

The Cooperative Education and Internship Association
 BOARD OF DIRECTORS MEETING
 Tampa, FL January 7-8, 2019

(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, Dan Cayse, Andrew Harper, Julie Hutt, Sarah Burrows, Kate Darcy Hohenthal, Janis Ransom, Dawn Koeltzow, Joe Catrino, Lynne Hickie, Tracey Dowling, Scott Maynard, Molly Thompson, Ross Johnston

Absent: Makesha Dockery, Jessy Jones, Sara Muzzy, Kelly Harper, Zach Osborne

Ex Officio Present: Peggy Harrier, Cara Doyle, Michael Sharp, Patty Bazrod

Ex Officio Absent: David Caffo

Monday, January 7, 2019

Call to Order: 9:00 am by President, Veronica Porter

Review of Agenda: V. Porter (Attachment)

Reviewed agenda and asked for additions or deletions – added Tuesday Employer Survey report. accepted as stated.

Motion Made, Seconded (S. Maynard/S. Burrows) to accept Agenda as modified. **Motion Carried.** Congratulations to Tracey (Dowling) Lord on her recent marriage!

Introductions: guest – Nancy Johnston, President of WACE

WACE: (World Association of Cooperative Education) – N. Johnston

Joined CEIA board meeting to discuss partnering so as to create an American voice at their table World Conference – University of Cincinnati (summer 2019)

- Will have a Presidents Day; employer interchange
- Cincinnati Charter – asking CEIA to consider joining a group of world leaders to unite globally to provide access for post-secondary students to work-base experiences both nationally and internationally.
 - Launching in August 2019 at World Conference (see handout)
- Incentives – Conference registration @ \$450 for CEIA members (\$690 for non-members)
 - CEIA Chicago presenters encouraged to submit abstract proposals

Action Item: Nancy Johnston will prepare a statement to share with CEIA presenters by February 1st.

- 8 international groups – CEIA would be one group representing the US.
- Creating online Reading groups for theoretical grounding
- Education for theory of WIL \$50 charge

Action Item: Nancy Johnston will provide links for theory of WIL training.

- CEIA is invited to join the WACE board at our own expense; 3-year renewable terms (based on own association's rotations (President-Elect or designee)

- Research – forming an International committee; partner on research grant offerings?
- **CRITICAL NEED – CEIA's voice needed at the table and help for conference participation.**

Action Item: CEIA Conference will offer WACE a full-page Ad, Exhibitor table, handouts. P. Harrier will provide details to wacepres@sfu.ca

Break: 10:00-10:15 am.

President's Remarks: Veronica Porter (see board report)

- Coordinated board meetings, Executive Committee meetings, phone meetings with Executive Director, phone meetings with board members as needed.
- Worked with Professional Development Committee on webinars, participated in development of Vision/Mission/Values statement.

- Met with Paul Stonely regarding WACE initiatives; communicated with Nancy Johnston, President of WACE.

Past President's Report: Scott Maynard (see board report)

HOLD until afternoon

President-Elect Report: Julie Hutt (Attachment)

- Working with Regional VPs, bi-monthly conference call meetings
- Coordinating updates for CEIA Board Handbook.
- Chair Audit Committee; Members: D, Koeltzow, T. (Dowling) Lord, P. Grob

Action Item: Executive Committee will distribute Board Survey in March.

Action Item: All board members contribute to 2019 Annual Report by Feb. 1st to Julie (draft Feb. 15th to Peggy)

WACE Discussion: R. Porter

- Consensus of CEIA Board to support WACE efforts while maintaining integrity of CEIA conference.
- Budget line consideration – fund travel for one meeting per year? Representative could be VP Global Network or President-elect (or designee); go for three years for consistency?; identify board members already going to event where meeting being held as designee?
- Trade Exhibitor tables at each other's conference

Motion Made, Seconded (D. Cayse/M. Thompson) to engage with WACE as it regards their proposals and signature agreement. **Motion Carried.**

Minutes of previous meeting: P. Harrier (Attachments)

Ñ Review and approval of September 23-25, 2018 board meeting minutes.

Motion Made, Seconded (S. Maynard/J. Hutt) to accept September 23-25, 2018 minutes. **Motion Carried.**

Virtual Career Fair Update: S. Maynard

- Next one: March 26, 2019 – will be marketed nationally to all CEIA member schools.

