

The Cooperative Education and Internship Association  
 BOARD OF DIRECTORS MEETING  
 Virtual, June 22, 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, Sara Muzzy, Dan Cayse, Anderson Lee, Scott Maynard, Michael Sharp, Patricia Bazrod, Penny Grob, Al King, Jessy Jones, Tracey Dowling, Maria Kruger, Dawn Koeltzow, Andrew Harper, Sarah Burrows

**Absent:** Hollis Zehnder, Connie Dietz, Julie Hutt

**Ex Officio Present:** Peggy Harrier, Molly Thompson, David Caffo

**Ex Officio Absent:** none

**Call to Order:** 3:00 pm EST by President, Steve Sellars

**Review of Agenda:** S. Sellars (Attachment)

S. Sellars reviewed agenda and asked for additions or deletions – added Journal Update.

**Minutes of previous meeting:** P. Harrier (Attachments)

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

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

- Review and approval of April 3rd board meeting minutes.

**Motion Made, Seconded** (V. Porter/M. Kruger) to accept April 3rd minutes. **Motion Carried.**

**Financial Reports:** D. Cayse

- 2015-16 Association Budget in process of being closed out.
- 2016 Conference Budget – approximately \$35-40,000 income over expenses. Books not yet closed.
- 2016-17 Proposed Budget – includes following enhancements:
  - New VP Development position
  - CEIA Academy budget increase for 2016-17
  - 2017 Conference budget based on projection of \$35,000 income over expenses.
  - Increase 2017 conference fees (\$20/registration):

MEMBER RATES	Current	\$20 Increase
Early Bird	\$450	\$470
Regular	\$500	\$520
Late	\$550	\$570
One-Day	\$275	\$295

- Increase 2017 membership fees:

Membership Rates	CURRENT	PROPOSED
Individual	\$175	\$200
Org- up to 3	\$400	\$480
Org- 4+	\$130	\$160

**Motion Made, Seconded** (M. Kruger/S. Burrows) to approve 2016-17 Budget. **Motion Carried.**

**President’s Update – Executive Committee Strategic Planning Retreat:** S. Sellars  
 Cincinnati, OH; May 22, 2016

- Association Manager review completed for Peggy Harrier and renewed contract for two years.
- Treasurer review completed and renewed contract for two years with Dan Cayse.

- Selected Dave Caffo, Wilmington University, to serve as 2018 Conference Chair.
- Site Selection Committee. This year’s committee is working on 2019 conference location. Committee members are Julie Hutt, Dawn Koeltzow and Dave Caffo.

**Site Selection Committee:**

Committee to work in 2016	Committee to work in 2017	Committee to work in 2018
Site Selection Committee for 2019 Conference	Site Selection Committee for 2020 Conference	Site Selection Committee for 2021 Conference
Julie Hutt (Chair)	Dawn Koeltzow (Chair)	Molly Weller (Chair)
Dawn Koeltzow	Molly Weller	David Caffo
David Caffo	New Conference Chair 2019	New Conference Chair 2020

- Discussed utilizing new website & database to its fullest. Working on capturing and using more member information.
- Update of North American Directory. Populate new Employer Directory.
- *Experience Magazine*: Conference call with M. Sharp to clarify direction and brainstorm content ideas. ACT is interested in partnering; however, they are looking for a peer reviewed journal. This isn’t in our wheelhouse. We will continue talks with them later in the month to clarify more.
- Discussed VP Development position and how to get more revenues. Updating job description, created budget to attend 1-2 conferences appropriate for recruiting. Negotiating with Carmen Diaz for this position.
- Approved increase conference registration fee by \$20 (in all categories) and also approved increase to membership dues. Membership hasn’t increased in 10 years.
- Discussed professional development, including Vail training. S. Maynard developed up budget for the CEIA Academy.

**2016 Conference:** D. Koeltzow, Chair

- Budget summary: \$35-40,000 income over expenses.
- Post Conference survey summary and presenter evaluation summaries shared with incoming conference chairs.
- 254 attendees and guests; photos in DropBox

**Action Item:** D. Koeltzow will upload 100 pics for website slideshow.

**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.
- Increased room counts based on last few years; menus 2016 prices.
- Theme – “Destination Denver: Where Altitude Elevates your Expertise”
- 16<sup>th</sup> Street Mall; arranging walking and bus tours, industry tour possible.
- Preliminary conference budget completed; conference committee set; graphics/logo/ conference pages going on website next week; Keynote & Proposals committees working; Sponsorships/Development in process.
- Opened early registration for those wanting to use \$\$ before end of current fiscal year.
- Marketing – P. Harrier & D. Koeltzow

**2018 Conference:** D. Caffo, Chair

- Charleston, South Carolina (April 13-20<sup>th</sup>)
- Embassy Suites & Conference Center (3 miles north of downtown) – free breakfasts & happy hours.

- \$189+tax (includes \$10 rebate /night); Free WIFI in rooms – working on free in meeting rooms; Free airport shuttle; have run of hotel – connected to conference center; will provide transportation downtown 2 nights – free busses; will provide outside catering – offsite function possible; negotiating A/V.

