

The Cooperative Education and Internship Association
 BOARD OF DIRECTORS MEETING
 Virtual, June 18, 2015

(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: Kelly Harper, Steve Sellars, Carmen Diaz, Penny Grob, Jose Pereira, Lisa Tandan, Veronica Porter, Joe Catrino, Hollis Zehnder, Sara Muzzy, Dan Cayse, Connie Dietz, Beth Settje, Anderson Lee, Scott Maynard, Lisa Garza, Tracey Bowen, Al King.

Absent: Patty Bazrod

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

Ex Officio Absent: none

Call to Order: 2:00 pm by President, Kelly Harper

Review of Agenda: K. Harper (Attachment)

K. Harper reviewed agenda and asked for additions or deletions – no changes.

Minutes of previous meeting: P. Harrier (Attachments)

Review and approval of March 28 and March 29, 2015 board meeting minutes (two sets).

Motion Made, Seconded (S. Maynard/A. Lee) to accept both sets of minutes. **Motion Carried.**

President’s Updates – Executive Committee: K. Harper

- Association Manager review completed for Peggy Harrier.
- Treasurer review completed and renewed contract for another year with Dan Cayse.
- Discussion ref succession planning.
- Discussion and outreach for future of Experience Magazine.
- Created strategy to investigate possibility of National Academy (NAWIL) leadership training.

Experience Magazine: K. Harper

- Possible partnership with University of Cincinnati – Michael Sharp, Center for Service Learning & Civic Engagement, Assistant Professor of Experiential Learning.
- Business Collaboratory class within Division of Professional Practice and Experiential Learning (ProPEL)
- Interested in researching target market and branding as well as production of future issues.

Action Item: K. Harper and J. Catrino will explore collaboration with U.C. for Experience Magazine partnership.

Site Selection Committee: K. Harper

Committee to work in 2015	Committee to work in 2016	Committee to work in 2017
Site Selection Committee for 2018 Conference	Site Selection Committee for 2019 Conference	Site Selection Committee for 2020 Conference
Scott Maynard (Chair)	Julie Hutt (Chair)	Dawn Koeltzow (Chair)
Julie Hutt	Dawn Koeltzow	Molly Weller
Molly Weller	New Conference Chair for 2018	New Conference Chair 2019

Audit Committee: K. Harper

Kent Phillips, Chair; S. Maynard, S. Sellars, V. Porter, D. Cayse (ad hoc).

- The charge is to look at the two existing roles we have on the CEIA Board - VP of Finance and Treasurer.
- Also, ongoing work of the Audit Committee and review of the books.

Budget Proposal: D. Cayse

- 2014-15 Budget not closed out yet – missing student awardees conference expenses.
- 2015 Conference Budget – approximately \$25,915.28 income over expenses. Books not closed yet, missing the following items:
 - Expenditures for student awardees (this should come out of student honor roll fund); need how many awardees we paid hotel nights & meals for; expenditures for comped rooms; income for \$10/night charge backs.
- 2015-16 Proposed Budget – includes following enhancements:
 - Web Upgrade \$7,000 included (does not include Journal site)
 - Increase 2016 conference fees (\$25/registration)

MEMBER RATES	Current	\$25 Increase
Early Bird	\$425	\$450
Regular	\$475	\$500
Late	\$525	\$550

Motion Made, Seconded (T. Bowen/H. Zehnder) to approve 2015-16 Budget. **Motion Carried.**

2015 Conference: J. Hutt, Chair,

- Post Conference survey summary and presenter evaluation summaries shared with incoming conference chairs.
- Working with Atlanta hotel to secure remaining \$\$ figures needed to close out the books.

