

Interdivisional Caucus (IDC)
Meeting Minutes from CEC International Convention
Tuesday, April 5, 2006 @ 1pm MST
Salt Lake City, UT

1. Call to order; introductions; review meeting etiquette (1:00 p.m.)

Packets distributed to members included: Agenda, minutes of 2005 meeting, Revised Operational Guidelines for IDC, IDC International Initiative DISES Brainstorming List, Division Responses to International Leadership Initiatives, 2006 CEC Unit Officers' Calendar of Events, 2005-2006 IDC Division Representatives and Listserve, IDC Financial Transactions Log FY 05-06, Proposed IDC Budget 2006-2007, and the 207 Unit Assurance Form: Divisions.

2. Roll Call

3. Appointment of Parliamentarian: Pam Gillett, appointed and accepted.

4. Adoption of Agenda
Motion: Ross, DVI, second; Loyd, DCDT approved.

5. Approval of April 5th, 2005 Minutes: postpone until next conference call. Brenda will email to membership and seek approval in May on conference call.

6. CEC officers/staff Reports: Jamie Hopkins, CEC President, made several comments regarding divisions and the important role they play in the organization. Thus the role of IDC is equally important. Membership is a concern for all of us. The board will be considering many options regarding increasing membership.

The strategic plan for 2006-2008 has 4 major areas of interest: recruiting and retaining members, advocacy with outcomes related to EBI, continue to address disproportionality; advance the field and emphasis on the work force; financial and organization health. The financial picture is much improved over the last year. We are becoming a more healthy organization.

Jamie also reported on the hiring of an executive director for CEC. A work group, reported by Mary Ruth Coleman, prepared a report for the group which was distributed to members. This work group reviewed what is needed for the organization, held focus groups and interviews with staff, and surveyed representative assembly and membership.

Mittler, TAM: He stated the critical role is implementation and selecting the right candidate. He also expressed concern about an "out of the woods" comment, in regard to our financial situation.

Jamie addressed the concerns raised about fiscal and membership concerns. We definitely have work to do and challenges lie ahead.

Loyd, DCDT: We are making progress, and it needs to continue.

Osborne, DLD: Are there folks informally interested (in the Executive Director position)?

Jamie responded that they have not solicited any at this time.

Heiman, IDC: Where do the divisions fit in?

Mary Ruth Coleman: RA's are from divisions, and well as the Board call out did hit divisions.

Stan Dublinske, Treasurer CEC: Reported on the financial status of the organization. He recognized the staff for their frugal management and net assets increased 1.12 million dollars in the last year. Our investments have increased by half million dollars. Cash availability has increased to 2.1 million from 314,000 last year. Our auditors suggest 30% of our budget should be in reserve. We are about a third of the way there. 2006 budget projects about 1.5 million net assets should be in place again as well. 492,000 is set aside to divisions at this time. They will be meeting on Sunday with treasurers to discuss reducing over the 3 year period the amount held by CEC. Stan introduced Mike Shifflett, new financial officer for CEC. He has already changed the report to divisions, so it is more understandable.

Jim McCormick, CEC Immediate Past President: Jim distributed a brochure on nominations and elections. Jim stressed how important this is for planning and for future leadership. Deadline is in May. Reminder by Heiman, IDC, that Divisions have a representative on the committee strictly representing divisions.

Bruce Ramirez, CEC Interim Executive Director: We are extremely proud of this year's program here in Salt Lake City. We are also proud of your work in supporting our CAN network. You are also involved in our knowledge and skills areas. Leadership Institute is on again this year. It is really tailored to your needs. He also commented on the challenges of all organizations to maintain fiscal health and membership. The coming year will address the redesign of the website; it has an ecommerce capability and on line registration; management information system is still not on line completely, and there are still some bugs to work out; it gives you a profile of our membership in a different way. Recruitment and retention is a priority, as we will introduce an incremental dues payment; examine a telemarketing campaign; group to develop strategies to transition student members to full members. We are also adding on line job posting. We will continue our work with NCLB and reauthorization. We are looking at diversity in our products and our convention program.

7. Policy Update: Deb Ziegler, CEC Associate Executive Director, Policy and Advocacy Services, reported on public policy work this year. There is still no final issue of the regulations. The DOE is saying prior to school is a possibility. Our concerns have been expressed regarding school system's ability to respond in a timely way. A "Public Policy Update" was distributed, as well as Reauthorization of Head Start Act, and "Policy Resources and Information"; "IDEA Funding: Time to Congress to Live Up to the Commitment"; NCLB is up for reauthorization in 2007. We have our work cut out for us. There is opportunity to comment on the web as we begin this process. Deb addressed the "one voice" on the hill. They want the input from your boards.

8. CEC Website Update: Deb distributed an introduction to the new website, a copy of the new front page. The exhibit hall will provide the opportunity to interact live with the web site. There is also a searchable feature. Lynda Van Kuren is the contact at CEC. Kim Krockner is new staff member in Public Policy.

9. Membership Update: Linda Marsal, CEC Associate Executive Director for Membership Services, we have made some progress in the last year. Retention was about 52%, now we are at the 62%. Linda distributed a report to the group titled, "Membership Made Easy for States, Provinces and Divisions, March 2006." First year renewal rate is low and this is one of the most critical. Linda reviewed the detailed report and provided the divisions with very specific information. We are going to do a back to school recruitment campaign. She expressed CEC's strong desire to work together to increase membership.

