

**DRAFT MINUTES**  
**Council for Exceptional Children (CEC)**  
**Interdivisional Caucus (IDC) Meeting**  
**Tuesday, April 5, 2005; 1:00-4:30 pm**  
**Renaissance Harborplace Hotel, Kent Room**  
**Baltimore, Maryland**

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***Call to Order***

IDC Chairperson Heiman called the meeting to order at 1:09 p.m.

***Division Roll Call***

Members Present: CASE - Christy Chambers, Steve Milliken; CCBD – Sandy Keenan, Michael George; CEC-PD – Bev Johns; CEDS – Carol Layton, Nancy Halmhuber; DCDD – Judy Montgomery, Kevin Miller; DDD – Barbara Gartin, Dagny Fidler, Tom Smith; DDEL – Beverley Calvo; DEC - Mark Innocenti, Beth Rous; DISES – Clayton Keller, Richard Zigler; DLD – Susan Osborne; DPHD – Kathy Segers; DVI – Ellyn Ross; TAG – Jay McIntire; TAM – Joel Mittler; TED – Marjorie Friend, Linda Patrianca; IDC Chair – Brenda Heiman

15 of 17 divisions represented. No representatives of CEC-DR or DCDT were present.

Others Present: Jim McCormick, CEC President; Jamie Hopkins, CEC President-Elect; Suzanne Martin, CEC Past President; Stan Dublinske, CEC Treasurer; Drew Allbritten, CEC Executive Director; Crystal Phillips, CEC Chief Financial Officer; Bruce Ramirez, CEC Deputy Executive Director; Deborah Ziegler, CEC Associate Executive Director, Public Policy; Daniel Blair, CEC Senior Director, Public Policy; Richard Mainzer, CEC Associate Executive Director, Professional Services; Linda Marsal, CEC Associate Executive Director, Membership Services; Anna Henderson, CEC Coordinator of Division Services, Membership Services.

***Appointment of Parliamentarian***

Judy Montgomery was appointed parliamentarian for this meeting.

***Adoption of Agenda***

Moved by Chambers (CASE); seconded by Halmhuber (CEDS) to adopt the agenda. Motion carried.

***Approval of April 12, 2004 Minutes***

Moved by Keenan (CCBD), seconded by Osborne (DLD), to approve the minutes of the April 12, 2004 meeting of the IDC held in New Orleans, LA. Motion carried.

***Report of the CEC President – Jim McCormick***

Jim McCormick thanked the assembly for the opportunity to appear at this meeting. He reported that his approach as President has been in a stewardship role, and therefore an important area of responsibility has been fiscally prudent and responsible. McCormick stated that one couldn't separate program from finance, as they are intertwined. He prepared handouts for the group

based on an IDC request specifically focusing on budget development and fiscal management. Handouts were distributed and are attached to this document.

McCormick reported that there have been so many cuts at CEC headquarters that it is becoming increasingly difficult to respond to requests in a timely manner. It is now time to look at increasing revenue. The three main revenue sources are membership dues, publications, and conventions. The challenge for CEC is to identify the next revenue stream that will allow growth and continued efforts in advocacy and policy.

Mittler (TAM) requested information on both the short-term and long-term fiscal status of CEC. McCormick stated that the health of CEC is good. In terms of net assets CEC had \$301,180.00 after 2003. CEC had \$407,472.00 in net assets at the end of 2004. There is currently a positive bottom line of \$127,000.00. CEC has \$2.7 million in investments as of this date. CEC, if bankrupt, would be able to pay all creditors (including divisions) and have \$301,000.00 remaining.

McCormick reported that an RFP for auditors had been issued. Deloitte-Touche, the former CEC auditor, did not submit a proposal. Crystal Phillips, CEC Chief Financial Officer, pointed out that it is good practice to have an audit rotation as part of best business practice every 5-7 years. The same principle should be applied to non-profit organizations such as CEC. CEC will be calling for bids in three years.

Johns (CEC-PD) asked the following questions, which were answered by Stan Dublinske, CEC Treasurer:

1. What are CEC's long-term investments? Legg Mason maintains the CEC portfolio. Legg Mason has a wide range of experience in portfolio management. It was stated that specific details on the CEC long-term investments is available in the CEC budget document.
2. What membership number is being used to plan the budget? 43,000 members
3. How many bills are paid in 30-days? Most bills are being paid in 30 days but not later than 60 days.

