

The Cooperative Education and Internship Association
BOARD OF DIRECTORS MEETING
 Seattle, Washington April 5, 2014

(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: Randy Poole , Kent Phillips, Connie Dietz, Beth Settje, Patty Bazrod, Steve Sellars, Kelly Harper, Joseph Banks, Lisa Garza, Carmen Diaz, Scott Maynard, Penny Grob, Jose Pereira, Lisa Tandan, Anderson Lee, David Snow, Maxine Herbert-Hill

Absent: Tracey Bowen, Dan Cayse

Ex Officio Present: Peggy Harrier, Andrea Newton, Jimmie Henslee, Michele Clare

Ex Officio Absent:

Guest: Al King

Saturday, April 5, 2014

Call to Order: 1:00 pm by President, C. Dietz

Review of Agenda: C. Dietz (Attachment)

C. Dietz reviewed agenda and asked for additions or deletions.

Motion Made, Seconded (K. Harper/D. Snow) to accept agenda. **Motion Carried.**

President's Report: C. Dietz (Attachment)

Introduction: guest, Al King, incoming board member.

Board Dinner will be held at Salty's Restaurant downtown.

Expressed gratitude to leaving board members: Lisa Garza, Maxine Herbert-Hill, Tandy Poole, Kent Phillips, Andrea Newton.

Past President's Report: R. Poole (Attachment)

- **Nominations and Elections** Committee: K. Phillips, C. Diaz, S. Sellars, R. Poole, chair.
- Election results:
 - President Elect: Kelly Harper, Cincinnati State College
 - Region 1: Veronica Porter, Northeastern University
 - Region 3: Carmen Diaz, Valencia College
 - Region 5: Steve Sellars, West Texas A&M University
 - Region 7: Al King, Lane Community College
 - VP Employer Network: Hollis Zehnder, The Walt Disney Company
 - VP Internship Network: Beth Settje, University of Connecticut
- One Year Appointment: VP Marketing and Membership: Joe Catrino, Quinnipiac University
- Ex-Officio Appointments:
 - 2015 Conference Chair: Julie Hutt, University of South Carolina
 - Journal Editor: TBA
 - Development Associate: TBA
- R. Poole, Chair, **Awards Committee:** S. Maynard, L. Tanden, L. Garza, K. Phillips, P. Bazrod, T. Bowen.
 - H. Randall Poole **Dean Herman Schneider Award** (Educator)
Marjorie Apel - Manhattan College
 - Kent Phillips **Charles Kettering Award** (Employer)
Judi Best – Washington State Senate
 - Scott Maynard **Cooperative Education Student Achievement Award**

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| <ul style="list-style-type: none"> ➤ Lisa Garza ➤ Lisa Tandan ➤ Tracey Bowen ➤ Tracey Bowen ➤ Patricia Bazrod | <p>Matthew Forrest - Lehigh University
 Internship Student Achievement Award</p> <p>Paige Duggins – Southwestern University
 Two Year Program Student Achievement Award</p> <p>Sankit Gada – Macomb Community College
 Ralph W. Tyler Award - Not Awarded</p> <p>James W. Wilson Award - Not Awarded</p> <p>Best Practices Award - Not Awarded</p> |
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Minutes of previous meeting: P. Harrier (Attachments)

- Review and approval of January 16-17, 2014 board meeting minutes.

Motion Made, Seconded (K. Phillips/C.Diaz) to accept minutes as presented. **Motion Carried.**

Financial Reports: J. Henslee (Attachments)

- 2013 Conference revenue over expenses: \$24,525.58.
- Review of current financial statements for Association, Conference, NAWIL and Journal Accounts. (June 1-Feb. 28, 2014).
- Presented consolidated Income Statement and Balance Sheet.

