

The Cooperative Education and Internship Association
 BOARD OF DIRECTORS MEETING
 Westin Downtown, Denver CO
 Saturday, April 1, 2017

(In the interest of space, written reports given out at the meeting will not be rewritten into these minutes; however, a copy of the annual report, that includes a summary of reports, will be included in the set of official minutes. Where a report was submitted, ATTACHMENT will be inserted into the minutes. Contact CEIA office for any copies of these reports that you may be missing. You may assume a discussion took place for all items listed.)

Board Members Present: Steve Sellars, Kelly Harper, Veronica Porter, Sara Muzzy, Dan Cayse, Scott Maynard, Patricia Bazrod, Al King, Jessy Jones, Tracey Dowling, Dawn Koeltzow, Andrew Harper, Julie Hutt, Penny Grob, Anderson Lee, Sarah Burrows

Absent: Connie Dietz, Jose Pereira, Hollis Zehnder

Ex Officio Present: Peggy Harrier, David Caffo, Michael Sharp, Molly Thompson

Ex Officio Absent: Carmen Diaz

Visitor: Kate Darcy Hohenthal

Call to Order: 1:15 pm by President, Steve Sellars

Introductions – new board member K. Hohenthal sitting in on meeting.

Review of Agenda: Steve Sellars (Attachment)

- Steve Sellars reviewed agenda and asked for additions or deletions – no changes.

Motion Made, Seconded (S. Maynard/P. Grob) to accept Agenda. **Motion Carried.**

President's Report: Steve Sellars (Attachment)

- Passed around sheet to add upcoming events to website.
- Expressed gratitude to leaving board members: Penny Grob, Anderson Lee, Jose Pereira, Connie Dietz.
- Certificate, gift and thank you to all board members.
- Recognized Molly Weller Thompson, for all her work on conference.
- Year-at-a-Glance summary: work of board members
 - Membership – Carmen (Development); Dawn (Marketing & Communications); Michael (Experience Magazine); Scott (CareerEco); Hollis (webinar)
 - Mentoring – Patty (member development); Kelly, Peggy, Scott (CEIA Academy)
 - Moving Forward – Audit Comm.; Site Selection Comm.; Journal Agreement; David (2018 Conference chair); Awards; Sarah (Research Grant).

Action Item: Regional VPs will share info at Sunday regional meetings including awards, election results, volunteer opportunities, new project grant, CEIA Academy in Vail, CO, Charleston 2018 conference, need for bloggers, digital lounge, download Guidebook, Twitter handle #ceia2017.

Minutes of previous meeting: P. Harrier (Attachment)

- Review and approval of January 17-18, 2017 board meeting minutes.

Motion Made, Seconded (S. Burrows/A. Harper) to accept minutes. **Motion Carried.**

Financial Reports: D. Cayse (Attachments)

- Profit/Loss Budget Statement – June 1, 2016 to February 28, 2017
- Balance Sheet – February 28, 2017 (\$443,893 Equity)

Motion Made, Seconded (P. Grob/A. Lee) to accept Profit /Loss Statement and Balance sheet as presented.

Motion Carried.

Honor Roll Update: Steve Sellars (see Annual Report)

During the conference, CEIA honors those students who are receiving awards for their noteworthy achievements. Since some students are unable to attend due to limited personal finances, the Association has established a fund to assist them with some of the expenses related to their travel.

2017 - \$1,250 (20 donations) from solicitation of lifetime members, past award recipients and membership.

2016 - \$1,300 2015 - \$1,075 2014 - \$1,100

2013 - \$ 775 2012 - \$ 775 2011 - \$ 700

By-Laws Update: S. Maynard**Article VI****Section 6. Vice President for Professional Development.**

The Vice President for Professional Development shall serve as chair to the permanent standing committee of the Board of Directors for Professional Development, and shall recommend programs and activities to the Board of Directors to meet the professional development needs of the Association membership. He/She shall coordinate the Association's professional development and training programs, including the professional development aspects of the annual conference and **the CEIA Academy.**

Changed in all locations that referenced NAWIL.

Section 13. Vice President for Global Program Network.

The Vice President for Global Network will work to encourage global affiliation with CEIA. He/she will serve as liaison to the international members, encourage research and global collaboration through a network of WIL researchers. He/she will facilitate and share best-practices in administration for WIL globally and promote submissions **to Experience Magazine.** The Vice President will develop and distribute a survey that focuses specifically on the needs of international members.

Deleted North American Editor of Journal of Cooperative Education under Ex Officio Members

Under Financial Procedures

Cash Disbursements

The process for cash disbursements will originate from the Treasurer. Request for payments and Invoices for payment will be sent to the Treasurer. The Treasurer will be responsible to review and match the documentation. Upon confirmation of the legitimacy of the request, the Treasurer will prepare the check. **All checks must be signed by either the** President and Vice President of Finance. In either case, the Treasurer would continue to make the appropriate entries in the general ledger. Operating procedures shall be defined in order to assure expeditious processing of payments.