Halmhuber (CEDS) asked if accounting principles and procedures would be covered at CEC Treasurers' meeting on Saturday. Phillips responded yes.

Mittler (TAM) inquired about membership, as it is the foundation of the organization and the budget. He indicated that membership has dropped from approximately 55,000. Linda Marsal, CEC Associate Executive Director of Membership Services, indicated that she would be sharing a document on membership issues with the membership chairpersons of the various Divisions. (She provided copies of the document to the IDC members later during this meeting). Current membership stands at 43,700 for CEC. She reported that the Pilot Associate category showed tremendous growth; however, 9,100 of those membership losses were gift memberships awarded as part of a membership campaign. She indicated that the loss is in the area of associate memberships, as many professional people moved from professional memberships to associate memberships. In 2003 there were 14,000 associate memberships. In 2004 there were 4,000

associate members. She predicts that CEC is losing about 300 associate memberships per month in 2005.

Mittler (TAM) inquired about the student conversion rate. Marsal indicated that about 20% of memberships are student memberships. CEC spent about \$1 million on student memberships over the past five years. The student transition rate to professional memberships has not been good. CEC is getting only about 200 students transitioning to professional memberships per year.

Marsal indicated that CEC needs to look at retention. She indicated that if each Division could retain 5% more membership each year, it would increase overall CEC membership by about 1000 members per year. She requested that Chairperson Heiman place membership as an agenda item for the Summer 2005 meeting of the IDC.

Johns (CEC-PD) questioned if CEC investigated reasons that members are leaving CEC and reasons they may be feeling disenfranchised from the organization. Is there a plan to look at retention and its relation to the dues increase? Marsal indicated that there are 680 retired members. One of the initiatives will be a joint CEC and Division focus on what can we do together to address membership in a focused manner. Marsal indicated that she can recruit members, but the key is retention. She indicated that retention occurs when there is a connection at the Division level, the unit level, and/or the local association level.

Marsal also indicated that younger members may want more virtual communities as they are not as connected to a community of practice in the same manner as older members are connected to community of practice. The communities of practice look different and must be addressed in order to connect them to the organization.

Osborne (DLD) inquired about how many of the new recruits is older professionals that have lapsed memberships. Dr. Marsal indicated that those members that return are reinstated. Last year CEC mailed invitations to 80,000 lapsed members (over the past three years).

Layton (CEDs) expressed concern about not being able to retain the new teachers, as they are the future of CEC. She stated that she believes that one way to recruit and retain new members is to use web-based initiatives to inform teachers of standards of practice that relate directly to their classroom performance.

Zigler (DISES) reported that the European Special Education Association has approximately 135,000 members. They base their fees on a sliding scale. He believes that CEC needs to look at capturing more international members, such as Europe, Russia, and China. We must look outside the North American box. Zigler (DISES) indicated that there is boundless opportunity for membership on the international level.

***Report of the CEC Executive Director – Dr. Drew Allbritten***

Dr. Allbritten thanked those that sent him cards and flowers after his recent automobile accident. Dr. Allbritten indicated that he was appreciative of those that spoke with him about concerns with CEC. He indicated that he took action on those concerns. The decisions made by the Board were not always popular, but in two years CEC is in the black.

Dr. Allbritten indicated that it is now time to review CEC's status and determine how to proceed in the future. He hopes that CEC is seen as having a renewed focus on collaboration. He indicated that he has a commitment to work on the ideas and suggestions that are shared with him. He stated that he may not always agree with those ideas, but he is willing to listen and work collaboratively with the IDC and the various CEC divisions.

Dr. Allbritten distributed a document outlining CEC's financial progress over the past 1.5 years. A copy is attached. Dr. Allbritten indicated that much of the success is due to the efforts and suggestions of the IDC.

***Joanne Cashman – IDEA Partnerships***

Cashman reviewed several documents with the IDC. The IDEA Partnership is seeding investments in states for collaborative change and implementation of IDEA, Title I, and mental health services for children and families. There is a need to create transformational communities of practice at the state level.

Their approach is to work with membership organizations to deeply invest in the change process at the state level. The PowerPoint handout documents the core beliefs and values of the partnership.