Action Item: S. Maynard to invite list of organizations that participated in virtual career fairs in the past.

Action Item: S. Maynard to invite all Employer Survey respondents to participate in virtual career fair.

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

- March 31 – April 2, 2019; Chicago Westin River North; \$199/night (includes \$10/night rebate)
- Agenda reviewed; Keynote speaker: Dr. Jillian Kenzie; Plenary speaker: Michelle Bess
- Reviewed Committees, local arrangements, planned activities, digital marketing, vendor engagement
- Development & Sponsorship: Chair Chris Offield, Purple Briefcase, Molly Thompson, David Caffo.
- Employer Day – Janis Ransom; High School Day – Krista Paul
- Session Proposals - Andrew Harper chair; acceptances going out now – waiting on return confirmations.
- Digital Lounge and Marketing; entertainment/music.
- Employer site visits – 3 Sunday (McDonald's headquarters, Aquarium, Field Museum)/1 Wednesday (Groupon) and Sunday Christopher Glass boat trip.

2020 Conference: Andrew Harper, Chair

- San Diego, CA – Westin downtown; March 29th - April 1st; \$209/night +tax (includes \$20/night rebate)
- Reviewing contract & hotel facility, developing theme; tourism council

2021 Conference: P. Harrier

- Tampa, FL – Tampa Marriott Waterside (April 8th -14th OR April 15th -21st TBA)
- Contract completed \$225/night +tax (includes \$10/night rebate)

2022 Conference: P. Harrier

- Looking at Eastern US – DC area, Philadelphia, Providence, Niagara Falls, New York city

- Discussed two proposals from site selection companies.

Motion Made, Seconded (M. Thompson/J. Catrino) to accept proposal from HelmsBrisco Co. for possible site selection for 2022 conference. Peggy and David Caffo will follow up with them.

Site Selection Committees: P. Harrier appointed to work with committees and negotiate contracts.

Committee to work in 2018-19	Committee to work in 2019-20	Committee to work in 2020-21
Site Selection Committee for 2021 Conference (Tampa, FL)	Site Selection Committee for 2022 Conference (Eastern US)	Site Selection Committee for 2023 Conference
Molly Weller Thompson (Chair)	David Caffo (Chair)	Cara Doyle (Chair)
David Caffo	Cara Doyle	Andrew Harper
New Conference Chair 2020 (Andrew Harper)	New Conference Chair 2021	New Conference Chair 2022

- 2019 conference will be in Chicago, IL; 2020 in San Diego, CA; 2021 in Tampa, FL.

Audit Committee: D. Cayse

- J. Hutt, Chair; Committee - D. Koeltzow, T. (Dowling) Lord, P. Grob
- Review of financial records and books – binders distributed to committee and being reviewed.

Financial Reports: D. Cayse (Attachments)

- Profit/Loss Budget Statement – June 1, 2018 to November 30, 2018 reviewed.
- Balance Sheet November 30, 2018 reviewed.

Motion Made, Seconded (S. Maynard/J. Catrino) to accept Profit/Loss statement year to date ending November 30, 2018 and Balance Sheet November 30, 2018. **Motion Carried.**

- MCEIA Dissolution – working with D. Koeltzow to facilitate paperwork and possible transfer of remaining funds to CEIA.

Break for lunch – Noon; resume 1:20 pm.

Membership Report: P. Harrier (Attachment)

Total 2018 members: 739	Total 2012 members: 611
Total 2017 members: 674	Total 2011 members: 641
Total 2016 members: 694	Total 2010 members: 668
Total 2015 members: 675	Total 2009 members: 629
Total 2014 members: 701	Total 2008 members: 760
Total 2013 members: 649	Total 2007 members: 729

Regional breakdown of 2018 members:

	<u>Total (incl. lifetime)</u>	<u>Lifetime</u>
Region 1:	129	7
Region 2:	79	7
Region 3:	159	11
Region 4:	165	13
Region 5:	53	4
Region 6:	61	5
Region 7:	60	4
Region 8:	31	3
Misc.	2	
Totals:	739	53

- 2019 membership renewal notices with new membership tiers emailed September 30, October 15th, and Dec. 1st; included 2017 members who did not renew in 2018.

