

**Arkansas Council for Exceptional Children**

**Board Meeting**

**Thursday, February 18, 9:30 AM to 3:00 AM**

**Mashburn Hall, UCA Campus**

**Attendees:** Kathleen Atkins, Patty Kohler, Ron Love, RoseMerry Kirkpatrick, DeeDee Cain, Chris Foley, Jill LaRosa, Laura Bunch, Courtney Williams, Kathy Stafford, Paul Johnston, Vickie Johnston

- I. Call to Order:** The meeting was called to order at 9:45 a.m. by President Atkins. A quorum was established.
- II. Approval of Minute of November Board Meeting:** Minutes were provided by President Atkins. Motion was made by Laura Bunch and seconded by Courtney Williams. Minutes approved as written.
- III. Treasurer Report, Audie Alumbaugh:** Before delivering her report, Audie and DeeDee thanked the board for the flowers sent in memory of their father. Treasurer Alumbaugh provided a comprehensive report with balances from all subgroups as well as CEC. Total in account as of 1/31/10 is \$199,504.01. Audie recommended that ARCEC set up email address that would be passed down from treasurer to treasurer. Motion made by Alumbaugh and seconded by Laura Bunch that ARCEC establish an email address that is not specific to a person, but rather specific to the treasurer's office. Discussion followed about how passwords will change as the treasurer changes and security issues. Motion carried. This will be revisited at the retreat in the event that a policy needs to be written. Chris Foley moved that during the year of election of the treasurer that the current president become a signee on the bank account. Seconded by DeeDee Cain. Friendly amendment: if there is a case of nepotism, then a third signature will be required. Motion carried. This will also be revisited in June at the retreat to see if a policy will need to be written. Treasurer Alumbaugh indicated that the rate of mileage changed from \$.55 to \$.50. Audie and DeeDee also thanked board for flowers when their father passed away. Audie reviewed the treasurer's report. Included is a detailed expense and income statement.
- IV. Old Business:**
  - a. Report on 2010 Topical Conference (Cain):** DeeDee reported that CCBD and DEC need to provide contracts for a check to be written to the organizations. Audie and Kathy Stafford will take care of this issue.
  - b. Ad-Hoc committee report on pre-conference/topical conference proposal form and process fee (Kirkpatrick):** RoseMerry indicated that a draft form for topical and pre-conferences and charge (processing fee) for conferences was to be discussed and presented. There was no consensus on the format. RoseMerry passed out a draft form and asked for input. There is not a policy regarding the process for receiving topical/preconference proposals. Atkins recommended that preconference proposals go

to the CEC conference chair and topical conference proposals go to the treasurer. RoseMerry read policy regarding subdivision conferences (Section III Financial Policies, Part 2, Chapter 3). Atkins noted that if we approve this format to use as a trial, then CEC can use the form for a year to see if it works. Atkins asked that RoseMerry's committee refine the form and write a process to go with it. RoseMerry asked for one of the subdivision reps to sit on the committee to give input from a subdivision perspective. Kathy Stafford will assist with this. RoseMerry indicated that the committee did not come to consensus about a processing fee for proposals. Other discussion: Audie reported that processing entails quite a bit of responsibility and work. DeeDee indicated that CEC has incurred added expenses as a result of having pre-conferences. Suggestions as a result of conversation: color-code preconference badges to keep registrants at the right pre-conference and having no onsite registration to keep from overcrowding in pre-conference sessions. These will be considered by conference leaders. Audie moved that any monies that come through the ARCEC bank account be subject to 5% administration fee. Jill LaRosa seconded the motion. Friendly amendment: this includes 5% of income generated by conferences. Motion carried. Note: this will begin next fiscal year. This will be discussed as a policy during the retreat. A draft policy will be written on all three items to be discussed as a permanent policy this summer.

- c. **Distinguished Special Education Teacher and policy (Kirkpatrick):** Courtney Williams indicated that everything needed is already in current policy. A change will be made to the form.

