

Michigan Association of State and Federal Program Specialists

**Regular Board Meeting Minutes
September 7, 2006**

Attendance: Jan Callis, Paula Daniels, Sam Ewing, Margarita Frommert, Judy Handley, Deb Kitson, Julie Lemond, Jeanette Magsig, Robyn Mosher, Willye Pigott, Scott Pitts, Jim Reese, Karen Ruple, Sara Shriver, Sharon Spencer, Michele Videtich, Glenda Virden, Sue Warren, Karen Yeager

Excused Absences:

Holli Buck, Milt Collins, Peggy Coulouris, Marie Miller, Terry Pawl, Michele Sandro, Catherine Tibbett

Call to Order

9:06 A.M.

Approval of Agenda

Additions:

- Sharing – Karen Ruple
- Committee Report – Boot Camp- Glenda Virden

ACTION ITEM: It was moved by Glenda Virden and seconded by Julie Lemond to accept the agenda with the additions.

Introduction / Welcome of Visitors and President's Report – Jeanette Magsig

Jeanette welcomed the team to the meeting and presented the president's report.

- Reviewed the meeting schedule for the 2006-2007 school year
- Committee structure – Jeanette encouraged members who were not present at the summer institute to sign-up for a committee
- Goals and strategies – Jeanette reminded everyone that everything we do should be related to the association's identified goals and strategies. This will be our evaluation of how we did this year.
- The yearly checklist was reviewed.
- Registration for Grand Traverse Resort and Spa for institute was distributed.
- E-news schedule for Terry was distributed.

President-Elect's Report – Deb Kitson

Deb indicated that we are getting geared up for next year's summer academy. An article showing expansions underway at the Double JJ Ranch was passed around.

Secretary's Report – Paula Daniels

ACTION ITEM: It was moved by Deb and seconded by Willye to accept the secretary's report. Motion carried.

Treasurer's Report – Sam Ewing

Sam distributed the treasurer's report. He indicated that the federal income tax had been submitted.

A corporate resolution will be discussed under new business.

We will be changing credit card accounts. The new accounts will include upgraded features.

ACTION ITEM: It was moved by Michele Videtich and seconded by Sara to accept the treasurer's report.

Motion carried.

Executive Secretary's Report – Sara Shriver

- Possibility Pack - The "Possibility Pack" was given to Michele V. She will get it to Jim Reese next.
- Sara asked that everyone return the information data sheet that was shared. Everyone has not yet returned them.
- Clerical assistant – Trisha – will be working on institute registrations, member registrations, flier development and subscriptions. RegOnline has changed its system. We are attempting to merge into their new system.
- We are considering including NAFEPA membership as a part of the MAS/FPS membership. If NAFEPA membership costs are lowered it, will be easier to combine the state and national memberships. Additional national memberships by state members will increase our representation at the national level.
- Sara requested the scholarship winner information so that the plaques and financial awards can be distributed.

NAFEPA Report – Glenda Virden

- NAFEPA will be hosting a "NAFEPA board members only" board retreat in Nashville, Tennessee – September 28th – October 1st.
- Boot Camp – Glenda submitted the proposal for this year's boot camp. The Boot Camp focus is under consideration. The scheduled sessions:
 - October 6
 - December 1 (PSA)
 - May 4
 - Registration will be \$279 for 1 sessions / \$449 for 2 sessions.
 - Sam will do take care of Boot Camp registrations.
 - Marketing ideas were shared and solicited- electronically advertised, mailings and fall institute
 - Budget based on 30 registrations with 20 attending both.

ACTION ITEM: It was moved by Sam moved and seconded by Judy to accept the Boot Camp Proposal.

Discussion – It was recommended that the Boot Camp information be distributed using the list serve. The flier will be sent to Sam so that it can be included in the Fall Institute flier.

Motion carried.

MDE Report

Sara shared that the MDE has asked for a spot on the Fall Institute agenda. They will present on “audits.”

Sharing – Karen Ruple

Karen shared that Michele V. won a photo contest showed a picture of the winning photo.

*******Work Groups and Committees*******

Work Group and Committee Reports

Awards - Michele Videtich

- Discussed possible award winners for fall institute
- Have a plan, made some selections
- Will contact Bert for legislative awardee input

Legislative –

- State legislator involvement
 - Panel Mid-Year
 - Visitations Mid Year
- List serve
- Talking points for e-mail (set up at conference)
- Legislative update at conference
- Position paper

Professional Development - Jan Callis

- Outlined a schedule of professional development sessions
 - December 7 (30 minutes)
 - January (30 minutes) Pose a question of best practice to be consider in February
 - February meeting (15 minutes) report out
 - March (30 minutes) pose focus question
 - Share out in April (15 minutes)
- Questionnaire will be sent list serve regarding PD interests and needs

Institutes

FALL – Judy Handley and Deb Kitson

Conference Updates--Chateau Chantal will not be included as a group activity. Menu and room selections details have been made. The conference at a glance has been modified. Pre-institute - David Hyerle Proposed that conference contents be distributed on a flash drive to participants.

We will have volunteers sign up for institute help at the October meeting.

WINTER INSTITUTE

Location – Radisson – Lansing - Dr. Bob Sorensen AM Keynote speaker. Early Learning intervention.

UP INSTITUTE

We are attempting to duplicate the WINTER offerings for the UP institute February 5-6, 2007

Subscriptions / E/News – Jim Reese

Jim shared that they are creating a binder for reps to use that includes examples of letters, brochures, etc. Please send any old communications you may have used in the past.

Old Business - None

New Business

Bank Card Resolution and Signatures – Sam Ewing

ACTION ITEM: It was moved by Julie Lemond and seconded by Judy to enact the following resolution:

Be it resolved that the president, treasurer, and executive secretary are authorized to transact business on the corporate account of the Michigan Association of State and Federal Program Specialists. The current persons serving in these positions include: President – Jeanette Magsig, Treasurer- Sam Ewing, Executive Secretary – Sara Shriver.

Motion carried.

Meeting Notice: Institute Committee will meet next month the Wednesday before our regularly scheduled meeting.

Meeting Adjournment

11:30 A.M.