

Spring Meeting
June 9-10, 2006
Front Street Adult Learning Center, Helena, Montana

Paula Arneson, Detlef Johl, Donna Bakke, Becky Bird, David Strong, Suzette Fox, Terrence Kelley, Cathy Smyers, Deborah Richardson, Shirley Burns, Jan Huff, Margie Sylvester and guest facilitator, Carmen Taylor.

The meeting was called to order at 12:30 p.m. by President Paula Arneson. Board introductions.

Old Business

Becky Bird---update on the visit with Linda McCullough and staff. Linda was impressed by meeting the student representative. The documentation that MAACE and Dixie Stark provided was beneficial. Becky stated what a tremendous job MAACE is doing in advocating itself to the state leaders.

Newsletter:

Everyone commended Deborah on the appearance of the newsletter. Board liked the color and layout was very good!! Discussion: Should it be mailed to entire membership?

- Suggested we send the newsletter to school superintendents, MEA/MFT. It was decided we will print 200+ copies to get bulk mail rate at .15 cents per copy rather than .39 cents per copy. Board suggested we use MAACE logo colors for newsletter for consistency.

Secretary's Minutes:

Deborah Richardson

Minutes of winter board meeting read; Donna made motion to accept the minutes and Shirley Burns seconded. Motion carried.

Treasurer's Report

Margie Sylvester:

- The reports contain all info for the current fiscal year from July 1, 2005. There are three reports: the pink sheet shows MAACE funds only, the purple sheet shows Professional Development funds, and the green sheet shows all funds combined.
- There are two sources of money: MAACE funds come from dues and other things. Professional Development monies come from grant monies from OPI. It was suggested that we call these funds State Leadership monies.

Becky recommends that the Board look at being an organizational member of the NAASLN organization, (National Organization for Adult with Special Learning Needs.)

Everyone commended Margie on the financial reports. Cathy Smyers made a motion to accept the treasurer's report, Donna seconded. Treasurer's report was accepted.

Discussion on unspent funds – it was suggested that we could re-apply for those monies next fiscal year. The board expects the budget to be about the same for next year.

Committee Reports:

Awards Committee:

- Detlef reported that sometime in September he will have a request for nominations for awards. He would like to have a spreadsheet with a running tally of who has received an award. Go back as far as we can. Becky said maybe this should be published, maybe in the newsletter.
- Deborah and Detlef will create list of awardees. It should be added annually to handbook for a running record.

Legislative Committee:

- MAACE needs new legislative committee chair – Jake Gustin will be approached for this job.
- Political action committee: If we raise money for a PAC fund, we need to show where it is spent. After establishing PAC, we can add a line item on the membership form asking for contributions.

Board Elections update:

Detlef recommended having a simple statement that the president elect should be required to have some board experience, either currently on the board or past board member. This will be changed in the bylaws and submitted to the membership at the business meeting. This amendment will change where the officers come from and how they are elected.

- The president, president-elect, and past-president will contact potential members for elections.
- Need a president elect, at-large, eastern and western board representatives.

Finance:

Jan Huff reported that we have a CD at 4.81%. Good job!

Public Relations:

Cathy Smyers and Terrence Kelley had their committee report for everyone to read.

Professional Development:

Donna Bakke reported that MAACE did not sponsor professional development activities other than the workshop held in Miles City.

MPAEA:

- Detlef reported that it was mostly business at the conference. As treasurer of MPAEA, Detlef announced that it made \$15,000 so the Mountain Plains coffers were increased. Montana MPAEA reps gave away a two-night stay at Grouse Mountain Lodge in Whitefish.

Scholarships:

Margie gave short report and asked for volunteers for scholarship reviewers.

| Discussion on reviewers applying for scholarships:

If a person applies for a scholarship, can they be on the scholarship review committee. A reviewer should still be eligible for a scholarship.

Discussion on use and intention of scholarships:

Donna announced that there will be professional development opportunities supported by the state this next year - GED math institute and Bridges to Practice

The bylaws will be changed so that MPAEA representatives' costs are 100% covered.

Conference:

Budget for conference is set.

Suzette reported that we have 20 different sectionals. The hotel is scheduled and will provide shuttle service.

Meeting adjourned!!**Saturday, June 10, 2006**

Paula called the meeting to order at 8:29 a.m.

Discussion: Secretary and treasurer contracts.

Detlef moved to continue the contracts for the Secretary and the Treasurer at the same rate as last year's contract. Donna seconded. The motion passed unanimously. Board members will be asked to e-mail expectations of these two positions to the executive committee by July 1. The executive committee will get a draft back to the Board members for review and finalize. The detailed list will be sent to the Treasurer and Secretary by July 30.

Cathy Smyers made the motion that we amend the bylaws that the president-elect must have board experience before being nominated. Detlef seconded. Motion passed.

Terrence Kelley inquired how to work with other groups such as MPAEA to bring professional development opportunities to our state MPAEA members and how MAACE could promote these activities. Detlef offered to forward the MPAEA minutes from the last meeting.

