



BOARD OF DIRECTORS

Monday October 11, 2021

4:00 – 7:00 pm

Minutes

Board of Directors Members present: Derek Cooley, Karen Howey, Concetta Lewis, Trish Lopucki, Nikki Moore, Kirsten Myers, Karlie Parker, Renee Thelen, Sarah Winslow, Mary Zann, Deb Zelinski

Members Absent:

Other Attendees: Abby Cypher, Sue Leach

Guests: Kathy Barker

Call to Order: 4:03 pm

1. Approval of October 11, 2021 Board meeting agenda

Motion - Deb Zelinski
Second - Kirsten Myers
Discussion - None
Motion Carried

2. Approval of September 1, 2021 Board meeting minutes

Motion - Trish
Second - Sarah
Discussion - None
Motion Carried

3. Review of Board Action since previous meeting (via electronic vote)

None

4. Update on VR Project (Derek/Abby)

- a. Derek and Abby shared background information on the VR Project including:
 - i. First grant was through MCEC
 - ii. Second round of funding to MAASE through the MDE budget 1.5M (general fund); partner with MCEC
 - iii. MCEC hosted several trainings; 70 teachers interested in phase 2 & 3; now recruiting teachers from under represented regions
 - iv. Public Policy Associates, in phase 1, served as intermediary between developers and teachers
 - v. Lesson distribution - 20 games total in initial round; available in windows/zip file, Steam app, Google play store/Chromebook
 - vi. Launching demo tomorrow; support materials available
 - vii. Final pilot testing will include additional participants

- viii. Friday, Oct. 1st MAASE received funding of \$3M in the School Aid Budget
- ix. MAASE Role for phase 3: official lesson launch, project oversight, acquire additional funding, and legal considerations
- x. Project scope - continue phase 2 and build for phase 3
- xi. Great Lakes are looking to hire teachers part time
- xii. Partners include Public Policy Associates & MSU
- xiii. Additional funding is anticipated (in supplemental)
- b. Committee Unanimously Approved Phase 3 MOUs:
 - i. John Andrejack suggested drawing down money for grant management; \$20,000/month.
 - ii. Great Lakes Reality Labs
 - iii. Public Policy Associates
 - iv. MAASE
 - 1. Phase 3 RFP for Marketing/Branding
 - 2. Project Oversight Contract
 - 3. Project Manager Contract/Duties
 - v. Still to develop MOU for MCEC

5. Organizational Governance and Structure (Derek)

Derek shared information he's researched regarding organization governance and structure for nonprofit organizations. Moving forward, hoping to adopt the structure of the Board of Directors setting vision, goals and policies; the volunteers working as the thoughtforce/workforce; and Executive Director and staff handle the management and general operations for the association. The vision is to have staffing in place first and then work to achieve strategic goals 2-5.

6. Recommendations of the Staffing & Capacity Committee (Derek)

- a. Motion: Renew Sue's current contract, extending the end date to June 30, 2022.
 Motion - Deb Zelinski
 Second - Nikki Moore
 Discussion - None
 Motion Carried
- b. Motion: Post full-time EA contract to cover five days a week of project work until June of 2022 and then to include shared responsibilities between the grant and Sue's current position starting July 1, 2022 within the budget proposed. Contract renewal/renegotiation no later than 6/2024.
 Motion - Sarah Winslow
 Second - Nikki Moore
 Discussion - None
 Motion Carried
- c. Motion: Change Executive Director contract to full time and include grant oversight for the duration of this project and potential future projects. Add pursuit of additional revenue sources and CAE certification as expectations. Budget must stay within that proposed here with contract renewal/renegotiation no later than 6/2024.
 Motion - Trish Lopucki
 Second - Sarah Winslow
 Discussion - Request that if all in favor on this item, that it be conveyed to membership that the motions were unanimously and passionately supported by the Board.
 Motion Carried
- d. In order to recruit and retain top talent within the organization, offer staff moving forward the option of a 1099 contract or educator on loan contract, understanding total compensation cannot go above the approved amount.

7. Proposal for Partnership w/Ingham ISD (Abby):

Project SEARCH - Ingham will facilitate this project. MAASE will be a guest member and paid partner (approximately \$30,000 for 4 hours/week).

Motion by Derek Cooley - Support the Project SEARCH proposal as written, with discretion being given to the President and Executive Director to pursue solidifying a contract with Ingham ISD based on this general description.

Second - Concetta Lewis

Discussion - None

Motion Carried

8. Strategic Plan Update (Abby):

Training was held for Strategic Plan committee chairs. Goals/recommendations are due at the April Board Meeting.

Current updates include:

- a. Staffing Capacity
 - i. Committee has been actively meeting.
 - ii. Recommendations for October Board meeting.
- b. Volunteer Management
 - i. Chairs have met.
 - ii. First meeting is scheduled for later this month.
 - iii. They are still recruiting for the committee.
- c. Association Partnerships
 - i. Recruited additional/strategic members (SEILN, SEAC Rep, etc.)
 - ii. First meeting is scheduled for Tuesday.
- d. Advocacy
 - i. Co-chairs were added to both Finance & Legislation and Legislative Action Committee to support the vision moving forward.
 - ii. First meeting is scheduled in October.
- e. Professional Learning
 - i. The two chairs are looking to meet and start planning soon.

9. Executive Director Report:

- a. Since Maner Costerisan is handling MAASE finances, they cannot do the annual Financial Review. Maner provided a format for an RFP to solicit a new CPA firm.

Motion by Renee Thelen - Support the RFP as written, with specific invitations to be sent to Clark, Schaefer, Hackett and Altruic Advisors

Second - Karlie Parker

Discussion - Timeline for completion is typically September 30, will hopefully be completed by December 30 this year.

Motion Carried

- b. VR Participant Recruitment

10. **Additional Updates/Reports from Board Members:**

MAASE is being highlighted at SEAC in November. Sarah will get VR Project Update from Ben and assemble other materials.

11. **Adjourn at 6:59 pm**