Mittler, TAM: do we know why we are getting new members? Do we have a profile on them?
Linda Marsal, CEC: a lot are coming to us from the website. We send out a demographic sheet, sometimes they respond, sometimes not. There was discussion about the recent post card distribution by CEC.

Purcell, CASE: Divisions may want to have input next year on the post cards that are sent in advance. There was followup discussion regarding divisions using the spreadsheets and doing followup work.

Richard Maizer, CEC: as a state president, he received archived information.

Keenan, IDC: reminded folks of the resources shared at the summer meeting regarding the organization of division work.

Linda Marsal, CEC: reminded folks it is hard to compare 2003 prior, cause the fiscal year changed. Retention is figured by taking the number of members and subtract the new members, and then divide it by the previous year.

Osborne, DLD: are we talking brand new members, or relapse.

Linda Marsal, CEC: if they come back in 3 years they are renewed.

Linda Marsal, CEC: distributed the unit renewal forms that need to be sent in on October 1. The calendar of events for officers is sent out by Susan Simmons.

10. Evidence Based Practice: Kathleen Shank, Chair, CEC Professional Standards and Practices Committee, and Richard Mainzer, CEC Associate Executive Director, Professional Services distributed a "Proposal for The Development of a CEC Process to Identify Special Education Evidence-Based Professional Practices." Papers were being written, and there was no procedure or criteria to evaluate EBI. So this is a beginning point for use. We would like to have divisions look at the research using these criteria. We are open to adding to this document. We are suggesting this process, but want feedback re: its use. Specific references were made to page 3.

Johns, CCBD: asked for timeline for final document? RA discussion is planned and then feedback by end of the summer.

11. CEC Nominations committee Update: David Fuller, Division representative, is not here.

12. Discussion Topics:

Electronic voting options: Mulligan, DEC, distributed some keypoints for the online process they have used. Members still want a paper ballot choice. They are also suspect of electronic balloting. Make it as easy as possible. TED had a significant drop when they shifted. The costs of the online processing range from \$300 to \$700. They have experienced a decrease in their budget for this process from \$3700 to \$2400 this year.

Membership Assistance: recruitment? Several members requested that this be a topic on the leadership agenda for the summer meeting.

Future of conferences and publications for divisions: Mittler, TAM: raised the issue that 60% of their revenue come from activities. We as divisions get our revenue as well from those products and conferences. There is an opportunity for a conflict. TED is looking at getting out of the publishing business. Maybe this is an opportunity to collaborate. CEC is negotiating with a publisher (Corwin Sage) and it may impact what divisions are doing. A suggestion was made to take more advantage of this. This should be added to the summer agenda, send out a survey before the meetings on all publications.

Keenan, IDC: We could pair it with the discussion on the process for EBI.

Ross, DVI: we are looking at this on Friday and that will come out the strand.

Keller, DISES: we have conference coming up in Lima, Peru. He distributed flyers and asked members to please distribute throughout their divisions.

Update on division efforts toward increasing international membership: Heiman, IDC: gave the history behind this discussion. Discussions were held and a summary is in the packet re: what individual divisions are doing. DISES has supported 5 new memberships for this year.

Division seat on CEC BOD: Heiman, IDC: discussed the history of this issue that happened during the transition from Governors to BOD. Divisions used to be represented on BOG but now the BOD has at large member. Mittler, TAM, expressed his history with this issue. The member on the Nominations and Elections Committee is important as well. We may want to consider a change in the by laws to include a division designation. There is a way without a change to put forth a nominee, but still can not guarantee that the "division" rep would win, if it is not designated. The point was raised that IDC is a caucus, not a governing structure. Suggestion made to discuss in summer. Keenan, IDC asked Mittler, TAM to bring talking points to the summer meeting, so it can be a voting item.

There was a suggestion that we structure time for CEC report period, such as 1 hour so the rest of the agenda could be addressed.

13. New Business:

Items for business for IDC should be first on the agenda for the day.

FY 06 Budget: proposed budget submitted by Heiman, IDC.

Motion to approve: Halmhuber, CEDS, second by Ross, DVI to approve; approved.

Election of IDC Vice-Chair for 2006-2008: Brenda described the role of the vice chair. In light of the late hour, we will address this on the May conference call and take the vote then. Brenda will send an email to members to be on the call and to bring a nomination.

Reminder: Summer 2006 meeting dates

Monday, July 31-Wednesday, August 2, 2006: OSEP federal projects meetings

Thursday, August 3, 2006: IDC summer Division Leadership meeting

Friday, August 4, 2006: CEC PAC meeting

Future conference call schedule:

(all on Tuesdays at 3pm EST, 2pm CST, 1pm MST, 12pm PST)

May 9, 2006

Request was made for Brenda to set up the committee to plan the summer agenda. Volunteers: Argus-Calvo, DDEL; Fiddler, DDD; Keenan, IDC.

Thanks to Brenda for all her work over the last several years.

14. Adjournment: Ross, DVR, motion to adjourn, Chambers, CASE, second. Approved. Meeting adjourned at 4:45 p.m.

Respectfully submitted,

Sandra Keenan

Vice Chair IDC