

AR-CEC Board Meeting

September 1, 2015

Attendees: Kim Davis, President; Courtney Williams, Vice President; Leslie Rush, SCEC Faculty Advisor and Conference Liaison; Elizabeth Churchman, Elected Rep; Susie Baker, Awards Chair; Melanie Crider, President-Elect, Communications Chair; Rhonda Daniel, CAN Rep.; Rose Merry Kirkpatrick, Historian; Angela Winfield, AR-CASE Subdivision President

Call to Order: Meeting was called to order by President Kimberly Davis at 9:45 a.m.

Reading of the minutes: The minutes were read by Melanie Crider. Kim moved and Rhonda seconded that minutes be approved. Motion carried.

Old Business

- a. **Donations to Compass Academy** -Kim noted social media comments about CEC supporting Compass Academy. Courtney Williams described Compass Academy, and a particular student situation who cannot afford tuition. This student has presented at CEC conference in the past and received an award. Because Compass Academy is new, scholarships are not set up at this time. Conversation was tabled.
- b. **Treasurer Report 2015-2016 Budget.** Jeryca Einhorn was absent. Officer report presented by Courtney Williams, who shared Jeryca's concern about deficits not matching up in subdivisions. Ruth noted the confusion in her subdivision is no one's fault but transition has made it easy to miss a transaction. All subdivisions are encouraged to check their information. Online banking makes this easier now. Kimberly Davis pointed out that Paraprofessional Conference needs to be added to expenses. Courtney Williams moved that we add an item line for topical conferences and split scholarships and grants into respective sections. The motion was seconded by Rhonda Daniel. Motion passed. Rose Merry discussed discrepancy between amount reported in June and balance reported today. Angela Winfield asked if CEC has an audit conducted. The last audit committee (Courtney, Jeryca, Joyce) occurred after the last retreat. An outside auditor was suggested by Suzie Baker, and others agreed. It was agreed it is not significant; it is very close balance, but still a discrepancy. Rose Merry said one more elected official needs to be on the committee and read the constitution protocol. For future reference, this committee should be appointed in February by the president. Currently, President Kimberly Davis appointed Courtney Williams, Jeryca Einhorn and Elizabeth Churchman to be the audit committee at present time.

Discussion resumed on budget for topical conferences. Kimberly Davis shared the cost of paraprofessional conference was \$1500. Courtney moved to allot an amount for topical conference expenses, not to exceed \$2000. Second by Rhonda Daniels. Discussion included pros and cons of combining paraprofessional conference with CEC fall conference. Motion passed.

Facilitation: Keynote speakers and break- out sessions will be scheduled differently on the upcoming conference. Twenty eight facilitators will be needed. Leslie Rush made a motion to set the facilitation item line to \$1400. Second by Elizabeth Churchman. Motion passed.

Rose Merry asked the board if the budget would be easier to maintain if each subdivision would maintain the responsibility for them separate. made a motion that the proposed budget only includes federation expenses and subdivisions kept separately. Rhonda Daniels seconded. Motion passed.

Leslie discussed national CEC conference in Saint Louis this year, discussing the need to propose a budget. They money for representatives is used for this, also, but additional people should be allotted for. This conference is more easily attended than those in the past due to location. Expenses were estimated. A motion was made by Elizabeth to allocate \$4000 for national conference attendance. Motion passed.

Courtney made a motion to add a line item under expenses for substitute pay of 500 to cover teacher absences while attending CEC business. Second by Elizabeth Churchman. Motion passed.

The budget was tabled until the next meeting, allowing the finance committee to meet by October 2. A motion was made by Suzie to amend the budget motion to say that we will approve it electronically by October 2. Second Rhonda Daniels. Motion passed.

