 in Arlington Room at 2:00 in Hot Springs; we will stuff bags at 4:00. Jenny Barber asked if we reimburse for travel for board meeting at 2:00. Last year only conference committee got reimbursed. Conference Committee is used all year long and these members have had expenses paid. Motion made by Kathleen Atkins re: board meeting in November, 2007, that we pay roundtrip travel, substitute pay and lunch costs. Seconded by Chris Foley. Passed unanimously.

Need for a Diversity Committee: This will be addressed by Strategic Committee. Broke for lunch. Reconvened at 12:00.

New Business:

Committee Appointments/Responsibilities: President Simpson passed out a list of committee members. Conference committee members were named. See attachment .

Web Site Host Bill: There is an annual hosting fee of \$500.00. This has been paid.

Consider Topical Conference for 2008: Two subdivisions are considering. DDD is considering co-supporting with another group. More information to come. DCDT is the other one. Transition Summit will take place in February. There is some sharing of responsibilities and monies with ADE. Tammy Sumners will return later in November to give more information. Barbara Gartin will report more information in November on DDD.

Strategic Plan: Committee met this morning and recommended that we have a meeting in February for this. The cost will be about \$4000.00. It could be attached to the February board meeting. Barber moved that we conduct a one day strategic meeting on the 13th of February in Russellville. Participation is voluntary and includes full board. RoseMerry seconded motion. Passed with one opposition-Jon Rainbolt. Barber made separate motion

to hire a facilitator for the Strategic Planning meeting for up to \$500.00 plus expenses. Kathleen Atkins seconded. Passed with one exception-Jon Rainbolt.

Additional New Business: RoseMerry Kirkpatrick moved that the current Newsletter Editor and the web master are directed to draft the description of the communication chair and to bring this to the November meeting. Seconded by Kathleen Atkins. Passed unanimously.

Simpson asked that all committees look at responsibilities and be ready to report in the November board meeting. She asked committees to resubmit committee members and contact information. Committee participants must be members of good standing.

Officer Reports:

President's Report: Simpson asked for any wanting to run for national level, go to CEC website and follow process. Simpson reported on attending national conference. The conference was very informative. She will recommend that the vice president begin attending these meetings. She thanked board for sending her.

Vice President: No report. She asked if members received email about CEC conference.

Treasurer's Report: Barber passed out financial report (attached). Microsoft Money software has been purchased and installed. She asked for assistance at Conference for registration etc. She volunteered her secretary for pay. She asked for questions and approval for report. Jon Rainbolt made motion and DeeDee Cain seconded to accept. Passed unanimously. Jon Rainbolt moved that the finance committee report be accepted and be acted upon in the following manner: 1) the required audit report due September 20, 2007 be deferred at this time, 2) the treasurer be directed to contact a minimum of two accountants/auditing providers and select to contract with the one that the treasurer feels can meet the organizational needs, 3) the treasurer be directed by the board to amend the 2007/2008 budget to add a line item for accounting, with a budgeted amount of \$1000 (increasing the overall organizational budget), for auditing/accounting and tax preparation, 4) the treasurer be directed to instruct the selected provider to audit ARCEC no later than January 1, 2008, and 5) the treasurer be directed to contact a minimum of two banking facilities and be authorized to select a bank which the treasurer feels best meets the organization's needs by, if necessary, moving the ARCEC funds. Seconded by RoseMerry Kirkpatrick. Passed unanimously. Barber is going to check on interest bearing accounts and IRS requirements about interest. Treasurer's report will reflect that SCEC has \$1,175.00 and this is taken from miscellaneous budget. She asked for permission to get imprinted envelopes and pay from miscellaneous. Kathleen Atkins moved that Jenny Barber be allowed to buy envelopes. Barbara Wilmes seconded. Passed unanimously. Barber asked for volunteers for nominating committee. Volunteers: Kohler, Herrington, Cain, Foley, Sumners, Gartin, Rainbolt. Expense Reimbursement Request form was reviewed by Barber. She needs a receipt or an invoice that is signed. This should be attached to form. Also, include address. See websites on form for meals, miles etc. Meal receipts not needed.