***Policy Update – Deb Ziegler, CEC Associate Executive Director, Public Policy***

Ziegler (CEC) distributed four documents to the IDC relating to IDEA reauthorization and CEC's public policy agenda. She stated that the IDEA 2004 workshops were well received with about 650 people participating in these workshops. Web seminars will be conducted in June and July, which will focus on very specific issues of IDEA 2004. Ziegler (CEC) stated that CEC created a number of products for IDEA 2004. Additionally, a resource notebook entitled *What's New in the New IDEA?* was developed.

Ziegler (CEC) spoke of the CEC Legislative Action Center and encouraged everyone to go to the center at the convention. Three particular areas of concern included assistive technology, the Perkins Act, and the Javits' Act, all of which have been zeroed out in the President's budget. IDEA dollars have been cut as well.

CEC Smart Briefs on the web were discussed. Ziegler (CEC) distributed a form to sign up for the CEC Smart Brief. The consensus from the IDC was that this is a valuable service. It is a service that does not cost CEC any dollars. If 40,000 members receive the CEC Smart Brief, CEC will receive non-dues revenue from this.

Specific IDEA issues CEC is concerned about:

1. Highly Qualified Teachers – CEC and its professional standards committee developed a document for teachers to discern the standard and their respective options to become highly qualified. Ziegler (CEC) spoke briefly about the HOUSSSE standards and the work CEC is doing with this component of Highly Qualified personnel.

2. Regulations and their development are underway. CEC members participated in the hearing process. CASE was a significant contributor at the hearings. The regulation writing process is completed. It is anticipated that the proposed regulations will be out at the end of May. Once out, there will be seven hearings across the country. The schedule for the hearings is in the Public Policy handout.
3. There may be a change in NCLB and making adequately yearly progress. It is anticipated that the DOE will announce an additional category that will incorporate a 2% exclusion category for AYP for other significant academic disabilities.

### ***Old Business***

#### ***Nominations Committee – Joel Mittler***

Joel Mittler, CEC's Nominations Committee, encouraged divisions to announce and promote members to consider running for an office on the Board of Trustees. A handout was distributed.

#### ***Update on CEC Dues Increase***

No further discussion.

#### ***Fiscal Work Group Conference Calls***

The purpose of this group is to address financial issues on an every other month basis. There has been one conference call to date. After this CEC Convention, it is anticipated that reorganization of this effort will occur and the scheduling of a conference call will occur in May 2005. IDC members were encouraged to provide financial issues to Chairperson Heiman for inclusion on future conference calls and during the summer IDC meeting.

#### ***Consideration of Formalizing the IDC into CEC Governance***

This topic is on the agenda for the summer 2005 meeting. Mittler (TAM) expressed that he does not understand the resistance to incorporating of IDC into CEC governance. He indicated that he hopes action is taken in the summer.

Keenan (CCBD) asked if there is a need for a subgroup to meet prior to the summer 2005 meeting in order to provide options to be discussed at the summer 2005 meeting. Keenan (CCBD) made a motion to establish a subcommittee at this meeting to examine the formalization of IDC into CEC governance and make recommendations and a report with options at the summer 2005 meeting of the IDC. Seconded the motion. Motion carried.

Subcommittee:

1. Keenan – CCBD
2. Iannaccone – DISES
3. Johns – Pioneers
4. Epanchin – TED
5. Halmhuber – CEDS
6. Gartin – DDD (alternate)

#### ***Update on Voluntary Levy to Support International Memberships – DISES***

Keller (DISES) asked questions about financial issues regarding the DISES request that a \$1 voluntary levy be added to the CEC membership form. Richard Mainzer (CEC) responded that

he did not have a clear answer. McCormick (CEC) indicated that the CEC Board would spend the next couple of mornings in extensive strategic planning. The strategic plan will be discussed at the Representative Assembly on Friday and Saturday. Before making a check off box, the Board wants to make certain that this is a part of the long-term future of CEC.

Marsal (CEC) indicated that there is a requirement that prohibits differential treatment of units. This applies to the voluntary levy for DISES. Zigler (DISES) stated that there was clear consensus that international members of CEC are inhibited from becoming members of CEC due to the low social-economic status of many third world countries. The question for DISES became one of how to become international given the economic realities of third world countries. The voluntary levy was seen as a means to address this issue.