Officer reports

- **President Kimberley Davis** - Paraprofessional conference was held July 9-10 at ASU. Plans for next year's date have been proposed. Approximately 65 paraprofessional/teachers attended. Call for proposals ended on August 21, and 30 proposals were submitted. (List provided- see attachment) Acceptance letters will be sent this week when registration is made available. Tentative meeting dates
 - October 27, 2015
 - February 2, 2015
 - April 23, 2016 (Saturday Retreat) June 13, 2016
 - Action Items: Confirmed rate for presenters
- **Vice President& Past President Courtney Williams** - At this time seven vendors have registered. Angela recommended that Mitch Walton at AAEA be contacted to get a list of vendor for educators. As Past President, she will be sending a courtesy email to all Past Presidents to invite them to attend this year's conference.
- **President Elect Melanie Crider** - no report
- **Secretary Patty Kohler Evans**- absent
- **Treasurer Jeryca Einhorn** - see budget report
- **Historian Rose Merry Kirkpatrick** - Rose Merry has been in contact with Arkansas History Commission in regard to archives, who advised not using Drop Box. Options included Archival Cloud Service, which is noted as being expensive. They recommended storing records on hard drive as well as a hard drive located at a different site. The

commission may also be willing to provide a home for our physical records after electronic records are stored. They will need to view them to determine if they qualify. Assistance is needed in determining if we have the capability to electronically scan our files into one of these formats.

- **Representative Elizabeth Churchman** - Elizabeth tried to contact CCBD and has not had a response.
- **Scholarship Gwen Neal** – Absent
- **Award Suzie Baker** -Deadline for submissions was extended at last meeting. Awards and grants to date were announced.
 - Action items- Discussed advocate award recipient. Fees for tickets for each award winner and two guests are free for the dinner. Grant writers listed on the grant plus two guests are free for dinner. Fees for additional people are \$30.
 - Paraprofessional award included money last year, but it was determined at that time that it is a year-by-year basis depending on budget. This item was tabled.
- **SCEC Advisor Leslie Rush** -The AR-SCEC recently volunteered and fundraised for the Rollin 'on the River 2015 event in Little Rock. SCEC students will be selling t-shirts at conference exhibit area. The new design was shared with board members. Items are still being collected for the silent auction. AR-CEC is hosting a Pre-Conference with presenters Dr. Shelia Smith and Dr. Jennifer Hennessy.
- **ARCASE Angela Winfield** - CASE did send two representatives to conference, and then sent representatives to the Legislative Summit in Washington, D.C. where they met state representatives and were engaged with special education and laws to understand they want to be contacted and receive letters. Angela encouraged AR-CEC to consider attending the Sped Ed Legislative task force meeting. The next meeting is September 16 at 1 P.M.
- **Membership Megan Rinearson**- absent
- **CAN Rep Rhonda Daniels** –No report
- **Communications Melanie Crider** - Website and social media interaction and updates was shared, and items needed for communicating the upcoming conference.
- Action Item- Bundle or gift package drawing for early registrants or like/share on social media
- **DADD Ruth Eyres**- Pre-conference is being planned for fall conference, and also a Make-N-Take. Officers are being nominated for DADD at this time.
- Action Item- more information for scholarships from the subdivisions.
- presentation in Hawaii?
- **DEC**- absent (read by Rose Merry- Award recipients shared)
- **DCDT Paul Johnston**- absent
- **CCBD**- Absent

New Business

- Preconference, Keynote speakers, Timelines- Leslie pointed out the registration will include cost of dinner, and will be noted with registration information. Rates for conference discussed, compared to other conferences and training rates.
 - on-site registrations \$200 No PO's on site
 - non-members \$180
 - member \$150
 - speaker \$75
 - board member \$45

Leslie Rush made a motion to use Event Bright website for registration for fall conference. Second by Melanie Crider. Motion passed.

- student AR-CEC Archives will be researched by Rose Merry.
- Calls for Proposals Selection
- February 2, 2016 in Little Rock at Plaza West
- April 1, 2016 (Saturday Retreat) June 13, 2016 at Searcy
- National CEC Conference April 13-16 in St. Louis
- Topical Conference 2016- July 7-8 at ASU
- AR-CEC 2016 June 14-16 Embassy Suites, Little Rock, AR
- Motion made by Elizabeth Churchman to allocate four \$20 certificates to spend at exhibits to be given away on Facebook. Second by Melanie Crider. Motion passed.

Next Meeting: October 27, 2015 6pm Embassy Suites Conference Room

Angela moved to adjourn. Second by Leslie. Meeting adjourned at 2:35 p.m.

Respectfully submitted,

Melanie Crider, ARCEC President Elect