Secretary: No report

Scholarship: DeeDee Cain reviewed her report. The Paraprofessional who received the scholarship reported that she was going to sit out of school. She returned the money. Cain suggested that we may want to increase the amount of the scholarships because fees have increased. Atkins moved to split money that was awarded for paraprofessional between Ada Thompson and ARCEC Scholarship recipients. Gartin seconded this. Passed unanimously. President Simpson recommended that recipients get money as soon as awarded (in summer).

Rep Assembly: RTI, NCLB reauthorization, Medicaid are all current issues. Rainbolt indicated that the Representatives receive many forms of documentation. Simpson asked that he bring issues before board in February for board input. She asked that he poll board re: issues that come up so board can participate. Gartin suggested that issues be posted on web. The newsletter has been mailed out. It has been sent to all principals in state. Addresses are available from ADE website for distribution purposes. A copy of the newsletter was provided to board members.

Awards Committee: Awards committee members have been selected. Hope to have Kim Peek pass out awards.

AR-SCEC Advisor: T-shirts are being designed, silent auction items are being collected, SCEC will facilitate sessions. See report.

SCEC President: Will be selling t-shirts, holding the silent auction, and electing new officers.

Membership: 374 members in June and 356 in September. New membership cards have been printed.

WebMaster: No report.

Simpson reminded about CEC Smart Brief and CEC Insider.

Historian: Retrieved minutes from last two secretaries.

DCDT: Committee met in June and started planning a preconference on student work experiences for CEC

DEC: Met in July and are sending five to the DEC meeting in Niagra Falls. Have applied for a mini-grant for leadership activities for DEC. Have a booth at AECA.

DDD: Not official subdivision until elections. In process of holding elections.

Consider Additional New Business Items Brought Forth by Board Members:

Conference 2007: Conference Committee Report (Foley): Simpson gave an update on vendors. Chris passed out conference schedule. Corrections were made to schedule. Bags are being worked on. SEAS is not doing the bag this year. LRP is going to sponsor dinner for the board Tuesday night after the bags are stuffed. Chris needs to know if spouses are coming. Elaine Terrell will be at conference, taking pictures, videos for website. Chris recommended that board pay her expenses (meals). She will stay with Barbara Gartin. She will be paid for three days lunch and dinner (per diem). Kathleen Atkins moved that we pay \$500 honorarium plus per diem for meals. Barbara Wilmes seconded this. Passed unanimously. Last year, two secretaries came from Russellville. Atkins moved that we pay per diem, travel, room, and \$100 gift certificate to the two secretaries. Lisa Herrington seconded. Passed unanimously. Door prizes should be directed to Kathleen Atkins. Chris needs donor names for publication by October 10. Chris needs AV equipment needs for preconference speakers. Other speakers bring own equipment except microphone and overhead projector. Subdivision president needs to sign an agreement with CEC for expenses to come back to subdivision. Speakers need to sign off on subdivision contracts.

Schedule of Meetings During Conference: Already talked about this.

Silent Action: Already talked about this.

Subdivisions all have own booth. Need exhibits in subdivision booths.

SCEC Conference Activities (facilitating, silent auction, booth): Already talked about this.

President's Social-Past Presidents Invited (Kirkpatrick): Invitations have not been mailed. RoseMerry needs times and she will send out invitations.

Peeks (transportation to/from airport, room reservations, AV needs): Patty Kohler will pick up and take back to airport.

Committee Reports:

Communications Committee (Gartin): Newsletter is going to an electronic format. Last newsletter is out. Historian will need to print copy of newsletter offline. A booth will collect emails for newsletter. Talked about having website on bags and t-shirts. Talked about other items to give teachers with website printed. There is \$3000 for newsletter/web. Email addresses will be collected at SCEC booth and email address is on registration form. Communications Committee will discuss this further.

Patty will send corrected minutes to Jill Simpson.

DeeDee Cain indicated that SCEC is sponsoring a parent to come to CEC.

Conference 2008:

Assign New Exhibit Chair: President Simpson talked about the exhibitor's chair; Kathleen Atkins will assume responsibility until she finds new person to do this. Jon Rainbolt suggested Jill LaRosa as a possibility.

Adjourn: Atkins moved and Sumners seconded that the meeting adjourn. Passed unanimously. Adjourned at 2:25.