Action Item: Regional VPs will look at what other associations their regional members belong to.

Member Development and Retention – P. Bazrod (Attachments)

- Reviewed infographic developed which will be utilized for membership recruitment.
- Molly Thompson and her students also have created a bookmarker template for each Regional VP to use with specific regional demographics of CEIA members which can be downloaded from the website and updated annually.
- Also developed a one-page mailer to accompany the membership postcard describing the benefit of a CEIA membership.

Action Item: Peggy & Molly will develop diversity questions to add to new member application by March 1st.

Action Item: Subcommittee (Janice, Molly, Tracey, Patty) will expand the new member application to include questions concerning demographics.

Action Item: Peggy will investigate with web folks the possibility of added questions on new member applications to be shown in profiles for existing members to populate.

Action Item: Peggy will investigate with web folks how to insert speed bumps on website to encourage members to update their profiles.

- Membership Committee – Regional VPs participate on this committee going forward.

Action Item: Member Committee will begin discussions to develop new membership strategies.

Board Elections: S. Maynard, Chair

- CEIA 2019-20 Election process – Ballots go out early February; will close by March 1st
- 2019/2020 Board Elections:
 - Executive VP/President-Elect: Dawn Koeltzow
 - Vice President Marketing & Communications: Cara Doyle
 - Vice President Professional Development: Joe Catrino
 - Vice President Region 2: (Mid-Atlantic): Lynne Hickle
 - Vice President Region 4: (Midwest): Kelly Harper
 - Vice President Region 6: (Mountains & Plains): Dr. Meghan Stidd
 - Vice President Region 8: (International): Ross Johnston
 - Vice President Cooperative Education Network: Tracey (Dowling) Lord
 - Vice President Two Year Program Network: David Bird

Motion Made, Seconded (M. Thompson/A. Harper) to accept 2019/20 election slate. **Motion Carried.**

- Renewed for 2019-20, 1 year appointment for Patty Bazrod, Associate, New Member Development & Retention
- Renewed for 2019-20, 1 year appointment for David Caffo, Associate, External Relations & Development
- Will need a one-year appointment to replace Zach Osborne for Region 7 VP as he has moved.

Awards: S. Maynard, Chair – 2019 oversight for VPs responsible for CEIA awards

- **Dean Herman Schneider Award:** S. Maynard, Chair
 - *Dr. Nancy Zimpher, State University of New York (SUNY) and University of Cincinnati*
- **Charles Kettering Award:** J. Ransom, Chair
 - *Dr. Ralph Brigham & Southwestern Advantage Inc.**
- **Cooperative Education Student Award:** T. (Dowling) Lord, Chair
 - *Ryan Knudtson, University of Wisconsin–Stout**
- **Internship Student Award:** M. Thompson, Chair
 - *Danyale C. Kellogg, Southwestern University*
- **Two Year Program Student Award:** J. Jones, Chair
 - *Manuel Turrubiartes, Madison College*

- **Ralph W. Tyler Award:** S. Burrows, Chair
 - *Melanie Buford and Mei Tang, University of Cincinnati*
 - *and Susannah Coaston, Northern Kentucky University*
- **Peggy Jarvie, University of Waterloo, International Work Experience Award** R. Johnston, Chair
 - *Katrina Haase, Northeastern University **
- **James Wilson Award:** S. Burrows, Chair
 - *Karsten Zegwaard, University of Waikato, NZ **
- **Best Practice Award:** J. Hutt, Chair
 - *Lindner Career Services Center, University of Cincinnati**

- *(confirmed after board meeting by Executive Committee)

- S. Maynard will be point of communication with all award recipients.

Action Item: Each award chair to notify winners and nominees of outcomes.

Action Item: Send contact info, bios & jpg headshots (color & b/w) to S. Maynard by Feb. 15th

Action Item: D. Koeltzow will send certificate template to award chairs for non-winners.

Action Item: S. Maynard will send award chairs a process statement, sample email and flow chart containing the information needed for award notifications by January 25th.

Action Item: M. Thompson and K. Hohenthal will process map the award recognition procedure by March 30th.