**2019 Conference:** Midwest region

**Action Item:** Send city suggestions to Julie Hutt, Chair, Site Selection

**CEIA Academy** – S. Maynard/P. Bazrod

- CEIA Academy training – Vail, CO June 15-17<sup>th</sup>; capped at 30 - cohort group; 3 best practice sessions by participants; Presenters: C. Dietz, S. Maynard, P. Bazrod.
- Post training survey in process; follow-up/mentoring for attendees.

**Action Item:** Peggy to send follow-up email that went to participants to board for review of presentation materials, photos, etc. that are posted on website.

- Budget updated for 2017 CEIA Academy.

**Experience Magazine:** M. Sharp

Summary: twice-per-year publication that features academic and practitioner submissions covering best practice highlights, field trends, how-to articles, and other relevant information and resources for scholars and practitioners in the field of experiential learning.

- Audience includes diverse global field of experiential learning and will provide evidenced-based and practitioner-oriented resources.
- Created abstract for submitting article publication, 500 words or less.
- Associate editors and advisory council will review submissions, and if accepted, will be invited to submit complete draft for either the fall or spring issue.
- Abstracts due by Friday, July 15, 2016 through the following link:

[https://www.surveymonkey.com/r/EXPERIENCE\\_ABSTRACTS](https://www.surveymonkey.com/r/EXPERIENCE_ABSTRACTS)

**Action Item:** P. Harrier will send e-blast to membership soliciting abstracts for *Experience Magazine*.

**Regional VP Assignments:** S. Sellars

- Update webpages
- Sort Membership Directory by Regions
- Update North American Directory

**Action Item:** S. Sellars will send directions to board members to access directories and make changes.

**Membership Report:** P. Harrier

- 2016 memberships to date: 652 (675 CEIA 2015 members)

**Action Item:** With 652 current membership renewals for 2016, board goal to reach 700 memberships by December 31, 2016.

**Journal Update:** P. Harrier

- U. Waterloo preparing Service Agreement – in review with their attorneys
- Judene Pretti and staff inputting 50+ years CEIA research articles into their database (no cost to CEIA)
- Goal is to be searchable by Fall.
- CEIA Journal site is broken – will keep live until agreement finalized.

**Audit Committee:** S. Sellars

Members: Kent Phillips, S. Maynard, V. Porter, P. Grob, D. Cayse (ad hoc).

- The charge is ongoing work of the Audit Committee and review of the books.

**2016-17 Board Meetings:** S. Sellars

- Fall board meeting – Denver, CO October 9-11<sup>th</sup> (Sun-Tues.)
- Winter board meeting – January, 2017 (TBA)
- Spring conference board meetings – April 1 & 2, 2017 Denver, CO

**Action Item: P. Harrier** will send invites to Board for Fall Board meeting hotel reservations by August 15<sup>th</sup>.

**Action Item: S. Sellars** 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:** S. Sellars

**Adjournment:** S. Sellars

**Motion Made, Seconded** (V. Porter/S. Burrows) to adjourn the meeting at 4:20 pm. **Motion Carried.**

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 BOARD OF DIRECTORS MEETING  
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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: Board** will update their pages on website.
3. **Action Item: Kelly Harper** will prepare report for Journal funds expenditures for ACEN, CAFCE, WACE.
4. **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).
5. **Action Item: Dawn Koeltzow** to create timeline for production and distribution of news briefs, e-blasts, etc.
6. **Action Item: P. Harrier** will complete agreement for housing Journal database with University of Waterloo by Fall board meeting.
7. **Action Item: H. Zehnder and K. Harper** will review and update criteria & process for Schneider and Kettering awards.
8. **Action Item: Professional Development Committee** to develop ideas for expanding service to members.
9. **Action Item: C. Dietz** will create a timeline for completion of professional development initiatives.
10. **Action Item: S. Maynard** to negotiate A/V contract for 2018 Charleston
11. **Action Item: Update** 2017 conference web pages by July 15, 2016.
12. **Action Item: M. Sharp** will work toward accepting submissions for Experience Magazine in July 2016 for fall publication.
13. **Action Item: P. Bazrod** will reboot mentoring initiative by July 15, 2016.
14. **Action Item: S. Maynard** will work with Audit committee to explore financial policies & procedures for future.
15. **Action Item: D. Koeltzow** will upload 100 pics for website slideshow.
16. **Action Item: Send** city suggestions to Julie Hutt, Chair, Site Selection
17. **Action Item: Peggy** to send follow-up email that went to participants to board for review of presentation materials, photos, etc. that are posted on website.
18. **Action Item: P. Harrier** will send e-blast to membership soliciting abstracts for *Experience Magazine*.
19. **Action Item: S. Sellars** will send directions to board members to access directories and make changes.
20. **Action Item:** With 652 current membership renewals for 2016, board goal to reach 700 memberships by December 31, 2016.
21. **Action Item: P. Harrier** will send invites to Board for Fall Board meeting hotel reservations by August 15<sup>th</sup>.
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