

The Cooperative Education and Internship Association
 BOARD OF DIRECTORS MEETING
 Marriott City Centre, Dallas, Texas
 Saturday, April 2, 2016

(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: Kelly Harper, Steve Sellars, Carmen Diaz, Jose Pereira, Lisa Tandan, Veronica Porter, Joe Catrino, Sara Muzzy, Dan Cayse, Anderson Lee, Scott Maynard, Michael Sharp, Patricia Bazrod, Penny Grob, Tracey Bowen, Beth Settje, Lisa Garza, Al King.

Absent: Hollis Zehnder, Connie Dietz

Ex Officio Present: Peggy Harrier, Dawn Koeltzow, Molly Thompson

Ex Officio Absent: Julie Hutt

Call to Order: 1:00 pm by President, Kelly Harper

Review of Agenda: K. Harper (Attachment)

- K. Harper reviewed agenda and asked for additions or deletions – no changes.

Motion Made, Seconded (S. Maynard/J. Catrino) to accept Agenda. **Motion Carried.**

President's Report: K. Harper (Attachment)

- Conference housekeeping items; conference site selection 2018; volunteer opportunities
- Updates ref web transition; Journal research articles transition with U. of Waterloo.
- New positions descriptions for both VP of Marketing & Communications and newly approved VP of Member Development and Retention.

Action Item: S. Maynard will facilitate new website updates of pages as new board transitions into positions.

Action Item: P. Harrier will collect web page changes and work with web folks to update all.

Action Item: Regional VPs will share info at Sunday regional meetings including awards, election results, volunteer opportunities, new project grant, Denver 2017 conference, need for bloggers, new digital lounge, download Guidebook, Twitter handle #ceia2016.

Minutes of previous meeting: P. Harrier (Attachment)

- Review and approval of January 12-13, 2016 board meeting minutes.

Motion Made, Seconded (S. Maynard/D. Cayse) to accept minutes. **Motion Carried.**

Financial Reports: D. Cayse (Attachments)

- Profit/Loss Budget Statement – June 1, 2015 to February 29, 2016
- Balance Sheet – February 29, 2016
- New procedure: As result of new database and virtual terminal with Authorize.net, have set up Accounts Receivables category – 10% being held back by vendor each month.

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

Motion Carried.

Honor Roll Update: K. Harper (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.

- 2016 - \$1,300 (14 donations) from solicitation of lifetime members, past award recipients and membership.
- 2015 - \$1,075 2014 - \$1,100
- 2013 - \$ 775 2012 - \$ 775
- 2011 - \$ 700

Board Election Results: P. Bazrod, chair

Nominations Committee: A. Lee, C. Diaz; R. Porter, H. Zehnder.
 President Elect: Scott Maynard, Mississippi State University
 VP Finance: Dan Cayse, CPA
 VP Research: Sarah Burrows, Lasell College
 VP Region 1: Veronica Porter, Northeastern University
 VP Region 3: Julie Hutt, University of South Carolina
 VP Region 5: Andrew Harper, St. Edward's University
 VP Region 7: Al King, Lane Community College
 VP Employer Network: Hollis Zehnder, Disney World Wide Services
 VP Internship Network: Maria Kruger, Southwestern University

Appointments:

VP Cooperative Education Network: Tracey Dowling, Florida State University
 VP Two Year Program Network: Jessy Jones, Sinclair Community College

Ex-Officio Appointments:

2018 Conference Chair: OPEN (S. Sellars)
 VP Membership and Development Proposed

2016 CEIA Award Recipients: P. Bazrod

<u>Chair</u>	<u>Award</u>
Patricia Bazrod	Dean Herman Schneider Award (Educator) <i>Dr. Philip Gardner, Michigan State University</i>
Hollis Zehnder	Charles Kettering Award (Employer) <i>PricewaterhouseCoopers LLP</i>
Scott Maynard	Cooperative Education Student Achievement Award <i>Nathan Streyle, South Dakota School of Mines and Technology</i>
Beth Settje	Internship Student Achievement Award <i>Laura Gayle, Florida State University</i>
Lisa Tandan	Two Year Student Achievement Award <i>John Michael Kawooya, Bunker Hill Community College</i>
Tracey Bowen	Ralph W. Tyler Award (Research and publication) <i>Not Awarded</i>
Tracey Bowen	James W. Wilson Award (Advocacy of research activity) <i>Dr. Sheri Dressler, University of Central Florida</i>
Steve Sellers	Best Practices Award (Innovative program solutions) <i>The Florida State University Career Center, Myrna Hoover, Director</i>

2016 Conference: D. Koeltzow, Chair (Attachments)

- Marriott City Center, Dallas, TX; April 3-5, 2016; Theme: "Big Things Happen Here"
- \$159/night + tax; \$10/night kickback to CEIA
- BIG thanks to all – gave out goodie 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: 3:00 – 3:15 pm

Conference Activities: K. Harper

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

A/V Update: K. Harper

- Zach Osborne secured quotes to purchase all projectors needed for annual conferences; discussion took place concerning security, storage, etc.
- HOLD for new board consideration.

Membership Report: P. Harrier

- 675 CEIA 2015 members; 23 employers, 652 educators, 48 states represented, 6 countries represented.
 - 2016 membership renewal to date: 610.
 - Total 2015 members: 675
 - Total 2013 members: 649
 - Total 2011 members: 641
 - Total 2009 members: 629
 - Total 2007 members: 729
- | |
|-------------------------|
| Total 2014 members: 701 |
| Total 2012 members: 611 |
| Total 2010 members: 668 |
| Total 2008 members: 760 |

Action Item: With 610 current membership renewals for 2016, board goal to reach 700 memberships by December 31, 2016.

Marketing and Membership: J. Catrino

- Journal update: meeting with Judene Pretti, University of Waterloo, while at conference –transferring CEIA Journal files to them to manually enter into a worldwide database of research in the field.
 - CEIA maintains ownership and has secured backup of 50+years of research.
 - Legal documents and cost estimates for partnership being prepared for review by both parties. – there will be no charge for transferring of research articles.

Experience Magazine: Michael Sharp

- Created marketing piece for conference - flyer
- Moving ahead – expanded scope, interactive approach, including student voice & educational partner voices.

New Business: K. Harper

- Expressed gratitude to leaving board members: Tracey Bowen, Lisa Garza, Beth Settje, Lisa Tandan, Carmen Diaz.
- Certificates and thank you to all board members.
- HOLD Action Items review to new board meeting on Sunday.

Motion Made, Seconded (J. Catrino/S. Maynard) to suspend meeting at 4:00 pm. **Motion carried.**
Board dinner – meet in in lobby at 5:45 pm.