



BOARD OF DIRECTORS

Monday, December 2, 2019

4:00-7:00 PM

Minutes

Board of Directors Members present: Abby Cypher, Katie Flynn, Ben Hicks, Karen Howey, Trish Lopucki, Tami Mannes, Nikki Moore, Tammy Nyen (via phone), Brenda Tarsa, Sarah Winslow

Members Absent: Karen Howey

Other Attendees/Guests: Sue Leach, MAASE Executive Associate

Guests: Sarah Jennings from Maner Costerisan (CPA firm)

Call to Order at 4:07 pm

A. Consent Agenda

- a. Approval of minutes from Board Meeting of October 14, 2019
 - Motion – Renee Thelen
 - Support – Ben Hicks
 - Unanimous approval
- b. Approval of minutes from Board Meeting of October 16, 2019
 - Motion - Brenda Tarsa
 - Support – Tammy Nyen
 - Unanimous approval
- c. Approval of Board Meeting December 2, 2019 Agenda
 - Motion – Tammy Nyen
 - Support – Renee Thelen
 - Discussion - Add Awards to ISD Rep report
 - Unanimous approval

B. Maner Costerisan Update - Sarah Jennings

- a. Financial Review will be finalized soon. It will show a net increase of \$20,000.
- b. Maner recommends 3 months of expenses in reserves; MAASE has 6 month in reserve (\$200,000). That reserve has been steady over the last 5 years.
- c. Sarah shared information on other associations who have Executive Directors. She also recommends looking at and updating the MAASE strategic plan (latest version - 2011).
- d. Information from the Michigan Society of Association Executives (MSAE) shows an Executive Director mean salary of \$62,800; median salary at \$55,500.



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C. Executive Associate

1. Financial Statements were reviewed for July, August, September & October 2019
2. Thank You notes were received from Scott Richards (2019 Beekman Award Winner) and Zac George (MCEC presenter at Summer Institute)
3. State of Michigan Corporation Filing completed
4. MARESA Grant received on behalf of MDE OSE to be applied toward the Summer Institute keynote speaker expense
5. Crowne Plaza AV Price Sheet was reviewed

D. Reports of Committees

1. President, Abby Cypher
 - LAC Report
 - Strict Discipline Academy- neutral stance; met with bill sponsor
 - MMC (MI Merit Curriculum) - back to committee 12/3/19; giving suggestions around personal curriculum
 - MASA, MAISA Legislative Committees -- no legislation currently impacting Special Education
 - ISD Collaborative Meeting -- District Discipline Academy brought up at the CoP 12/2/19 meeting.
 - GMM Agenda – Abby will pass the gavel to Nikki
2. Vice-President, Nikki Moore
 - President Transition - Nikki & Abby are going to meet this week to discuss the transition.
 - Project Committee Update – Nikki reviewed the RFP proposed for the consultant to conduct a needs assessment regarding hiring an Executive Director.
 - Motion to approve the RFP as written – Ben Hicks
 - Support – Brenda Tarsa
 - Passed Unanimously
 - SEAC Representative Report – Nikki attending the SEAC meeting. There is various understanding of special education by the SEAC members. They had discussion around strict discipline enrollment, reviewed the bill to revise Michigan Merit Curriculum, and had a presentation on cohort graduation rate data.
 - MAASE Twitter - Nikki is taking over from Abby
3. Vice-President Elect, Renee Thelen – No report



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4. Past President, Brenda Tarsa
 - Communication Plan Workgroup Report. Brenda shared the Spring 2018 desk audit and the 2019 survey results from members. Further work will be done on improving MAASE communication
 - Four Focus Areas. Becky Smith is the lead for this work (she was co-chair with Donna Jones). Becky mentioned that new committee members will be needed to help with the work. Members will be notified about the opportunity to work with Becky to continue the work.

5. ISD Administrators, Katie Flynn
 - Award Discussion – There will be no Batten Award this month. Brenda will bring further instructions on the awards processes for the Board's consideration.

6. LEA Administrators, Trish Lopucki – No report

7. Region 1A Rep., Tammy Nyen -
 - Nov. 25 legislative meeting with UP Reps, Sen, and Fed reps
 - a. <http://legislature.mi.gov/doc.aspx?2019-SB-0600>
 - b. <http://legislature.mi.gov/doc.aspx?2019-SB-0601>
 - c. Brownfield Legislation: <http://www.legislature.mi.gov/documents/2019-2020/billintroduced/House/pdf/2019-HIB-5059.pdf>
 - As part of Tammy's work on the Membership Committee, she shared a membership map showing MAASE & CASE membership.

8. Region 1B Rep., Ben Hicks
 - The New Administrators is looking at ways to increase participation of new MAASE administrators:
 - a. Provide free memberships for new administrators
 - b. Provide a Workshop B for new members/administrators
 - c. Connect with MASSP re partnering MAASE/CASE/MCEC Liaison Report

9. Region 2 Rep., Sarah Winslow - No report

10. Region 3 Rep., Tami Mannes
 - Meeting again Jan. 6 with draft boilerplate language (EO personnel standards) to present to MAASE platform priorities.



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11. Region 4 Rep., Karen Howey - No Report

1. Adjournment at 7:02 pm