

The Cooperative Education and Internship Association
 BOARD OF DIRECTORS MEETING
 Westin Downtown, Denver CO
 Sunday, April 2, 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, Sarah Burrows, Molly Thompson, Hollis Zehnder, Ross Johnston, Kate Darcy Hohenthal, Jill Collet, Lynn Hickle

Absent: none

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

Ex Officio Absent: Carmen Diaz, Cara Doyle

Call to Order: 9:38 am by President, Scott Maynard

Passed around sign-in sheet and new Board roster for updates.

Introductions: S. Maynard, President

Review of Agenda: S. Maynard (Attachment)

Reviewed agenda and asked for additions or deletions – added Experience Magazine & 2018 conference; continued with agenda of previous day.

President's Remarks: S. Maynard

- Thank you to Steve Sellars for his work this past year - reviewed all accomplished.
- Thanks to Molly Thompson, Peggy Harrier & conference team.
- CEIA Board Goals: grow & develop initiatives, develop strategic partnerships, communication.
 - Grow organization (1,000 members by 2020)
 - Develop path to advertise to Institutions not already members
 - Each board member commit to two communications per year (blog, LinkedIn, Experience Magazine, News Brief, etc.)
 - Highlight member benefits – CareerEco virtual fairs; take training on the road (Tracey Dowling to lead)
 - CareerEco Virtual Career Fairs:
 - Region 3 & 5 October 24, 2017
 - Region 4 October 25, 2017
 - Region 1 & 2 February 20, 2018
 - Region 6 & 7 February 21, 2018
 - CEIA Academy – study expansion of professional development initiatives under this umbrella; train the trainer, standard curriculum, expand around the country.
- Board Handbook review – new board roster, position descriptions, timelines, calendar,
- Calendar for the year review:
 - Virtual meeting – week of July 18th
 - Fall board meeting – Denver, CO October 9-11th (Sun-Tues.)
 - Winter board meeting – January, 2017 (TBA)
 - Spring conference board meetings – April 1 & 2, 2017 Denver, CO

Action Item: Board will update their pages on website.

Action Item: P. Harrier to email updated board roster and distribution list to board members.

Professional Development: K. Harper/ S. Maynard

Action Item: K. Harper is looking for leaders to chair subcommittees in all areas of Professional Development.

- Volunteer sign-ups at conference and via email blast after conference.

- CEIA Academy – June 21-23, 2017 Vail, CO – register now.
- 2018 conference – develop track for 2 year Institutions
- Webinars – develop new track for 2017-18.

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.
- Collaborate on an article ref history of CEIA.
- Creating post survey for first issue feedback.

Financial Update: D. Cayse

Action Item: Peggy will send out budget request form by May 1st with expected return by June 1st to both D. Cayse and P. Harrier.

2017 Conference: M. Thompson, Chair

- 320 registrations!
- 16th Street Mall; arranged Planned Activities full - walking and bus tours, bar crawl & restaurants; t-shirts to sell for fundraiser.
- Reviewed agenda, program, schedule, entertainment, printed materials, etc.
- Sign-ups to cover events, registration, etc. onsite during conference.

2017 Conference: P. Harrier

- Review of Where to be When for board members.

2018 Conference: David Caffo, Wilmington University, Conference Chair

- Charleston, SC; Embassy Suites North; April 16-18, 2018
- In process: events, speakers, committees, student symposium, programming.

Motion Made, Seconded (S. Burrows/H. Zehnder) execute overflow hotel contract for 2018 conference. **Motion Carried.**

2019 Conference: Julie Hutt, chair Site Selection Committee

- 2019 conference will be in downtown Chicago. Negotiating with hotels now.
- Conference Chair - Cara Doyle, North Carolina State University, Raleigh

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.
 - Judene Pretti, University of Waterloo, will present prototype at conference –CEIA maintains ownership and has secured backup of 50+years of research

2017-18 CEIA Board Meetings: S. Maynard

- Virtual call/meeting – June 2017
- September 24-26, 2017 – Charleston, SC (Sun – Tues)
- January 2018 - Florida

Review of Action Items (Attached at end of these minutes)

Additions -

Action Item: Everyone will buy a T-shirt at conference.

Action Item: D. Koeltzow will provide Dropbox access for new board members.

