

MCEC Executive Board Retreat

July 22-23, 2004
Nickerson Inn, Pentwater

Meeting called by: S. Shellady Type of meeting: Retreat
Note taker: L. Jefsen

Agenda

Welcome and Review of Agenda S. Shellady
Committee I: Finance Policy and Procedures
Committee II: Operational Policy and
Procedures
Executive Board Arrangements
Budget
Conference Report
CAN Report
Newsletter and Web Page
Officer Selection

MCEC Executive Board Retreat

7/23/2004
9:00 AM
Nickerson Inn, Pentwater

Meeting Minutes

Meeting called by: Suzanne Shellady Type of meeting: Business Meeting
Note taker: Laurie Jefsen

Attendees: S. Shellady, L. Parshall, J. Pazol, L. VanderPloeg, F. Paris, J. Paris, R. Lagrou, W. Haight, D. Smith,
T. Long, L. Jefsen

Welcome and Review of Agenda

S. Shellady

Thursday:

Committee I will focus on finance policy and procedures. Committee II will focus on organizational goals for the next year, timelines and mission statement.

Committee I: L. Parshall, W. Haight, R. Lagrou, J. Paris, T. Long

Committee II: L. Vanderploeg, F. Paris, J. Pazol, L. Jefsen, D. Smith

We will conduct our Business meeting on Friday morning.

Committee I: Finance Policy and Procedures

See attached Committee notes

Committee II: Operational Policy and Procedures

See attached Committee notes

Executive Board Arrangements

Discussion: Board meetings will continue to be held on the 3rd Thursday of each month, from 5:00-7:00pm. Meetings will be held at the Cheney offices in East Lansing. The March meeting will be used to review the Executive Director’s evaluation. The May meeting will be used as a Transition meeting with new officers.

According to the new Constitution, the Executive Board consists of the officers of MCE, the immediate past president, the representatives to the Representative Assembly, and chairs of standing and current ad hoc committees.

Invited attendees to Executive Board members, will include: Val Maierzwa, State Assessment representative, Cindy Smith, CASE representative, Gail Underwood, TAM representative, SEAC representative, Denise Smith, Interim- MDE representative.

Voting members of the MCEC Executive Board, as defined by the new Constitution, include elected members: Immediate Past President, President, President-Elect, Vice President, Secretary, Treasurer, Representative to RA, and CAN Coordinator

Conclusions:

Dates of 2004-05 meetings: 9/16, 10/21, 11/18, 12/16, 1/20/05, 2/17, 3/17, 4/21, 5/19

MCED Conference: March 2-4

Summer Planning: July 21-22

Action:

Committee Chairs will contact members to clarify membership

Person responsible:

Chairs

Deadline:

9/04

Budget

Chris Cali will be reimbursed \$250.00 for travel for CEC attendance in

Mileage reimbursement: As budgeted and recommended by the Finance Committee:

Up to 150 miles- \$25.00

150 to 400 miles-\$35.00

Over 400 miles- \$50.00

Mileage will be paid to all Executive Board members and invitees who attend Executive Board meetings.

Conference Report

Full day sessions will include:

- MI Retirement System, Retirement panel
- Deb Walstrom, Using Data
- Bob Sorenson, Early Intervention
- MATR

Alice Parker from NASDE has been approached for a key note.

Ideas are needed for conference title.

Action items:

Determine conference title

Person responsible:

VanderPloeg, Jefsen

Deadline:

CAN Report

CEC has a new slogan “CEC: The Voice and Vision of Special Education”, which they would like us to include in our publications.

CAP/Wiz website – we need to encourage the use of this to communicate with legislators. Members are reminded to personalize all communications to be more effective.

Need success stories for the Federal Outlook for Exceptional Children. A format will be posted on the website.

Fran, Jim and Mary Claire met with reps from Stabenow, C. Levin, C. Miller and M. Rogers while in DC

edpubs@inet.gov is the address for publications such as NCLB for Parents. Ideapractices.org is also a good resource

Action items:

Communications and PR Committees will address the issue of communication on issues by the organization- advocacy vs. information

Person responsible:

F. Paris, L. Jefsen

Deadline:

Newsletter and Web Page

L. Parshall

Discussion:

Rob will be setting up a calendar program. Members will have a password so that items can be added.

List serve will be re-activated. Meeting list serve, student list serve, voting member list serve

We will also work on voting online, call for presentations, and explore registrations online, which will take awhile, due to the security and technical aspects of this activity

Lucian will also be updating the database.

Items to post on the website: Budgets, meeting minutes

Explore members only resource for documents, partners links with other organizations

Additional Information

Thank you to Lucian for getting major organizational work done during the past few months!