Motion Made, Seconded (P. Grob/ M. Herbert-Hill) to accept financial reports as presented. **Motion Carried.**

Audit Committee Update: K. Phillips, Chair (Attachments)

- Audit Committee: P. Bazrod, S. Maynard, K. Harper, S. Sellars, K. Phillips.
- Materials supplied by D. Cayse, J. Henslee.
- Handout – pg.1 overview of report.
 - Pgs 2-3 questions & answers
- Recommendations for further review:
 1. Composition of Audit Committee in future (requires by-laws change)
 2. Consolidation of multiple checking accounts
 3. Increase revenue vs. expenditures

Motion Made, Seconded (K. Harper/B. Settje) to accept Audit Committee report as presented. **Motion Carried.**

- Discussion took place regarding recommendation #3 – all to keep an eye on revenue stream in the future; prepare orchestrated revenue producing plan; review board related expenses; look at strategic plan for priorities; data mining last five year cycle ref conferences & membership; webinar/virtual board meeting to eliminate one/year; review of membership & conference fees; revenue generation is the KEY!

Honor Roll: 12 donors this year!

- 2014 - \$1,100 raised from solicitation of lifetime members, past award recipients and membership.
- 2013 - \$ 775
- 2012 - \$ 775
- 2011 - \$ 700

2014 Conference: P. Harrier (Attachments)

- 262 registrations; Peggy reviewed Schedule-at-a-Glance, keynote and plenary speakers, pre-conference sessions, volunteers.
- B. Settje reviewed breakout and speed sessions.
- Peggy reviewed Board chart, who, where, when (handout) for board involvement over next three days.
- Connie thanked committee for teamwork on conference planning.

2015 Conference: P. Bazrod

- Atlanta, Georgia (fri. Mar. 27- wed. Apr. 1).
- downtown hotel –Marriott Atlanta Marquis; \$109/night.
- 2015 Conference Chair: Julie Hutt, University of South Carolina

Membership Report: P. Harrier (Attachment)

- **Membership summary:**
 - Total 2013 members: 649
 - Total 2012 members: 611
 - Total 2011 members: 641
 - Total 2010 members: 668
 - Total 2009 members: 629
 - Total 2008 members: 760
 - Total 2007 members: 729
- 2014 total new/renewed to date: 600 (558 paid + 42 lifetime members);

Action Item: P. Harrier will send membership spreadsheet to Regional VPs.

Action Item: Regional VPs will reach out to non-renewed members.

Action Item: Goal of 100 more 2014 members.

Professional Development: D. Snow

- NAWIL returning to Vail, CO for June 11-13, 2014 regional training event; Manor Vail Lodge-\$135/night; breakfast included

Action Item: D. Snow will provide schedule of future webinars for the year.

Executive Committee Reports: C. Dietz

1. By-Laws Revision: C. Dietz (Attachment)

- C. Dietz reviewed updated and recommended revisions that have been approved by Executive Committee.

Motion Made, Seconded (L. Garza/J. Banks) to amend by-laws as presented, pg. 26 “All checks will require the signature of either the President or Vice President of Finance.” **Motion Carried.**

Motion Made, Seconded (C. Diaz/P. Grob) to amend by-laws as presented, pg. 27 “The Audit Committee shall consist of 3 – 5 CEIA members in good standing.”. **Motion Carried.**

2. Site Selection Proposal: S. Maynard (Attachment)

- Committee includes Scott Maynard, Helen Oloroso, Kent Phillips.
- Site Selection Process proposal reviewed and discussion of general guidelines beginning with 2016 conference.
- Additional items for consideration to be included in site negotiations - board meeting, internet in sleeping and meeting rooms, A/V % discount, 10-20 exhibitors space.
- Serve as conference co-chair

Motion Made, Seconded (S. Maynard/ J.Pereira) to accept site selection process as amended. **Motion Carried.**

- General guidelines will be used and refined as move forward.

Action Item: S. Maynard will update Site Selection Process documents and P. Harrier will send to board.

Action Item: C. Dietz will update by-laws amendments.

3. Development Associate: C. Dietz

- In process – move to new board for follow through.

Motion Made, Seconded (S. Maynard/D. Snow) to suspend meeting at 4:15 pm. **Motion carried.**

Board dinner – meet in in lobby at 5:30 pm.