

**Michigan Association of State and Federal Program Specialists
Manistee National Resort and Golf
Board Meeting
July 26, 2011
8:30 a.m.-11:30 a.m.
MINUTES (revised)**

Call to Order: The meeting was called to order by President Tom Reeder at 8:43 a.m.

Approval of Agenda:

Additions to the agenda: 1) Congressional pictures on the website and 2) Executive Secretary' contract

ACTION ITEM: Moved by Michele Lemire that the agenda is approved with the two additional items, second by Max Fulkerson. Motion carried.

Attendance: Mike Burde, Jan Callis, Sam Ewing, Margarita Frommert, Max Fulkerson, Judy Handley, Rick Heitmeyer, Cheryl Irving, Denyse Jones, Penny Joy, Michele Lemire, Syndee Malek, Marie Miller, Laura Otten, Sally Perkins, Willye Pigott, Mike Radke, Tom Reeder, Tricia Root, Sara Shriver, Sharon Spencer, Robert Stead, Grace Velchansky, Glenda Virden, Sue Warren, Fred Williams, Karon Yeager

Excused Absence: Jennifer Allen, Leah Breen, Peggy Coulouris, Paula Daniels, Linda Forward, Debbie Kitson, Margaret Madigan, Jeanette Magsig, Marianne Ochalek, Michele Sandro, Kristi Teall, Pam Varga

Correction: Deleted "s" from Pam's last name Varga

President's Report—Tom Reeder

- Thanked everyone for taking time to attend the SLLA
- Reminded attendees of two upcoming events: September 8, Board meeting (8:30 a.m., Hampton Inn—Canal St., Lansing) and September 28-30, Fall Directors' Institute, Boyne Mountain

President Elect's Report---Margarita Frommert

- Thanked attendees for their trust in her as the President Elect
- Has begun seeking a location and a book to read for the next SLLA

Executive Secretary's Report---Sara Shriver

- Seeking Title I articles for the MAS/FPS newsletter (*The Informer*)
- The SLLA evaluation has been emailed to attendees. Please complete and submit the evaluation.

Secretary's Report---Willye Pigott

Minutes from the June 9, 2011 Board meeting were shared.

Correction to the June 9 minutes: “Max Fulkerson will write and submit an article to the *Informer* regarding the evaluation of Federal Programs.”

ACTION ITEM: Moved by Marie Miller, second by Michele Lemire that the minutes be approved with the necessary correction.

Treasurer's Report---Sam Ewing

- Profit/Loss report will be submitted to the accountants.
- The organization had a 3% net gain last year.
- Participants have begun to register for the Fall Directors' (2011) conference
- The Treasurer's report will be submitted for audit.

Committee Members:

***Communications:** Rick Heitmeyer (chairperson), Michele Lemire, Max Fulkerson, Mike Radke, Cheryl Irving, Willye Pigott, Grace Velchansky, Sharon Spencer, Bob Stead

***Legislative:** Jan Callis (chairperson), Glenda Virden, Denyse Jones, Sam Ewing, Marie Miller, Karon Yeager, Judy Handley, Sally Perkins, Sue Warren, Penny Joy, Kristi Teall

***Work Groups:**

Fall 2011 Institute: Marie Miller, Judy Handley, Paula Daniels

Winter and Fall Institutes 2012: Margarita Frommert, Penny Joy, Sally Perkins, Syndee Malek, Cheryl Irving

Committee Reports: There were not any committee reports at this meeting.

Old Business---Sara Shriver/Bob Stead

Sara gave an overview of the new MAS/FPS website (showed where to find meeting dates, event dates, how to find which counties are represented by the congressional representatives, etc on the web page)

Fall Directors' Award Nominations—please email nominations to Sara by September 1, 2011; to be discussed at the September 8 Board meeting

New Business

Resignation of Susan Brummel, Congressional District 3 Representative

ACTION ITEM: Moved by Grace Velchansky to accept Susan's resignation with regret second by Denyse Jones. Motion carried.

- Appointment of Mike Burde to Congressional District 3 Representative
- Appointment of Laura Otten as Alternate for Congressional District 3
- Appointment of Michele Lemire to Congressional District 1 Representative

ACTION ITEM: Moved by Glenda Virden second by Judy Handley to accept the three Congressional appointments. Motion carried.

SLLA Reimbursements: MASFPS will reimburse attendees for attending the SLLA.

ACTION ITEM: Moved by Michele Lemire second by Syndee Malek. Motion carried

Congressional Representatives' pictures on the webpage—If you'd like to have your picture on the MAS/FPS webpage, please submit your picture to Sara.

Executive Secretary's Contract—Tom Reeder

Tom presented the proposed increase in monthly compensation to the attendees. This position (Executive Secretary) hasn't received an increase in nearly twenty years.

Proposal: Increase the monthly compensation from \$1,130 to \$1,300.

ACTION ITEM: Moved by Margarita Frommert second by Sue Warren to increase the monthly compensation from \$1,130 to \$1,300 for the Executive Secretary.

Proposal: Compensation (bonus) to the Executive Secretary for Fall and Winter Institutes' registrations: (Fall Institute— 0-300 registrations -\$1,000 with increments of \$30 starting with registration 301; Winter Institute—0- 100 registrations--\$200 with increments of \$15 starting with registration 101). After a lengthy discussion, the following action was taken.

Correction: Revised the Winter Institute increments from \$10 to \$15 starting with registration 101.

ACTION ITEM: Moved by Grace Velchansky that the proposed compensation (bonus) to the Executive Secretary for the Fall and Winter Institutes be accepted, second by Sue Warren. Motion carried.

Title I Reports: None

NAFEPA Reports: None

Adjournment: 11:25 a.m.

Next meeting:

Thursday, September 8, 2011, 8:30 a.m., Hampton Inn (Canal St., Lansing)