2016 Conference: D. Koeltzow, Chair

- Marriott City Center, Dallas, TX; April 3-5, 2016
- Theme: “BIG IDEAS”; “Big Things Happen Here”
- \$159/night; \$10/night kickback to CEIA
- Preliminary conference budget presented; conference committee set; agenda and graphics/logo on website now; Employer Day (\$150); Keynote & Proposals committees ready
- Sponsorships/Development – A. Lee, chair (\$30,000 target)
- Marketing – P. Harrier & J.Catrino

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

- Westin Denver Downtown; April 2-4, 2017; \$159 + 14.75% tax/night, single/double; \$10/night kickback CEIA.

Professional Development: P. Harrier/K. Harper

- NAWIL in Vail – 23 attendees last week.
 - Presenters: Zach Osborne, Dan Cayse, Peggy Harrier, Connie Dietz.
 - Post training evaluation has been distributed and collecting responses now.
- Proposed Leadership Certificate – K. Harper discussed strategy going forward including online needs assessment and two sessions at 2016 conference to garner support.

Action Item: P. Harrier will distribute membership needs assessment survey ref leadership training by June 22nd.

Research – T. Bowen

Action Item: All to ask about the procedures for non-academic staff receiving project grant money at your institutions. This is an important factor for developing the grant application criteria.

2015-16 Board Meetings: K. Harper

- Dallas, Texas – September 30-October 2, 2015 (Wed.-Fri.)
- Disney Grand Floridian, Orlando, Florida – January 2015 (Mon.-Wed.) (1/11- 1/14 tentative)

Action Item: P. Harrier will send invites to Board for Dallas Board meeting hotel reservations by August 15th.

Action Item: K. Harper will work with H. Zehnder/K. Phillips to finalize arrangements for January board meeting.

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

Wrap-up and Comments: K. Harper

Adjournment: K. Harper

Motion Made, Seconded (S. Sellars/A. King) to adjourn the meeting at 3:15 pm. **Motion Carried.**

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ACTION ITEMS

1. **Action Item: All regional VPs** will send regional and state events info for website calendar.
2. **Action Item: K. Harper** will set up committee to review non-student award criteria for next year.
3. **Action Item: Joe Catrino** will research how to secure the Journal archives.
4. **Action Item: Executive Committee** will investigate what it will take to fund Experience Magazine Editor’s position and prepare proposal.
5. **Action Item: Executive Committee** will review RFP for Development Associate position.
6. **Action Item: D. Cayse** will investigate conference cancellation insurance.
7. **Action Item: Regional VPs** will reach out to non-renewed members.
8. **Action Item: Goal** of 100 more 2015 members.
9. **Action Item: P. Harrier** will follow-up with J. Catrino and U. of Waterloo to discuss possible partnership for Journal database.
10. **Action Item: B. Settje** will revise non-paid internship statement and send to board for review by end of July.
11. **Action Item: Executive Committee** develop proposal for Experience Magazine Editor or Communications/social media manager by Sept/Oct. board meeting.
12. **Action Item: T. Bowen** will present proposal at October board meeting for future direction of VP Research.
13. **Action Item: Board** will update their pages on website.
14. **Action Item: S. Sellars** will coordinate effort to create content areas for each region on website.
15. **Action Item: C. Dietz** will lead an investigation and prepare a proposal for a possible certificate in leadership or co-op/internship management.
16. **Action Item: D. Koeltzow** will post 2016 conference pages by July 15th.
17. **Action Item: D. Koeltzow** will prepare and post 2016 conference Call for Proposals by August 1st .
18. **Action Item: K. Harper and J. Catrino** will explore collaboration with U.C. for possible Experience Magazine partnership.
19. **Action Item: P. Harrier** will distribute membership needs assessment survey ref leadership training by June 22nd.
20. **Action Item: All** to ask about the procedures for non-academic staff receiving project grant money at your institutions. This is an important factor for developing the grant application criteria.
21. **Action Item: P. Harrier** will send invites to Board for Dallas Board meeting hotel reservations by August 15th.
22. **Action Item: K. Harper** will work with H. Zehnder/K. Phillips to finalize arrangements for January board meeting.