Motion Made, Seconded (J. Catrino/D.Koeltzow) To accept the award nominations as presented for 2018-19 and allow the Executive Committee to approve nominees submitted subsequent to this board meeting. **Motion Carried.**

Marketing and Communications: D. Koeltzow (Attachment)

- Conference – Attended conference chairs meetings with Cara, David, Andrew, and Chris. Shared documents and information on different conference items.
- Vision, Mission, Values Committee – Compiled board input from our September meeting. Coordinated committee's suggestions and prepared working drafts.
- NewsBriefs – Nov 26 content: Member Spotlight Dr. Phil Gardner, Conference, Experience Magazine, ACT's Center for Equity Study, Membership Renewals (new tiers)
- NewsBrief – Dec 20 content: Happy Holidays, Conference, Spotlight of Keynote Speaker Jillian Kinzie, Program Committee Update, WACE Conference, Membership Renewal Benefits
- Announcements – Peggy handles most of these, but for a communication log, I like to report them here: Oct 2 Call for Prop, Oct 15 Webinar, Oct 16 Awards, Oct 18 Memb Tiers, Oct 22 Call for Prop, Oct 25 Research Grant, Oct 26 Student Awards, Oct 30 Exper Mag, Nov 13 Give Camp, Dec 1 membership Renew, Dec 18 Conference Announcement.
- LinkedIn – 2,942 members. Recent posts – Conference, Call for Proposals, Regional posts, jobs
- Blog - Recent content: John Pryor (ACT Study), David C. (Give Campaign), Zach (6:00 am Appointments), Andrew (Elevate Experiential & Work Integrated Learning)
- Twitter – Andrew is tweeting to the selected presenters: 1,402 tweets, 1,411 following, 708 followers. Special thanks to all of you that have contributed.
- Instagram – 99 posts, 171 followers, 213 following
- Digital Marketing Committee: Andrew, David, Cara, Amy Marcum, and Ana Clara Blesso. We purchased Guidebook and David has the framework built for the conference. Working on music and games for the Digital Lounge.
- Misc. – Submitted an award nomination and helped with proposal submissions (3 from Bradley).
- #CEIA2019 and #CEIAinChiTown
- Promoting 2019 conference. - lists from MCEIA, Illinois Association, Midwest ACE
- Guidebook for conference – cost \$1,750 again this year

- CEIA Digital Marketing Committee: Jessy Jones, David Swartz, Andrew Harper, Cara Doyle, Amy Marcum, Anna Clara Blesso.
- CEIA Blog Committee: board members rotate each month

Research & Surveys: S. Burrows

- Reviewed Student Research Grant proposals - \$4,000; revised process using Survey Monkey

Motion Made, Seconded (S. Burrows/ T. Lord) to accept the student research grant proposal from Drewery, Church, & Pretti, University of Waterloo in the amount of \$4,000. **Motion Carried.**

Motion Made, Seconded (D. Cayse/J. Hutt) to suspend 50% balance unpaid (\$2,000) to previously awarded research grant for lack of completion. **Motion Carried.**

Associate External Relations & Development: P. Harrier for D. Caffo (absent)

- Looking at long term partnerships and initiatives with potential partners
- Researched and developed website pages for development; worked with Association of Fundraising Professionals – GIVE tag line; Donor Bill of Rights; ethical standards
- QGIV – added software for nonprofits; consolidated public and private facing sections of the CEIA website
- Sent communication for sponsorship/partnership and GIVE to Handshake contacts - 7600 contacts/Employers
- Created and launched website pages for a new section of the CEIA Website “GIVE”. These pages are a foundation for the fundraising goals of CEIA.
- Starting Phase two of the “GIVE” campaign: creating an email template for board approval to be sent to employer contacts

Professional Development: J. Catrino

Three working committees –

- Webinars – Short-term schedule of webinars created by the subcommittee
 - Future webinars scheduled for February, March and TBA.
- Website – reviewing and recommending updates to Skills, Tools Hotspot, Resources, Knowledge Zone and Members Only areas.
 - Re-organizing buckets and updating content.
- CEIA Academy – Vail, CO training June 11-13, 2019; Manor Vail Lodge
- Joe and Zach Osborne took suggestions and past evaluations to build new curriculum for 2019 Vail, CO training.
- Mentoring for participants – 3.6.9 month check-ins; certificates, conference ribbons, water bottles, etc.