- V. **2010 CEC National Conference and officer attendance:** Atkins briefly talked about the email request for a vote on national CEC attendance. She reflected on lessons learned-putting out motions, have discussion and then vote AND give members a timeframe to think about email information and then vote. Vickie suggested considering using a WIKI for correspondence in such instances. The motions acted upon via email were read. Both failed (see attached email). Discussion pursued around the following: Atkins identified what officers will attend the national CEC conference funded by other sources and members sharing what they have learned was named as a priority. There is money budgeted for the national convention @ \$8800. Both representatives and the distinguished special education teacher will attend the conference. Kathy moved and DeeDee seconded that two additional officers members attend. Motion carried. Atkins and Kohler will attend. Additionally attendance of the CEC summer leadership conference was discussed. The president and president-elect typically attend the leadership conference. Jill and DeeDee will try to attend this summer but in the event one cannot, Atkins will attend.

## VI. New Business

- a. **ADE request for assistance with Special Show:** Atkins read request from ADE (Tom Hicks) that CEC assist with Special Show by sharing the purchase of tote bags for the participants in the amount of \$4600. DeeDee moved that we provide the ADE with \$4600 and request two free spots for Special Show for CEC board members. Motion did not have a second and therefore did not make it to the floor for a vote. Kathy Stafford

moved that CEC give \$4600 to the ADE for tote bags with CEC logo and date of conference on bag. DeeDee seconded. Motion carried.

- b. Board Retreat:** Atkins asked if board wanted to have two-day retreat this year. Jill moved and seconded by Courtney that the budget for retreat be increased to \$6000 for the annual board retreat. Motion carried. Dates will be June 30-July 1. Location to be determined.
- c. Guidelines for conducting electronic board meetings:** DeeDee moved and Patty seconded that Jon, Jill, and Vickie work on electronic board meeting guidelines. Motion carried.
- d. Other:** No other new business.

#### **VII. Officer Reports (with exception of President Elect)**

- a. Past President Report, Chris Foley:** Nominations have been made for some positions: Vice President, Becky Watkins; Secretary, Patty Kohler; Scholarship Chair, Barbara Gartin and Rebecca Elms. Voting will occur this spring. Atkins indicated that she may need to appoint a new CAN representative.
- b. President-Elect, Jill LaRosa:** Jill thanked the board for assistance during the CEC conference.
- c. Vice President Report, DeeDee Cain:** Peter Wright may be a possibility for keynote ARCEC. Call for papers will go out soon. Eight new members came from the CEC conference because of the LaRosa bucks. Lisa Dieker may be keynote at CEC. Six presentation proposals have already been received. 2010 conference is November 10, 11, 12.
- d. Secretary, Patty Kohler:** No report.
- e. Scholarship Report, DeeDee Cain:** Scholarship information has been posted on the web. Members were asked to recruit for scholarships. \$6000 was given in scholarships.
- f. Awards Report, Courtney Williams:** Nine recipients received plaques and five received certificates. Nominations for awards are coming in.
- g. Rep to Rep, Ron Love:** No written report received. Reservations for CEC in Nashville have been made. The Rep Assembly meets late on Friday and late on Saturday at the CEC conference. This necessitates an extra day of expenses.
- h. Student CEC Report, Lisa Herrington:** No report.
- i. Membership Report, Laura Bunch:** National CEC wants to highlight Arkansas in the national newsletter. ARCEC membership has maintained over the last several years. Current membership is 393. AR is a high state in retention rates (53%). National CEC is also promoting use of Facebook. Atkins asked DeeDee to talk with Lisa Herrington about having SCEC look into having a Facebook page.
- j. Communications Report, Paul Johnston:** Paul will make reimbursement changes (.55 to .50) to the form. No recommendations made for Paul re: the webpage.
- k. DCDT, Paul Johnston:** No report. A new person is president.
- l. Historian, RoseMerry Kirkpatrick:** DeeDee and RoseMerry are talking about archiving materials. RoseMerry moved and Vickie seconded that the board allocate \$200 for archival boxes. Motion carried.

- m. CAN Report, Tom Smith:** No report.
  - n. DEC, Kathy Stafford:** DEC/CCBD wii have a conference February 26 in Little Rock. So far, 80 are signed up.
  - o. DDD, Vickie Johnston:** WIKI is up and running.
- VIII. Adjourn:** DeeDee asked everyone to send to her what members do at the conference. Paul moved and Jill seconded that meeting adjourn at 2:30. Motion carried.

Respectfully submitted,

Patty Kohler,

ARCEC Secretary