

The Cooperative Education and Internship Association  
 BOARD OF DIRECTORS MEETING  
 Virtual, July 8, 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:** Patty Bazrod, , Beth Settje, Tracey Bowen, Steve Sellars, Carmen Diaz, Penny Grob, Jose Pereira, Lisa Tandan, David Snow, Veronica Porter, Joe Catrino, Hollis Zehnder, Kelly Harper, Sara Muzzy

**Absent:** Dan Cayse, Connie Dietz, Anderson Lee, Al King, Scott Maynard

**Ex Officio Present:** Peggy Harrier, Julie Hutt

**Ex Officio Absent:**

**Tuesday, July 8, 2014**

**Call to Order:** 2:00 pm by President, Patty Bazrod

**Review of Agenda:** P. Bazrod (Attachment)

P. Bazrod reviewed agenda and asked for additions or deletions – no changes.

**Minutes of previous meetings:** P. Harrier (Attachment)

- Review and approval of April 5, 2014 board meeting minutes.

**Motion Made, Seconded** (P.Grob/C.Diaz) to accept minutes. **Motion Carried.**

- Review and approval of April 6, 2014 board meeting minutes.

**Motion Made, Seconded** (P. Grob/T.Bowen) to accept minutes as amended (remove action item #13). **Motion Carried.**

- Review of April 7, 2014 Annual Business meeting minutes.
  - Will be approved at next year's annual meeting.

**2016 Conference:** K. Harper

- Chair: Dawn Koeltzow, Bradley University, Illinois
- Site Selection committee – chaired by Scott Maynard ( Kent Phillips and Helen Oloroso)

**Action Item:** Conference Committee searching in Region 5 – Dallas or New Orleans for 2016 conference location.

**2014 Conference:** P. Harrier

- Income over expenses = \$30,000+ (final numbers not in yet)

**2015 Conference:** J. Hutt, Conference Chair

- Atlanta, GA; downtown Marriott Marquis; March 29-31, 2015
- “Change, Challenge, Opportunity” theme; new logo complete; free WI-FI in rooms.
- Conference format similar to NACE. 6 Tracks, 4 levels and 4 audience types
- Conference Committee in place-Mary Fisher local committee; Maria Kruger and Kelly Harper (registration AND volunteers); Connie Dietz session selection/program

**Action Item:** Website up and functional by July 20<sup>th</sup>.

- Conference budget reviewed and consensus to proceed.

**Action Item:** P. Harrier will email conference budget to board.

- Fees same as 2014; Call for Proposals materials in process.
- Development – Julie Hutt, Kelly Harper and Dawn Koeltzow (majority of outreach)
- Board charged with (1 conf sponsor, 1 exhibitor & 2 program sponsors). Target companies assigned by Sept.
- Dropbox: 2015 Conference Outreach to sponsors (4 tabs sponsors, exhibitors, employer panel, swag) and 2015 Conference planning timeline and POC excel document
- Deadline to get everything up and running by August 15th

**2014-15 Budget:** P. Harrier (D. Cayse absent)

- In process; missing several requests; please submit by August 1<sup>st</sup>.

**Action Item: D. Cayse** will forward proposed budget to entire board when completed.

**Action Item: Board** agreed to operate under the proposed budget with official approval to occur at October meeting.

**Financial Procedures Update:** P. Harrier (D. Cayse absent)

- New financial procedures in place; 2 consolidated accounts (membership and conference); D. Cayse & P. Harrier developed accounting worksheets and opened local accounts in Cincinnati; DEBIT cards secured for Association business.
- Residual transition issues: HOSTWAY servers and domain renewals; CEIA email switched to Exchange.
- No communication or cooperation over past three months.
- Contract with D. Cayse for 1 year as continue revisions to financial procedures; temporary; more transparency.

**Professional Development:** D. Snow/P. Harrier

- Update on Vail event – 29 participants; income \$7900/ income over expenses \$4,373

**Action Item: NAWIL** will review returning to Vail, CO for June 2015 regional training event.

- Distributed post training evaluation summary to board.

**Action Item: D. Snow** will prepare information for potential CEIA training program for colleges' new staff training and/or earning of certificate.

**Experience Magazine:** M. Clare resigned (UC Associate Director promotion)

- Future direction on HOLD for October meeting.

**Journal:** T. Bowen (see attachment)

Task Force: Bob Penkala, chair; Maureen Drysdale, Tracey Bowan, Sheri Dressler, Michelle Clare, Beth Settje

Purpose: To gather information from various stakeholders including recent and past editors, editorial board members, reviewers and contributors; and make recommendations for the future.

**Action Item: Task Force** formed to review new options for both JCEI and Experience magazine.

**Student Achievement Awards:** B. Settje

**Action Item: Chairs of students awards** to review rubrics for updating.

- Keep November 15<sup>th</sup> deadlines.

**Old Business:**

- CAS membership renewal \$400

**Motion Made, Seconded** (B. Settje/P. Grob) to renew the CAS membership for CEIA for \$400. **Motion Carried.**

- **Membership Update:** P. Harrier
  - Had 600 members at conference; now have 642 members (24 already renewed for 2015); almost halfway to goal of adding 100 members by end of year.

**2014-15 Board Meetings:** P. Bazrod

- Atlanta, GA – October 15-17, 2014 (Wed.-Fri.)
  - Plan on arriving in Atlanta at the hotel by noon on Wednesday, Oct. 15 for afternoon meetings; Regional VPs will gather on Wed. time to be determined; book flights now; policy must book prior to 21 days; you pay for airfare, ground transportation, some meals and personal; CEIA will cover hotel for Wednesday and Thursday nights & reimbursement available for airfare.
  - Meeting will end no later than 12:00 noon on Friday, the 17th
  - Airport is about one hour from hotel but there is a rail system available.
- Walt Disney World – January 14-16, 2015 (Wed.-Fri.) Grand Floridian Resort.

**Review of Action Items:** (attached at end of these minutes)

**Adjournment:** P. Bazrod

**Motion Made, Seconded** (K. Harper/J.Catrino) to adjourn the meeting at 3:05 pm. **Motion Carried.**

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ACTION ITEMS

1. **Action Item: D. Snow** will investigate train the trainer program for National Academy, training opportunities and branding name going forward
2. **Action Item: D. Cayse** will prepare financial statement for Journal partnership members.
3. **Action Item: Each board member** will recruit one new CEIA member!
4. **Action Item: D. Cayse** work with WACE on joint billings for membership and journal.
5. **Action Item: Regional VPs** to become active on LinkedIn pages.
6. **Action Item: All board members** to post reports, etc. on Dropbox going forward.
7. **Action Item: All regional VPs** will send regional and state events info for website calendar.
8. **Action Item: B. Penkala** will serve as point person to chair a task force to conduct a feasibility study of both Journal and Experience Magazine. Will submit report at October board meeting.
9. **Action Item: RFP** for replacement of Development Associate is being prepared.
10. **Action Item:** Prepare billing for Journal partnership to WACE.
11. **Action Item: D. Snow** & Webinar committee to prepare proposal for October Board meeting for future of offerings, costs, etc.
12. **Action Item: Goal** of 100 more 2014 members.
13. **Action Item: D. Snow** will provide schedule of future webinars for the year.
14. **Action Item:** S. Maynard will update Site Selection Process documents and P. Harrier will send to board.
15. **Action Item:** C. Dietz will update by-laws amendments.