

The Cooperative Education and Internship Association
BOARD OF DIRECTORS MEETING
Embassy Suites, Charleston, SC
Monday, April 16, 2018

(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: Veronica Porter, Scott Maynard, Dan Cayse, Jessy Jones, Dawn Koeltzow, Andrew Harper, Julie Hutt, Sarah Burrows, Kate Darcy Hohenthal, Joe Catrino, Lynne Hickle, Ross Johnston, Tracey Dowling, Molly Thompson, Sara Muzzy, Kelly Harper, Zach Osborne, Janis Ransom, Makesha Dockery.

Absent: Patricia Bazrod

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

Ex Officio Absent: Michael Sharp

Call to Order: 9:45 am by President, Veronica Porter
Passed around sign-in sheet and new Board roster for updates.

Introductions: V. Porter, President

Review of Agenda: V. Porter (Attachment)

Reviewed agenda and asked for additions or deletions – added 2018 conference; continued with agenda of previous day.

2018 Conference: Charleston, SC - David Caffo, Chair (Attachments)

- 370 registrations!
- Reviewed agenda, program, Guidebook schedule, entertainment, printed materials, etc.
- Volunteers needed to cover events, tours, transportation, onsite during conference.
- Badges distributed “Ask Me About...”.
- Review of Where to be When.

What Board Did Yesterday: P. Harrier

Summary of motions, discussions and actions taken at April 15th board meeting.

President’s Remarks: V. Porter

- Thank you to Scott Maynard for his work this past year.
- Thanks to David Caffo & conference team.
- Board Handbook – new board roster, position descriptions, timelines, calendar
- Calendar for the year review:
 - Virtual meeting –July 9th
 - Fall board meeting – Chicago, IL September 23-25, 2018 (Sun-Tues.)
 - Winter board meeting – Tampa, FL January 6-8, 2019
 - Spring ‘19 conference board meetings – March 30 & 31, 2019; Chicago, IL

Action Item: Board will update their pages on website.

Action Item: P. Harrier to email updated board roster and distribution list to board members.

Membership Development: V. Porter for P. Bazrod (absent)

- Reviewed committee’s initiatives

Action Item: V. Porter will prepare board schedule for Blogs & LinkedIn posts for 2018-19.

Professional Development: J. Catrino - see Annual Report

- New committee in place, looking into webinars, high school & grad school involvement
- Discussion of high school work experiences
- Studying opportunities to take CEIA Academy on the road; train-the-trainer initiatives possible.
- CRISTO REY discussion.

Experience Magazine: P. Harrier for M. Sharp (absent)

- Summarized previous day information (see April 15 minutes)
- Discussion of membership for publications only; possibly 2 weeks or 1 year only
- Discussion of new issue open to world
- Discussion of Members Only area and past/archived issues.

Marketing & Communications: D. Koeltzow

- Digital marketing committee; Guidebook; looking fo Spotlights of people in News Briefs.

Action Item: Regional VPs will share info at Monday regional meetings including awards, election results, volunteer opportunities, CEIA Academy in Vail, CO, Chicago 2019 conference, need for bloggers, digital lounge, download Guidebook, Twitter handle #ceia2018.

Financial Update: D. Cayse

All reviewed with new board members at morning orientation.

Action Item: Peggy will send out budget request form by May 1st with expected return submission by May 31st to both D. Cayse and P. Harrier.

2019 Conference: Cara Doyle, Conference Chair, North Carolina State University

- March 31 – April 2, 2019; Chicago Westin Riverside (downtown)

Action Item: P. Harrier will send out Fall Board Meeting request as soon as Chicago Westin Hotel provides new contact person (to be held September 23-25, 2018).

External Relations & Development: Scott Maynard

- New ex-officio board position – David Caffo, Associate
- 1 year appointment; review.
- Looking at long term partnerships and initiatives with potential partners

Action Item: S. Maynard and D. Cayse charged with developing a Business Plan utilizing the new External Relations & Development position.

2018-19 CEIA Board Meetings: P. Harrier

- Virtual meeting –July 9th
- Fall board meeting – Chicago, IL September 23-25, 2018 (Sun-Tues.)
- Winter board meeting – Tampa, FL January 6-8, 2019
- Spring '19 conference board meetings – March 30 & 31, 2019; Chicago, IL

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

Additions -

Action Item: Everyone will review Pearson Proposal and submit thoughts to P. Harrier by May 1st.

Action Item: D. Koeltzow will provide Dropbox access for new board members.

Action Item: Update 2019 conference web pages by July 15, 2018.

Action Item: P. Harrier will update web pages for board, award recipients, conference sites, past presidents, minutes, etc. by end of May 2018.

Wrap-up and Comments: V. Porter

Adjournment: V. Porter

Motion Made, Seconded (M. Thompson/S. Muzzy) to adjourn the meeting at 11:52 am. **Motion Carried.**

The Cooperative Education and Internship Association
BOARD OF DIRECTORS MEETING
Embassy Suites, Charleston, SC
April 15 & 16, 2018

ACTION ITEMS

1. **Action Item: Board** will update their pages on website by September 1st. (K. Harper spreadsheet).
2. **Action Item: J. Catrino** will facilitate update of Peer Resource Network over the next year.
3. **Action Item: J. Catrino** to facilitate update of Skills, Tools Hotspot pages.
4. **Action Item: Board members** to review and update North American Directory pages.
5. **Action Item: to M. Sharp:** What would a development hire look like?
6. **Action Item: All board members** will troll LinkedIn pages and respond where appropriate.
7. **Action Item: Regional VPs** will share info at Monday regional meetings including awards, election results, volunteer opportunities, CEIA Academy in Vail, CO, Chicago 2019 conference, need for bloggers, digital lounge, download Guidebook, Twitter handle #ceia2018.
8. **Action Item: P. Harrier** will send out Fall Board Meeting request as soon as Chicago Westin Hotel provides new contact person (to be held September 23-25, 2018).
9. **Action Item: Secure** CEIA Academy (NAWIL) Alumni Ribbons for name badges at 2019 conference.
10. **Action Item: M. Sharp** to submit letter that Regional VPs can send members to recruit writers for Experience Magazine. (link to sample articles included).
11. **Action Item: Continue** membership contest to end of year 2018. (\$100 prize)
12. **Action Item: M. Thompson** will pursue Pearson initiative with support of S. Maynard and D. Cayse and report back to Board at Fall meeting in Chicago.
13. **Action Item: S. Burrows** will investigate a new benchmarking survey for Employers.
14. **Action Item: P. Harrier** will complete the approved changes and distribute new Handbook to board members by June 1, 2018.
15. **Action Item: Board** will update their pages on website.
16. **Action Item: P. Harrier** to email updated board roster and distribution list to board members.
17. **Action Item: V. Porter** will prepare board schedule for Blogs & LinkedIn posts for 2018-19.
18. **Action Item: Peggy** will send out budget request form by May 1st with expected return submission by May 31st to both D. Cayse and P. Harrier.
19. **Action Item: P. Harrier** will send out Fall Board Meeting request as soon as Chicago Westin Hotel provides new contact person (to be held September 23-25, 2018).
20. **Action Item: S. Maynard and D. Cayse** charged with developing a Business Plan utilizing the new External Relations & Development position.
21. **Action Item: Everyone** will review Pearson Proposal and submit thoughts to P. Harrier by May 1st.
22. **Action Item: D. Koeltzow** will provide Dropbox access for new board members.
23. **Action Item: Update** 2019 conference web pages by July 15, 2018.
24. **Action Item: P. Harrier** will update web pages for board, award recipients, conference sites, past presidents, minutes, etc. by end of May 2018.