Action Item: Academy Subcommittee will develop tools to recognize past Academy participants.

Action Item: Joe & Zach will Finalize the 2019 Academy in Vail training agenda by January 31st.

Experience Magazine: M. Sharp

- Issue 3 – Fall 2018 released mid October;
- Issue 4 – 10 abstracts so far; call for submissions
- Prepared new format from PDF to web-based, easier to access articles (Lisa Barlow, P. Harrier and web folks) to reduce production costs (from \$5,000/issue to \$1,000/issue) – created template; internet delivery.
- Hot topics – keep doing what we’re doing.

Action Item: M. Sharp looking for submissions for Experience Magazine and reviewers ongoing.

Podcasts: M. Sharp

- U. Cincinnati has studio; Tapioca Radio exists (over 50 shows so far)
- Explored opportunities to utilize the Tapioca Radio Show to further the reach of Experience Magazine and CEIA. Available via below:
 - <https://tapiocaradioshow.blogspot.com>
 - <https://itunes.apple.com/us/podcast/tapioca-radio-show/id1341353779?mt=2>

- <http://www.bearcastmedia.com/tapiocashow/>
- Surveyed 300+ UG students about the platform, and the results are promising:
<http://www.bearcastmedia.com/tapiocashow/>

Action Item: Michael Sharp will send links to board of a few more topical broadcasts for review.

Action Item: If feedback from board is supportive by February 1st, Michael Sharp will work with the conference committee for broadcasting in the Digital Lounge during Chicago conference.

Break: 3:40 – 3:55 pm.

Network VPs:

1. **Cooperative Education Network:** T. (Dowling) Lord (Attachment)
 - Worked with VPs of Networks with Student Achievement Awards to streamline and electronically centralize the student award submission process.
 - Worked with Peggy to electronically centralize the submission process of the educator and employer excellence awards, Tyler, Wilson and Best Practice awards.
 - Distributed the CEIA Employer Survey to 19,614 contacts via Handshake (received 4,137 unique opens and 406 unique clicks)
 - *Cooperative Education Student Award nominee:* will have by January 18th *
2. **Two Year College Network:** Jessy Jones absent (Attachment)
 - Sent email communication to Two Year Network members to encourage additional award submissions and request additional reviewers - Received two nominations.
 - *Two Year Program Student Award nominee:* Manuel Turrubiarres, Madison College
3. **Internship Network:** M. Weller Thompson (Attachment)
 - Nomination letter for Atlantic Renewal Awards
 - Reached out to 25 new possible exhibitors that provide software to high school internship/career programs
 - Invited 32 new schools to be members
 - Held 3 conference calls with members on 3 topics: helping staff grow when there are no promotions (repeat of last quarter), creating a badging system for experiential education, restructuring support group.
 - *Internship Student Award nominee:* Danyale C. Kellogg, Southwestern University
4. **Global Program Network:** Ross Johnston (Attachment)
 - Formalized new International Work Experience Award; Contributed to new process and rubric for CEIA awards
 - Contributed to questions & design of survey for CEIA employer survey
 - Attended CEIA Academy with colleagues from Canada
 - Promoted CEIA within Co-operative Education & Work Integrated Learning Canada (CEWIL) resulting in new members
 - Promoted CEIA to over 20 visiting delegations from New Zealand, Australia, Brazil, Asia & Europe
 - *Peggy Jarvie, University of Waterloo, International Work Experience Award nominee:* Katrina Haase, Northeastern University *
5. **Employer Network:** Janis Ransom (Attachment)
 - Sourcing panel members for the Employer Panel and seeking out new CEIA Employer members.
 - Contacted employers and career services professionals by email and phone to ascertain the areas of concern or new topics they would like covered by the panel.
 - Working with Jesse Mason and Makesha to help Jesse develop a program to encourage employers to seek out college athletes for their internship program, in addition to working with Athletic Directors to ensure that the athletes are available and ready for the programs. Jesse in working mostly with key colleges in Colorado. Makesha, Jesse and I meet by phone monthly.

- *Kettering Award* nominee: Dr. Ralph Brigham & Southwestern Advantage Inc.

Action Item: Peggy will set up a CEIA email account for Janis Ransom.

Regional VPs: Please see all reports for details.

