

The Cooperative Education and Internship Association
 BOARD OF DIRECTORS MEETING
 Virtual June 14, 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, Dan Cayse, Scott Maynard, Patricia Bazrod, Jessy Jones, Tracey Dowling, Dawn Koeltzow, Andrew Harper, Julie Hutt, Sarah Burrows, Molly Thompson, Hollis Zehnder, Kate Darcy Hohenthal, Jill Collet

Absent: Al King, Sara Muzzy, Ross Johnston, Lynn Hickle

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

Ex Officio Absent: none

Call to Order: 2:00 pm EST by President, Scott Maynard

Review of Agenda: S. Maynard (Attachment)

Reviewed agenda and asked for additions or deletions – add Two-year Network and Experience Magazine reports.

Minutes of previous meetings: P. Harrier (Attachments)

- Review and approval of April 1st board meeting minutes.

Motion Made, Seconded (S. Sellars/M. Thompson) to accept April 1st minutes. **Motion Carried.**

- Review and approval of April 2nd board meeting minutes.

Motion Made, Seconded (A. Harper/V. Porter) to accept April 2nd minutes. **Motion Carried.**

- Annual Business Meeting 2017 – reviewed minutes; hold for approval at next conference

President's Remarks: S. Maynard

- Executive Committee Strategic Planning Retreat: Cincinnati, OH; May 10-11, 2017
- Association Manager review completed for Peggy Harrier and extended contract for three years.
- Treasurer review completed and extended contract for two years with Dan Cayse.
- Non-renewed VP Development position - Carmen Diaz.
- Selected Cara Doyle, North Carolina State University, to serve as 2019 Conference Chair.
- Development of Business Plan – Scott and Dan to pursue plan.

2017 Conference: M. Thompson, Chair

- Income over expenses = \$42,471

2018 Conference: David Caffo, Wilmington University, Conference Chair

- Charleston, SC; Embassy Suites North; April 16-18, 2018 (hotel contact is Heather Austin)
- “Where History is a Foundation for Innovation” theme
- Logo samples in Dropbox – Lisa Barlow, U. Cincinnati, handling marketing graphics again this year.
- Penny Grob named Registration chair; conference committee being formed
- Sarah Burrows chairing Conference programming committee – reviewing Call for Proposals content & delivery methods
- Website will be live by mid-July; Call for Proposals will be posted by August 15th.
- In process: events, speakers, subcommittees, student symposium, programming.

2019 Conference: Julie Hutt, chair, Site Selection Committee

- 2019 conference will be at Westin River North Hotel, downtown Chicago; finalizing contract.
- Conference Chair - Cara Doyle, North Carolina State University, Raleigh

CEIA Academy – June 21-23, 2017 Vail, CO – 29 attendees

- 25 paid (11 members/14 non-members)
- Presenters: Scott Maynard, Zach Osborne, Patty Bazrod
- Post training survey will be distributed after completed; follow-up/mentoring for attendees.
- In negotiations for 2018 training event in Vail – June 13-15, 2018.

Blog & LinkedIn postings – S. Maynard

- Schedule for each board member to produce articles each month – send to Board
- Dawn Koeltzow will facilitate topics and posting reviews.

Professional Development: K. Harper

- Looking for leaders to chair subcommittees in all areas of Professional Development.
- Update your webpages – check links and out-of-date info (by August 1st to Peggy Harrier)
- Volunteer sign-ups from conference and via email blast after conference – for board committees
- 2018 conference – develop track for two-year Institutions
- Webinars – develop new track for 2017-18.
- Career Eco – added to website – facilitated by Scott Maynard

Research: S. Burrows

- Student Research Award current – Cheryl Cates still on leave so Emily Frazier will take over
- Student Research Award future – hold & offer every other year.
- Overseeing Tyler & Wilson Awards
- Preparing Benchmarking survey of membership for fall.

Two Year Network: J. Jones

Researched membership – 95 people; 47 institutions identified; 6 new schools.

Experience Magazine: M. Sharp

- Expanded focus; Issue 1 had 48 submissions – 22 articles accepted, 13 published
- Already have 9 articles for Issue 2 - hope to publish in December.
- Looking for sponsorships, ads, articles from blogs, LinkedIn, Career Eco, high school programs.
- Collaborate on an article ref history of CEIA; spotlight Journal Portal through U. of Waterloo.
- Creating post survey for first issue feedback.
- Issue 3 planning for spring (conference time)

Financial Update: D. Cayse

- Increase 2018 conference fees (\$5/registration):

MEMBER RATES	Current	\$5 Increase
Early Bird	\$470	\$477
Regular	\$520	\$525
Late	\$570	\$575
One-Day	\$295	\$300

- Maintain 2018 membership fees:

Membership Rates	CURRENT
Individual	\$200
Org- up to 3	\$480
Org- 4+	\$160 each

- Hold approval of 2017-18 operating budget to fall board meeting.
- Hold approval of Conference budget to fall board meeting.

2017-18 CEIA Board Meetings: S. Maynard

- Virtual call/meeting – June 14, 2017
- September 24-26, 2017 – Charleston, SC (Sun – Tues)
- January 7-9, 2018 – Marriott Tampa Waterside, Florida (confirmed after the meeting)
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Review of Action Items (Attached at end of these minutes)**Wrap-up and Comments:** S. Maynard**Adjournment:** S. Maynard

Motion Made, Seconded (J. Hutt/S. Burrows) to adjourn the meeting at 3:15 pm EST. **Motion Carried.**

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ACTION ITEMS

1. **Action Item: Board** will update their pages on website. (K. Harper spreadsheet).
2. **Action Item: S. Maynard** will work with Audit committee (Hutt, Dowling, Grob, Porter) to explore financial policies & procedures for future.
3. **Action Item: K. Harper** will facilitate update of Peer Resource Network over the next year.
4. **Action Item: K. Harper** to facilitate update of Skills, Tools Hotspot pages.
5. **Action Item: Board members** to review and update North American Directory pages.
6. **Action Item: Board members** to review and populate Employer Directory pages.
7. **Action Item: S. Maynard** will capture virtual career fair employers for directory on website.
8. **Action Item: Board members** send their committees (names & Institution) to Peggy & Dawn to add to website.
9. **Action Item: D. Koeltzow** will include student award nominee highlights in social media posts & on blog.
10. **Action Item: P. Harrier** will forward Audit Committee written report to board.
11. **Action Item: J. Jones** will submit updated nominations requirements and rubric for Two Year Program Student award selection process to be added to website.
12. **Action Item: S. Burrows** will submit updated nominations requirements and rubric for Wilson and Tyler award selection process to be added to website.
13. **Action Item: K. Harper** is looking for leaders to chair subcommittees in all areas of Professional Development.
14. **Action Item: Update** 2018 conference web pages by July 15, 2017.
15. **Action Item: M. Sharp** will facilitate accepting submissions for Experience Magazine for future publications.
16. **Action Item: Board members** will send their website updates to P. Harrier by August 1st.