

MCEC Executive Board Meeting

October 21, 2004

Members in attendance: L. VanderPloeg, J. Cheney, L. Jefsen, D. Smith, W. Haight, L. Parshall, F. Paris, J. Paris, J. Gaubatz, S. Shellady, R. Lagrou
Members absent: J. Yoak-Newman, T. Long, J. Pazol

The meeting was convened at 5:35pm by President Suzanne Shellady
Minutes from the September 29 Executive Board Meeting were approved without correction.

The agenda was reviewed.

I. Announcements

- Val Mierzwa is representing MCEC at the MDE Assessment Committee.
- The January Board meeting will be on January 20th, 5:00pm, at the Grand Plaza Hotel, Grand Rapids.** This is a change in location.

II. Discussion

- a. *Exceptional News*- Articles have been submitted.
- b. *Annual Goals for Committees*- President Shellady stressed the need for setting reachable and visible goals. Also working smarter, perhaps by working together on projects. It was suggested that each committee chair create a mini-list serve and develop suggested goals with committee members prior to the next meeting. Talking points could be:
 - What are goals for the committee?
 - Are there any interrelated goals with other committees?
 - How will committee work be showcased at the 2005 conference?
- c. *Development of collaborative relationships with other organizations*- A letter is being prepared inviting the leadership of other annual state conventions to attend the conference and sponsor a strand. Laurie VanderPloeg is sending the letter, and Lucian is the point of contact. Strand leadership will be invited to the Thursday vendor reception and will be asked to donate something to the vendor raffle.
- d. *Slate of Officers and online voting update*- Mary Schrader and Lucian will be working together on an electronic voting option. MAASE and MCEC could then split the cost.
Nominations for MCEC officers- Vice President and Secretary should go to Judy Pazol by November 1.
- e. *Representative Assembly appointment*-Due to term limits for CEC Representative Assembly, a new representative must be appointed by MCEC. Judy Pazol is appointed the designated member of the

Representative Assembly in addition to Past President responsibilities. Teresita Long will become the representative to the Foundation Board.

- f. *SEAC Representative*- Deb Todd is representing MCEC at SEAC. A written report is requested.

III. Committee Reports

- a. Finance- Taxes are due Nov 15. Lucian has information from W. Haight and will complete and submit forms on time.
- b. Conference Update- All mailings have been reviewed and determinations made on who will receive them. Conference materials will go out in one mailing at bulk mail rates. A flyer will go out announcing the Wednesday workshops in December. Members are encouraged to spread information about the convention and awards.
- c. Communication: Web Update- The web site is up and running, easy to use and ready for the convention: www.michigancec.org
- d. Student CEC- The Leadership Conference is this weekend. The Board goals for the year include:
 - Increase school participation- Wayne and Univ. of Detroit and Eastern have increased participation already.
 - Increase leadership activities and learning at the Leadership forum.
 - Connect more with the professional board.

The next meeting is November 18th. The meeting was adjourned at 6:45 pm.

To Do List:

Task:	Due Date:	Person Responsible
<input type="checkbox"/> Contact Deb Todd re: SEAC responsibilities	11/04	S. Shellady
<input type="checkbox"/> Compile a committee list serve and set 2004-05 goals	11/01/04	All Chairs
<input type="checkbox"/> Invite strand leaders to participate in Vendor reception and raffle.	11/04	L. VanderPloeg
<input type="checkbox"/> Spread info about the conference and awards		All members
<input type="checkbox"/> Submit nominations for Board members	11/01	To J. Pazol