

The Cooperative Education and Internship Association
 BOARD OF DIRECTORS MEETING
 Chicago, IL March 30, 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, Kate Darcy Hohenthal, Janis Ransom, Dawn Koeltzow, Joe Catrino, Lynne Hickle, Tracey Lord, Scott Maynard, Molly Thompson, Ross Johnston, Kelly Harper, Zach Osborne

Absent: Makesha Dockery, Jessy Jones, Sara Muzzy, Sarah Burrows

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

Ex Officio Absent: Michael Sharp

Saturday, March 30, 2019

Call to Order: 1:15 pm by President, Veronica Porter

Review of Agenda: V. Porter (Attachment)

Reviewed agenda and asked for additions or deletions.

Motion Made, Seconded (S. Maynard/J. Catrino) to accept Agenda as presented. **Motion Carried.**

President's Remarks: Veronica Porter

- Each board member shared their accomplishments this year.

Accomplishments (2018-2019): reported by BOD

Vision, Mission, Values statements updated

Business Plan developed

29% of board members contributed to student fund (\$870 plus \$255 unrestricted = \$1,125 TOTAL)

CareerEco (over 600 students registered)

Board feedback survey

Membership info data mined and info graphics created by students at Metro State University of Denver

Membership materials for each region provided

“Give” campaign for CEIA

Employer “GIVE” campaign (launching this summer)

Revised CEIA Academy training

Professional Development webinars: 3 (2018-2019)-high participation rate: PD webinar schedule for May

Website updates Knowledge zone, Members area, resources

2022 Site Selection (narrow down to 4 cities)

Work with Disability Council (Pearson Education)

2019 Conference in Chicago

80 session options; 75 presenters; integrating automation, local committee arrangements

High School & Employer Days; sponsorships (including DELL computers)

All award submissions automated

Annual budget

Non-profit forms, tax return, (CEIA charitable association in IN and OH), 1099 forms (IRS)

Audit committee preparation

Liability, etc. insurance policies, event cancellation insurance updated

Outreach efforts (regional VP's)

Newsletters, employer outreach, regional member communications, data mining Employer Survey

Employer Survey completed – info graphics created
 Experience Magazine – two issues
 Marketing, communications, blogs, social media platforms
 International network outreach efforts
 Executive Director support throughout the year (all efforts to support BOD)

Minutes of previous meeting: P. Harrier (Attachments)

- Review and approval of January 6-8, 2019 board meeting minutes.

Motion Made, Seconded (J. Hutt/A. Harper) to accept January 6-8, 2019 minutes. **Motion Carried.**

Financial Reports: D. Cayse (Attachments)

- Profit/Loss Budget Statement – June 1, 2018 to February 29, 2019 reviewed.
- Balance Sheet February 29, 2019 reviewed.

Motion Made, Seconded (M. Thompson/K. Hohenthal) to accept Profit/Loss statement year to date ending February 29, 2019 and Balance Sheet February 29, 2019. **Motion Carried.**

Audit Committee: J. Hutt

- J. Hutt, Chair; Committee - D. Koeltzow, T. Lord, P. Grob
- Reviewed financial records and books
- 3 recommendations:
 - Academy Budget
 - Explore combining 3 savings accounts
 - Support Dan Cayse – possibly invest excess dollars for higher returns

Motion Made, Seconded (M. Thompson/J. Catrino) to accept Audit Committee recommendations. **Motion Carried**

Honor Roll Update: P. Harrier

- During the conference, CEIA honors those students who are receiving awards for their noteworthy achievements. Since some students are unable to attend due to limited personal finances, the Association has established a fund to assist them with some of the expenses related to their travel.) Solicitated from lifetime members, past award recipients and membership.
- 2019 – \$870 + \$255 unrestricted = \$1,125 (11 donations)
- 2018 - \$1,005 2017 - \$1,250 2016 - \$1,300 2015 - \$1,075
 2014 - - \$1,100 2013 - \$ 775 2012 - \$ 775 2011 - \$ 700

Action Item: Link Honor Roll info to student awards announcement & on auto-responses.

Action Item: Develop testimonials from student award recipients.

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)
- 377 registrations!
- Committee recognition – BIG thanks to all – gave out conference bags
- Reviewed agenda, program, Guidebook schedule, entertainment, printed materials, etc.
- Volunteers to cover events, registration, etc. onsite during conference.
- Review of Where to be When.
- Employer Day – Janis Ransom/Scott Maynard; High School Day – Krista Paul
- 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 existing contract & hotel facility, developing theme; tourism council

- Selecting conference committee chairs while at conference.

2021 Conference: P. Harrier

- David Schwartz, Bradley University named 2021 conference chair.
- Tampa, FL – Tampa Marriott Waterside (April 8th -14th OR April 15th -21st TBA
- Contract completed \$225/night +tax (includes \$10/night rebate)

2022 Conference: D. Caffo

- Looking at Eastern US – DC area, Philadelphia, Baltimore wharf area; added Hartford,CT per K. Hohenthal request.
- Working with HelmsBrisco Co. for site selection for 2022 conference.

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

Membership Report: P. Harrier (Attachment)

2019 Total new/renewed: 675 (621 paid + 54 lifetime members) (as of 3.30.19)

2019 Pending: 4 renewal/10 new

2017-18 non-renewed/lapsed: 201

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

Board Elections: S. Maynard, Chair

- 2019/2020 Board Elections results:
 - 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): Meghan Stidd
 - Vice President Region 8: (International): Ross Johnston
 - Vice President Cooperative Education Network: Tracey Lord
 - Vice President Two Year Program Network: David Bird
- Renewed for 2019-20, 1 year appointment Patty Bazrod, Associate, New Member Development & Retention
- Renewed for 2019-20, 1 year appointment David Caffo, Associate, External Relations & Development
- One-year appointment Rebecca Pettitt, Region 7 VP

Awards: S. Maynard, Chair – 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. Lord, Chair
 - Ryan Knudtson, University of Wisconsin–Stout
- Internship Student Award: M. Thompson, Chair
 - Danyale C. Kellogg, Southwestern University
- Peggy Jarvie University of Waterloo International Student Achievement Award
 - Katrina Haase, Northeastern 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
- 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

Business Plan: D. Cayse

Review of updated plan.

Motion Made, Seconded (M. Thompson/JD. Koeltzow) to accept Business Plan as proposed. **Motion Carried**

CEIA Academy: J. Catrino

Vail, CO training June 11-13, 2019; re-tooled curriculum, project based

- Mentorship program

New Business:

- Congratulations to Patty Bazrod! The American Society for Engineering Education (ASEE) has chosen Patty to receive the 2019 ASEE *Clement J. Freund Award* in recognition of her distinguished accomplishments. The award consists of an honorarium, travel funds to attend the ASEE Annual Conference and Expo, a plaque and a certificate of recognition. This award honors an individual in business, industry, government or education who has made a significant positive impact on cooperative education programs in engineering and engineering technology.
- HOLD Action Items review to new board meeting on Sunday.

Suspend meeting at 4:15 pm.

Board dinner – meet in in lobby at 6:00 pm