

EXECUTIVE BOARD MEETING MINUTES
Friday, June 13, 2014

Call to Order:
Leslie Shamel called the Executive Board meeting to order at 11:15 am on June 13, 2014, at MASB Office.

Roll Call – Barbette Lane, Secretary:

Officers:	Present	Absent
Leslie Shamel, President	X	
Brenda Weir, President-elect	X	
Ellen Perry, Past President	X	
Nicole Snyder, Marketing & Membership Chair	X	
Kristina Tokar, Treasurer	X	
Barbette Lane, Secretary	X	

Executive Director:	Present	Absent
Maggie Bacon, Executive Director	X	

Committees:	Present	Absent
Carolyn Claerhout, Legislative Liaison	X (exited 12:25 pm)	
Educational Issues & Innovation Liaison (VACANT)	-	
Janell Craig, Technology Rep	X	
Jan Dodge, Pupil Accounting Rep	X	
Jacqui Laymac, Sergeant-At-Arms		X
Becky Reed, Data Specialist	X	
Loret Roberts, UP Representative	X	
Derrick Stair, PSA Rep	X	
Sally Washington, Pupil Accounting Auditor Rep	X	
Homeless/Truancy Liaison (VACANT)	-	
Trina Anderson, CEPI		X
Dan Hanrahan, MDE		X
Peg Manning, BAA		X
Naomi Krefman, MDE (Auditing)		X

Approval of Agenda – Leslie Shamel, President:
Changes – Meeting minutes May 4th & 7th. Add Membership Rates
Motion by Washington and supported by Dodge to approve the June 13, 2014 agenda as presented with changes/additions. Motion passed

Approval of Minutes – Leslie Shamel, President:

Motion by Dodge and supported by Perry to approve the Executive Board meeting minutes as presented for May 4 and May 7, 2014. Motion passed

Financial Report – Kristina Tokar, Treasurer:

- Presented the May and April profit/loss statements
- The new computer has Office 8 and the current version of Quickbooks was not compatible. Purchased the updated Quickbooks for $291.00.
- Discussed conference expenses and invoices.

Approval of Financial Report – Leslie Shamel, President:

Motion by Claerhout and supported by Washington to approve the April 30 & May 31, 2014 financial reports as presented. Motion Passed.

Executive Director Report – Maggie Bacon, Executive Director

- Communications – sending information to on a regular basis – now in MDE newsletter
- MPAAA recognized by CEPI/MDE – investigated cost to make appropriate connections (2,000 per month for 6 month contract)
- Presented Educational Data and Its Uses survey from the April 3, 2014 Workshop
- Listed future MPAAA and MSBO conference dates

Business Meeting
New Business:

- Proposed Policy Changes affecting MPAAA expenditures – Leslie Shamel, President
    - Policy (Presenter #4) pay for one additional hotel and day of meals. This was in place when we were traveling to Escanaba. Would like to suspend this for the 14/15 year since we are only traveling to Mackinaw Island
    - Approximate savings $1,600 for the 14/15 year

Motion by Claerhout and seconded by Weir to suspend Presenter Policy – one additional hotel and day of meals for the 2014/2015 year. Motion passed

    - Change the travel cost for the UP rep – Loret rented a car verses paying for mileage.
    - Approximately savings $2,200 for the 14/15 year

Motion by Claerhout and seconded by Snyder to modify the policy for the UP rep to modify from mileage reimbursement to travel reimbursement (car rental/fuel). Motion passed

- Remove mileage stipend for Executive Director to make a mileage reimbursement and/or car rental for anything over 200 miles. Cell phone reimbursement will be added to salary.

Motion by Perry and seconded by Stair to change the mileage stipend for the Executive Director and change to mileage reimbursement and/or car rental for anything over 200 miles and add phone reimbursement to payroll. Motion passed.

- Conference Fees – All
    - Program Committee recommends making the September conference be 2-days and not a separate fee for academy
    - Fall conference $295 member and $415 non-member
    - Hotel $40,000 at Kellogg

Motion by Snyder and seconded Dodge move the fall conference fee (Lower and UP) for member to be $295 and nonmember $415 for the Fall 2-day conference. Motion Passed

- Spring Conference Fees
    - Tabled until August

- Membership Rate

Motion by Perry and seconded by Stair to increase Membership Fee from $55.00 to $60.00 per year. Motion Passed

Motion by Dodge and seconded by Tokar to change membership fee to be active from July 1 to June 30 every year. Motion passed

- ED Signature Authority – Ellen Perry, Past President
    - All contracts approved by the board and then the president is the only person able to sign contracts. Want to add the Executive director to be able to sign board approved contracts.

Motion by Perry and seconded by Weir to have the Executive Director have the authority to sign any board approved contracts. Motion Passed

- Grand Traverse Resort Contracts for 2015-2017, 2018-2020 – Maggie Bacon, Exec. Director
    - Increasing room nights at GTR
    - Recommend 110 Sunday, 150 Monday and 130 Tuesday
    - 287 Sunday, 318 Monday and 280 Tuesday
    - Committee to pay for rooms not used
    - 195 Sunday, 215 Monday and 185 Tuesday – recommended by Maggie
    - In return 10% AV, 6 nights of tower rooms
    - Rooms 136 will increase 155; guest room 122 tower 146
    - 1 for every 40 rooms; main dining room $1500 – 3000 per day (Michigan Ball Room) will be free; Rate will not go up again until after 2020.
    - Hospitality Suite (1,700) in exchange weekend stay at the resort.

Motion by Dodge and seconded by Stair to approve the GTR blocked rooms for the spring conference as presented by Executive Director. (195, 215 and 185)

- Line Item budget for Marketing Committee – Nicole Snyder, Marketing & Membership
    - Discussed promotional and welcome ideas
    - Would like approval for a line item $1,000

Motion by Washington and seconded by Reed to approve a $1,000 line item in the 2014/2015 budget for Marketing and Membership. Motion passed

Unfinished Business:

- STW/21f Webinar for Auditors – Ellen Perry, Past President
    - Tabled until next meeting

- Certification Track Redesign - Maggie Bacon, Executive Director
    - Maggie presented the certification track drafts (PAA, PAS and EDS) (Handout)

Motion by Reed and seconded by Dodge to implement the proposed drafts for the PAA, PAS and EDS certifications as presented. Motion passed

- Roll Call Vote;
    - Dodge - y
    - Roberts -y
    - Reed -y
    - Snyder - y
    - Weir -y
    - Lane - y
    - Perry -y
    - Washington -n
    - Tokar - y
    - Stair - y
    - Craig - y
    - Shamel - y

Committee Roundtable

- Tokar, Stair and Bacon will be meeting next Tuesday for the finance committee

Next meeting August 8, 2014

Public Comment: None

Adjourn
Meeting was adjourned at 2:00 pm

Respectfully submitted,

Barbette L. Lane
Secretary