Jan Huff audited the February through May of 2006. Auditing was found to be complete and solid.

At request of board members, Donna went over use of professional development funds for next fiscal year

State Leadership Budget/Professional Development

Contracted Services	\$6,850	MAACE salaries	\$2,000
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Other expenses:

- Marketing, P/R \$3,000
- Board meeting \$3,250
- Postage copy supplies \$1,000
- Instructional memberships & NAASLN \$ 400
- MPAEA Board travel \$1,200 Put in another \$600
- Conference costs \$3,000
- August board meeting (additional) \$1,000

Professional Development:

- Board facilitator \$ 800
- Academic Assistance, scholarships \$14,400

Donna suggested asking for \$35,000

Goal of state leadership monies: To provide professional development opportunities

Objective:

- Market professional development
- Conduct board meetings
- Supplies
- Memberships and representation
- Provide annual conference

Board meeting adjourned

Strategic Planning

Carmen Taylor

Program Director, National Indian School Board, P.O. Box 790, Polson, MT 59860

Carmen facilitated the meeting with “strategic planning” for MAACE. Strategic planning is a must for improving performance and effectiveness of boards. From the March/April 2006 issue of Board Member at editor@boardsource.org or go to www.boardsource.org

The Board began to brainstorm ideas under the headings of:

- Strengths
- Problems
- Opportunities
- Threats

Strengths:

- Have an active board
- Commitment
- Depth of professional knowledge
- Connection/partnership/OPI
- Org. is set up/policies, procedures; staff
- Consistency, stability
- Support of membership
- Teamwork
- Respect
- Endurance
- Financial resources

Problems:

- Financial resources
- Recruitment of new board members/officers
- New member orientation/training
- Image (reciprocal)
- Internal Communication
- Commitment of membership
- Use of time
- Diversity of membership
- Cloudy use of mission statement
- Connection with OPI
- Spirit of teamwork
- New membership orientation

Threats:

- Funding
- New state director
- Lack of control on legislative decisions
- Potential loss of staff and increased workload for board members
- Lack of long-range plan
- Fragmentation of membership over professional development

- Co-conference issues; threats to pull out
- Own worst enemy

Opportunities:

- Develop glossary of terms
- New state director
- Range of expertise
- Computer networking capabilities
- Be a leader in conferences
- Recognition of problems/willingness to improve
- Share professional development
- Opportunity to prioritize
- Professional recognition
- Set direction of future
- Tie community education in new direction/no rep. with OPI

Addendum:

Synopsis of brainstorming session:

#1 Image

- Perception of board being closes
- External communication w/membership
- We provide specific services
- Glossary of terms

Influence OPI & new state director

- Funding resources
- Influencing legislation
- Gain professional recognition

#2 Internal Communications

- Better definition of committees
- Whole board vs. committees
- Use of time and task
- Terminology
- Computer networking

Possible fragmentation of membership over professional development

- Co-conference
- Be a leader in the conference
- Financial resources
- Diversity of membership
- Recruitment of new membership/board

New Board member orientation

- Board leadership orientation
- Recruiting board members
- Spirit of teamwork

- Better definition of committee
- Lack of long range planning
- Meaning/direction of mission statement

Board's conclusion of most important issues to be evaluated:

Image

Influence

Communication

Professional Development

Leadership

Planning

Influence

Goal: develop partnership with new state director

1. Know the person, their background and position
2. Inform new director who we are and our backgrounds
3. Establish set protocol for communication
4. Educate them to know they will be MAACE liaison
5. Know that the incoming director sees MAACE as a professional support system.

Objective 1:

Strategies:

Ask for information from Dave; needs to come from MAACE president and perhaps an audience with new person

Google the person

Find out what that state or organization has been doing

Action items:

Share with board; get bio information and picture

Timeline: As soon as we know who the person is, write a congratulatory letter within a week. This will be written by the president of MAACE

Evaluation strategy: have we or have we not accomplished this?

Hindering force: OPI bureaucracy

Objective 2:

Strategies:

Provide written information in such things as the newsletter and have bios on the board members

Convince this person of our strengths and accomplishments in a timely manner.

The secretary will provide a synoptic version of MAACE's accomplishments and get the bios from the board members

Presentation packet will be ready by end of July.

Objective 3:

Strategies:

Get organizational chart of OPI (Donna will get this for us)
Develop stronger relationship with Jody & Dave
Get org. communication chart
Invite Jody & Dave to August meeting

Who: Donna : bullets 1 and 3
MAACE will notify all appropriate OPI of meetings and events (Board president)
Evaluation: agenda item and update @ October meeting and on-going

Objective 4:
Gift a “good will” basket
Introduce new person at conference and/or guest speaker at the business meeting
At appropriate time, let them know what we need
Invite to Board meetings
Let them know how they can be part of MAACE strategic plan
How we can support them—Reciprocity
Evaluation and timeline:
Accomplish by October meeting and report progress

Board members should use the templates handed out by Carmen, make copies and begin filling these out for the August meeting.

Completed Strategic Planning