

The Cooperative Education and Internship Association
BOARD OF DIRECTORS MEETING
Marriott City Centre, Dallas, Texas
Sunday, April 3, 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: Steve Sellars, Kelly Harper, Jose Pereira, Veronica Porter, Joe Catrino, Sara Muzzy, Dan Cayse, Anderson Lee, Scott Maynard, Michael Sharp, Patricia Bazrod, Penny Grob, Al King, Connie Dietz, Jessy Jones, Tracey Dowling, Maria Kruger

Absent: Hollis Zehnder, Andrew Harper, Sarah Burrows

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

Ex Officio Absent: Julie Hutt

Call to Order: 9:45 am by President, Steve Sellars

Introductions: S. Sellars

Review of Agenda: S. Sellars (Attachment)

S. Sellars reviewed agenda and asked for additions or deletions – no changes, so continue with agenda of previous day.

President's Remarks: S. Sellars

- Board meeting expectations; address issues thoroughly, keep moving forward.
- 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
- Expectations: 3 “M’s”
 - Mentorship
 - Membership
 - Moving things forward

Action Item: Board will update their pages on website.

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

Future Planning: Breakout Groups

- Brainstorm ways to include mentorship to your current role on the board.

2016 Conference: P. Harrier

- Review of Where to be When for board members.

2017 Conference: Molly Thompson, Chair, Metropolitan State University of Denver (Attachment)

- Westin Denver Downtown; April 2-4, 2017; \$159 + 14.75% tax/night, single/double; \$10/night kickback CEIA.
- Theme – “Destination Denver”
- 16th Street Mall; arranging walking and bus tours, industry tour possible.
- In process: events, speakers, committees, student symposium, programming.

Mentoring Program: P. Bazrod

- Discussion of initiative for members in their jobs three years or less.
- Roles of VP of Marketing & Communications and newly approved VP of Member Development and Retention.

Professional Development: C. Dietz

- CEIA Academy – Vail, CO June 15-17th; cap at 30 - cohort group
 - Provide training beyond event
- Idea of resurrecting Experienced person's retreats discussed.
- Discussion of paying presenters took place.

Motion Made, Seconded (P. Grob/J. Pereira) to cover travel expenses for presenters if their Institution does not cover for CEIA Academy in Vail 2016. **Motion carried.**

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

Additions -

Action Item: S. Maynard to negotiate A/V contract for 2018 Charleston

Action Item: J. Catrino will provide Dropbox access for new board members.

Action Item: Update 2017 conference web pages by June 30, 2016.

Action Item: M. Sharp will identify Experience Magazine roles by end of April 2016.

Action Item: P. Harrier will update web pages for board, award recipients, conference sites, past presidents, minutes, etc. by end of May 2016.

Action Item: M. Sharp will work toward accepting submissions for Experience Magazine in June 2016 for fall publication.

Action Item: P. Bazrod will reboot mentoring initiative by June 15, 2016.

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

Action Item: S. Maynard will work with Audit committee to explore financial policies & procedures for future.

Action Item: S. Sellars will finalize Audit committee membership for 2016-17.

Next CEIA Board Meeting: S. Sellars

- Virtual meeting – week of July 18th

Wrap-up and Comments: S. Sellars**Adjournment:** S. Sellars

Motion Made, Seconded (P. Grob/J. Pereira) to adjourn the meeting at 12:12 pm. **Motion Carried.**

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April 2-3, 2016

ACTION ITEMS

1. **Action Item: All regional VPs** will send regional and state events info for website calendar.
2. **Action Item: Executive Committee** will review RFP for Development Associate position.
3. **Action Item: Board** will update their pages on website.
4. **Action Item: Kelly Harper** will prepare report for Journal funds expenditures for ACEN, CAFCE, WACE.
5. **Action Item: H. Zehnder** will assume responsibility for coordinating webinar offerings with new Webinar Committee and take lead for several future webinar offerings (i.e. veterans, paid internships).
6. **Action Item: Joe Catrino** to create timeline for production and distribution of news briefs, e-blasts, etc.
7. **Action Item: J. Catrino & P. Harrier** will pursue proposal for housing Journal database with University of Waterloo by January board meeting.
8. **Action Item: H. Zehnder and K. Harper** will review and update criteria & process for Schneider and Kettering awards.
9. **Action Item: K. Harper** will work with committees to identify 2018 conference chair.
10. **Action Item: Next year's board** discuss creation of policy for paying CEIA presenters.
11. **Action Item: Next year's board** discuss creation of budget committee for future training events.
12. **Action Item: Professional Development Committee** to develop ideas for expanding service to members--- progress over perfection.
13. **Action Item: C. Dietz** will create a timeline for completion of professional development initiatives.
14. **Action Item: S. Maynard** will facilitate new website updates of pages as new board transitions into positions.
15. **Action Item: P. Harrier** will collect web page changes and work with web folks to update all.
16. **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.
17. **Action Item:** With 610 current membership renewals for 2016, board goal to reach 700 memberships by December 31, 2016.
18. **Action Item: Board** will update their pages on website.
19. **Action Item: P. Harrier** to email updated board roster and distribution list to board members.
20. **Action Item: S. Maynard** to negotiate A/V contract for 2018 Charleston
21. **Action Item: J. Catrino** will provide Dropbox access for new board members.
22. **Action Item: Update** 2017 conference web pages by June 30, 2016.
23. **Action Item: M. Sharp** will identify Experience Magazine roles by end of April 2016.
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26. **Action Item: P. Bazrod** will reboot mentoring initiative by June 15, 2016.
27. **Action Item: K. Harper** will compile committee volunteer lists by May 1st.
28. **Action Item: S. Maynard** will work with Audit committee to explore financial policies & procedures for future.
29. **Action Item: S. Sellars** will finalize Audit committee membership for 2016-17.