- **Region 1 Northeast:** Kate Darcy Hohenthal (Attachment)
- **Region 2 Mid-Atlantic:** Lynne Hickle (Attachment)
- **Region 3 Southeast:** Makesha Dockery (Attachment) absent
- **Region 4 Midwest:** Kelly Harper (Attachment) absent
- **Region 5 Southwest:** Andrew Harper (Attachment)
- **Region 6 Mountain/Plains:** Sara Muzzy (Attachment) absent
- **Region 7 West:** Zach Osborne (Attachment) absent
- **Region 8 International:** Ross Johnston (Attachment) – (see Global Network)

Suspend meeting for evening 4:45 pm

Tuesday, January 8, 2019

Call to Order: 9:00 am by President, Veronica Porter

Research & Surveys: S. Burrows (continued)

- Review of Employer Survey summary – almost 500 responses

Action Item: Sarah B. and Julie H. will prepare summary and graphics of Employer Survey for website.

Action Item: Peggy will send pdf summary and Excel spreadsheet of raw data from Employer Survey to board members.

Action Item: Dawn will prepare and send conference invites to all employers answering the Employer Survey.

Vision, Mission, Values: D. Koeltzow (Attachment)

- Board reviewed three, updated, statement proposals

Motion Made, Seconded (A. Harper/M. Thompson) to accept the updated *Vision, Mission, Values* statements as edited.

Motion Carried.

Action Item: Peggy will update Vision, Mission, Values statements on website by January 25th.

- Added to CEIA website: <https://www.ceiainc.org/about/vision-mission-values/>

Business Plan: D. Cayse (Attachment)

- Overview: framework prepared and reviewed; included stakeholders;
- Added resources on page 3; updates to pgs. 13-20.

Action Item: Dan Cayse will update the Business Plan draft and share with board for feedback by February 28th.

Action Item: Board members will give Business Plan feedback to D. Cayse by March 15th.

Break: 10:55 – 11:10 am

Higher Education Act Federal Work Study \$\$: S. Maynard

- NACE may want another letter of support.

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

- Added:

Action Item: Peggy will delete the North American Directory and add instead names of all member Institutions on website.

Wrap-up and Comments: V. Porter

2018-19 CEIA Board Meetings: P. Harrier
Chicago, IL 2019 conference board meetings

- March 30th (Sat.) 1:00-4:30 pm – V. Porter
- March 31st (Sun.) new board member orientation 8:30-9:30 am – Julie Hutt
- March 31st (Sun.) 9:30 am-noon – Julie Hutt

Adjournment: V. Porter

Motion Made, Seconded (S. Maynard/K. Hohenthal) to adjourn the meeting at 11:51 am. **Motion Carried.**

The Cooperative Education and Internship Association
BOARD OF DIRECTORS MEETING
Tampa, FL January 7-8, 2019

ACTION ITEMS

1. **Action Item: Board** will update their pages on website by March 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** will push to regions and networks to submit articles and volunteer to serve on Experience Magazine committees for a diverse field; reach out to conference presenters to write articles.
5. **Action Item: M. Sharp** will send P. Harrier list of open positions.
6. **Action Item: All** to develop personal plan for the year, using the board calendar, by November 1st.
7. **Action Item: Dawn Koeltzow** will analyze conference lists for all social media accounts for invites to conference by January 1st.
8. **Action Item: M. Sharp** will work with David Caffo to develop sponsorships and ad revenues for Experience Magazine.
9. **Action Item: A. Harper** to set up CANVA.com account to perform set-up of graphic designs for social media.
10. **Action Item: Nancy Johnston** will prepare a statement to share with CEIA presenters by February 1st.
11. **Action Item: Nancy Johnston** will provide links for theory of WIL training.
12. **Action Item: CEIA Conference** will offer WACE a full-page Ad, Exhibitor table, handouts. P. Harrier will provide details to wacepres@sfu.ca
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22. **Action Item: Member Committee** will begin discussions to develop new membership strategies.
23. **Action Item: Each award chair** to notify winners and nominees of outcomes.
24. **Action Item: Send** contact info, bios & jpg headshots (color & b/w) to S. Maynard by Feb. 15th
25. **Action Item: D. Koeltzow** will send certificate template to award chairs for non-winners.
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