EXECUTIVE BOARD MEETING MINUTES
Sunday, May 3, 2015

Executive Committee:
Executive Committee met at 12:45 pm to appoint vacant board positions.
Motion by Snyder and supported by Tokar to appoint the presented people to fill the vacant board positions.

- UP Representative – Loret Roberts
- Pupil Accounting Auditor Rep – Sally Washington
- Pupil Accounting Rep – Jan Dodge
- Educational Issues & Innovation Liaison – Charles Carver
- Sergeant-At-Arms – Ellen Perry
- Truancy/Homeless Liaison – Vacant

Meeting suspended at 12:55 pm

Call to Order:
Leslie Shamel called the Executive Board meeting to order at 1:00 PM on May 3, 2015, at Grand Traverse Resort.

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
Executive Director (VACANT)		

Committees:	Present	Absent
Carolyn Claerhout, Legislative Liaison		X
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)	-

Approval of Agenda – Leslie Shamel, President:
Motion by Weir and supported by Dodge to approve the May 3, 2015 agenda as presented. Motion Passed

Approval of Minutes – Leslie Shamel, President:
Motion by Perry and supported by Weir to approve the Executive Board meeting minutes as presented for March 13, 2015. Motion Passed

Business Meeting:
New Business:

- Recommendation and Approval of Job Description for Executive Director Position – Leslie Shamel, President
    - Handouts – job duties/responsibilities and job description
    - Transition Committee worked the handouts

Motion by Reed and supported by Dodge to approve the job description and job duties and responsibilities as presented. Motion Passed

- Recommendation of Job Duties for Executive Director Position – Leslie Shamel, President
    - Completed with approval of Job Description

- Recommendation of Posting and Timeline for Executive Director Position – Leslie Shamel, President
    - Posting - May 18 - June 12
    - Screening committee – June 15 - June 22
    - Round 1 June 22 - June 26
    - Round 2 – July 8 – July 10

- Volunteers for Screening Applications and 1st Round of Interviews – Leslie Shamel, President
    - Screening Committee
    - Round 1
    - Round 2 – Executive Committee (Shamel, Weir, Laymac, Snyder, Reed, Lane)

- Recommendation and Approval to hire Bookkeeper/Administrative Assistant – Leslie Shamel, President

Motion by Dodge and supported by Craig to hire Ruth Garland as the Bookkeeper/Administrative Assistant for $20.00 per hour for 15-20 hours per week. Motion Passed

Information Items:

- PSA Representative Resignation – Leslie Shamel, President
    - Derrick Stair submitted his letter of resignation due to work obligations

- Red Tape Task Force – Leslie Shamel, President
    - Letter from MPAAA was presented requesting MPAAA be apart of the Red Tape Task Force and will send to Representative Shore

- Review approved slate of appointed board positions – Ellen Perry, Past President
    - Results of election
        - President Elect – Jackie Laymac
        - Marketing Membership – Nicole Snyder
    - Appointed positions
        - UP Representative – Loret Roberts
        - Pupil Accounting Auditor Rep – Sally Washington
        - Pupil Accounting Rep – Jan Dodge
        - Educational Issues & Innovation Liaison – Charles Carver
        - Sergeant-At-Arms – Ellen Perry
        - Truancy/Homeless Liaison - Vacant

- Board Presentation – Leslie Shamel, President and Brenda Weir, President-Elect
    - A presentation on 1935 was shown
    - 1935 is when MPAAA began

Committee Roundtable

- Brenda Weir, Program Committee Chair
    - None
- Nicole Snyder, Marketing and Membership Chair
    - None
- Carolyn Claerhout, Legislative Committee (46:00)
    - None
- Janell Craig, Technology
    - None
- Jan Dodge, LEA Committee
    - None
- Beckie Reed, Data Committee
    - None
- Sally Washington, ISD Auditor Committee
    - None
- Jacqui Laymac, Bylaws and Strategic Planning
    - None

Public Comment

- **None**

Next meeting June 12, 2015 will start at 9:00 am at MASB office

Adjourn
Meeting was adjourned at 3:00 pm

Respectfully submitted,

Barbette Lane
MPAAA Secretary