Action Item: Update 2018 conference web pages by June 30, 2017.

Action Item: S. Maynard will send conference call schedule & groupings to Board by May 30th.

Action Item: P. Harrier will update web pages for board, award recipients, conference sites, past presidents, minutes, etc. by end of May 2017.

Action Item: M. Sharp will facilitate accepting submissions for Experience Magazine for spring publication.

Action Item: S. Burrows will develop Call for Proposals document for Research Grant.

Action Item: K. Harper will compile committee volunteer lists by June 1st.

Action Item: S. Sellars will send directions for using North American Directory.

Action Item: H. Zehnder will look into availability of Disney for January board meeting.

Wrap-up and Comments: S. Maynard

Adjournment: S. Maynard

Motion Made, Seconded (J. Hutt/S. Burrows) to adjourn the meeting at 11:30 am. **Motion Carried.**

The Cooperative Education and Internship Association
BOARD OF DIRECTORS MEETING
Westin Downtown, Denver CO
April 1-2, 2017

ACTION ITEMS

1. **Action Item: All regional VPs** will send regional and state events info for website calendar.
2. **Action Item: Board** will update their pages on website. (K. Harper spreadsheet).
3. **Action Item: S. Maynard** will work with Audit committee (Hutt, Dowling, Grob, Porter) to explore financial policies & procedures for future.
4. **Action Item: K. Harper** will facilitate update of Peer Resource Network over the next year.
5. **Action Item: K. Harper** to facilitate update of Skills, Tools Hotspot pages.
6. **Action Item: Board members** to review and update North American Directory pages.
7. **Action Item: Board members** to review and populate Employer Directory pages.
8. **Action Item: S. Maynard** will capture virtual career fair employers for directory on website.
9. **Action Item: Board members** send their committees (names & Institution) to Peggy & Dawn to add to website.
10. **Action Item: Include** student award nominee highlights in social media posts & on blog.
11. **Action Item: Board members** to send ideas for new benchmarking survey to S. Burrows.
12. **Action Item: K. Harper** will distribute Awards Disclaimer statement to board of Directors
13. **Action Item: P. Harrier** will forward Audit Committee written report to board.
14. **Action Item: K. Harper** will follow-up to see if past Vail attendees have renewed memberships
15. **Action Item: Site Selection Committee** will negotiate and secure 2019 hotel contract by June, 2017.

16. **Action Item: J. Jones** will submit updated nominations requirements and rubric for Two Year Program Student award selection process to be added to website.
17. **Action Item: S. Burrows** will submit updated nominations requirements and rubric for Wilson and Tyler award selection process to be added to website.
18. **Action Item: V. Porter** will put in Dropbox the membership survey and samples of monthly communications being piloted for other Regional VPs to model.
19. **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.
20. **Action Item: Site Selection Committee** will negotiate and secure 2019 hotel contract by June, 2017.
21. **Action Item: P. Harrier** will coordinate timeline with S. Burrows to rollout new survey.
22. **Action Item: Board** will update their pages on website.
23. **Action Item: P. Harrier** to email updated board roster and distribution list to board members.
24. **Action Item: K. Harper** is looking for leaders to chair subcommittees in all areas of Professional Development.
25. **Action Item: Peggy** will send out budget request form by May 1st with expected return by June 1st to both D. Cayse and P. Harrier.
26. **Action Item: Everyone** will buy a T-shirt at conference.
27. **Action Item: D. Koeltzow** will provide Dropbox access for new board members.
28. **Action Item: Update** 2018 conference web pages by June 30, 2017.
29. **Action Item: S. Maynard** will send conference call schedule & groupings to Board by May 30th.
30. **Action Item: P. Harrier** will update web pages for board, award recipients, conference sites, past presidents, minutes, etc. by end of May 2017.
31. **Action Item: M. Sharp** will facilitate accepting submissions for Experience Magazine for spring publication.
32. **Action Item: S. Burrows** will develop Call for Proposals document for Research Grant.
33. **Action Item: K. Harper** will compile committee volunteer lists by June 1st.
34. **Action Item: S. Sellars** will send directions for using North American Directory.
35. **Action Item: H. Zehnder** will look into availability of Disney for January board meeting.