Motion Made, Seconded (V. Porter/S. Burrows) to accept By-Laws changes as presented. **Motion Carried.**

2017 Conference: M. Thompson, Chair (Attachments)

- 320 registrations!
- Theme – “Destination Denver: Where Altitude Elevates your Expertise”
- 16th Street Mall; arranged Planned Activities full - walking and bus tours, bar crawl & restaurants; t-shirts to sell for fundraiser.
- Committee recognition – BIG thanks to all – gave out conference bags
- Reviewed agenda, program, schedule, entertainment, printed materials, etc.
- Sign-ups to cover events, registration, etc. onsite during conference.
- Review of Where to be When.

BREAK: 2:15 – 2:40 pm

2017-18 Board Elections Results: K. Harper, Past President

Nominations Committee: Penelope Grob, Julie Hutt, Andrew Harper

President Elect: Veronica Porter, Northeastern University
 Vice President Marketing & Communications: Dawn Koeltzow, Bradley University
 Vice President Professional Development: Kelly Harper, Cincinnati State College
 Vice President Region 2: Lynne Hickle, Drexel University
 Vice President Region 4: Jill Collet, University of Cincinnati
 Vice President Region 6: Sara Muzzy, Wichita State University
 Vice President Global Network: Ross Johnston, University of Waterloo
 Vice President Cooperative Education Network: Tracey Dowling, Florida State University
 Vice President Two Year Program Network: Jessy Jones, Sinclair Community College

Appointments:

Vice President Region 1: Kate Darcy Hohenthal, University of Hartford
 Vice President Internship Network: Molly Weller, Metropolitan State University of Denver

Ex-Officio Appointments:

2019 Conference Chair: Cara Doyle, North Carolina State University
 Associate, Member Development & Retention: Patricia Bazrod, Georgia Institute of Technology

2017 CEIA Award Recipients: K. Harper

<u>Chair</u>	<u>Award</u>
Kelly Harper	Dean Herman Schneider Award (Educator) Dr. Paul J. Stonely, WACE
Hollis Zehnder	Charles F. Kettering Award (Employer) Delphi Electrical/Electronic Division, Chris Burns
Tracey Dowling	Cooperative Education Student Achievement Award Zachary A. Springer, Pennsylvania State University
Maria Kruger	Internship Student Achievement Award Eryka Williams, University of Central Arkansas
Jessy Jones	Two Year Student Achievement Award Jacob Kokoshka, County College of Morris
Sarah Burrows	Ralph W. Tyler Award (Research and publication) Not Awarded
Sarah Burrows	James W. Wilson Award (Advocacy of research activity) Dr. Cheryl Cates, University of Cincinnati
Scott Maynard	Best Practices Award (Innovative program solutions) Florida Atlantic University, Jennifer Blythe

Conference Activities: S. Sellars

- Reviewed board participation at Annual Business Meeting.
- Discussed order of events for Awards Banquet.

Site Selection Committee: J. Hutt

Committee to work in 2016-17	Committee to work in 2017-18	Committee to work in 2018-19
Site Selection Committee for 2019 Conference	Site Selection Committee for 2020 Conference	Site Selection Committee for 2021 Conference
Julie Hutt (Chair)	Dawn Koeltzow (Chair)	Molly Weller (Chair)
Dawn Koeltzow	Molly Weller	David Caffo
David Caffo	Cara Doyle	Cara Doyle

- 2019 conference will be in Chicago.

Motion Made, Seconded (J. Hutt/P. Grob) to accept Chicago as 2019 conference city. **Motion Carried.**

Action Item: Site Selection Committee will negotiate and secure 2019 hotel contract by June, 2017.

Professional Development: S. Maynard/K. Harper - see Annual Report

- CEIA Academy - June 21-23, 2017 Vail, CO; Training emphasis; referred to the flyer on tables.
- Studying opportunities to take CEIA Academy on the road; train-the-trainer initiative possible.

Membership Report: P. Harrier - see Annual Report

- 2017 total new/renewed to date: 607; 694 – 2016 members; 675 – 2015 members; 701 - 2014 members; 649 - 2013 members; 611 - 2012 members; 641 - 2011 members; 668 - 2010 members; 629 - 2009 members; 760 - 2008 members; 729 - 2007 members.

Journal Partnership update: S. Maynard

- Transferred CEIA Journal files into a worldwide database of research in the field.
 - Legal documents for partnership being prepared for signature by both parties. – there was no charge for transferring of research articles.
 - Judene Pretti, University of Waterloo, will present prototype at conference –CEIA maintains ownership and has secured backup of 50+years of research

Experience Magazine: M. Sharp

- Created marketing piece for conference - flyer
- Expanded focus; 48 submissions – 22 articles accepted, 13 published
- Already have 9 articles for next issue!
- Current issue features best practice highlights, field trends, how-to articles and relevant information and resources for practitioners in the field of cooperative education and internships.
- Looking for sponsorships, ads, articles from blogs, LinkedIn, Career Eco, high school programs.
- Experience Magazine will produce two electronic publications every year. The fall issue will focus on practice and the spring issue will focus on theory.

Research & Surveys Report: S. Burrows - see Annual Report

- New Student Research Project Grant awarded to C. Cates and team.
- Review of handout of new survey questions for board to review.

Action Item: P. Harrier will coordinate timeline with S. Burrows to rollout new survey.

New Business: S. Sellars

- HOLD Action Items review to new board meeting on Sunday.

Suspend meeting at 3:30 pm.

Board dinner – meet in in lobby at 5:15 pm.