McCormick stated that CEC, in order to be more business-like, needs to identify its niche in the world of professional organizations. Martin, CEC Past President, indicated that there has been extensive discussion on international issues. The question becomes not whether to be international, but the best, most effective manner in which to be international.

Another alternative proposed by Zigler (DISES) was to approach Division presidents to make a voluntary contribution to this effort. He indicated that he hoped that there would be more discussion on this issue and the voluntary levy during Division business meetings at this convention. Zigler (DISES) requested that Division presidents take this back to their respective Divisions for discussion and potential action.

Heiman asked if state units charge more for their membership, does that money go back to CEC. Marsal indicated that units may charge additional dollars, but CEC charges an administrative fee for collection.

Zigler (DISES) asked for an open discussion on support for international membership. Is there agreement will among Divisions to support international membership? Zigler (DISES) indicated that he is looking for approximately \$20,000 to support approximately 80-90 international memberships. This equates to approximately \$1.00 per member from about one-half of the CEC membership. A process would need to be developed to determine who receives support. This should be perceived as a CEC issue and not a Division issue. A sliding scale on per capita income on an international level was discussed briefly.

Mittler (TAM) asked about the international memberships. Does it vary right now by country? Seegers (DPHD) spent time in China and stated that teachers in China know about CEC and are hungry for membership. Rous (DEC) asked about the retention rates of international memberships. That information has not been aggregated, but can be. George (CCBD) inquired about publishing journals in countries, such as China. Zigler (DISES) reported that the Internet is being used more, but there are still some countries that want paper copies.

Keenan (CCBD) reported that CCBD was approached by international countries about membership in CCBD. She stated that there were about 1000 potential members, but the unified membership has been a barrier.

Montgomery (DCDD) asked whether DISES would provide the structure for this project. Who is handling the money? What form is it coming in? What process would be followed? DISES indicated that they would accept this responsibility.

Heiman requested that each division have this discussion during their Division board meetings this week and report back to her on the issue of international membership support within two weeks.

### ***Election of IDC Vice-Chair***

Floor was opened for nominations for vice-chair of IDC. Nominations received:

1. George (CCBD) nominated Sandy Keenan from CCBD

Mittler (TAM) moved nominations be closed. McIntire (TAG) provided the second. Motion passed. Sandy Keenan (CCBD) was unanimously elected as IDC Vice-Chairperson.

### ***New Business***

#### ***Revision of IDC Guidelines***

Heiman indicated that the guidelines require revision, as they are out of date with the new CEC governance structure. She indicated that, based on suggestions from the IDC, she drafted revisions and suggested proposed language.

Specific areas of revision included election of officers and meeting dates. During the past year, the Vice Chair of IDC had resigned, leaving that position open for a year. There were no provisions in the guidelines as to how to handle that situation. Options presented to solve this problem were presented and discussion ensued. Zigler (DISES) moved that the guidelines include that the vacated position be filled by a temporary replacement appointed by the IDC Chair and approved by a majority vote of the IDC to serve until the next opportunity for election of a replacement to complete the unexpired term. Rous (DEC) seconded. Motion carried.

Milliken (CASE) moved that the guidelines be revised to include the following meetings: CEC annual convention as an IDC business meeting, IDC bi-monthly conference calls, and other meetings as needed. Mittler (TAM) seconded. Motion carried.

Montgomery (DCDD) moved to accept all other edits and Zigler (DISES) seconded. Motion carried.

### ***FY06 Proposed Budget***

Johns (CEC-PD) moved to approve proposed budget. Segers (DPHD) seconded. Motion carried.

### ***IDC Summer Meeting at CEC Headquarters***

Heiman reported that this is a CEC initiative as proposed by Linda Marsal. The meeting will be held Friday, July 22, 2005 at CEC headquarters. It will be an all day meeting for IDC. Halmhuber (CEDs), Keenan (CCBD), Zabala (TAM), Martin (CEC BOD), Coleman (CEC BOD), Marsal (CEC staff) and Heiman (IDC Chair) will serve as the Summer Planning Committee. At least half of the summer meeting will be devoted to division business items generated at this meeting.

Heiman requested that IDC members send other discussion items to her as soon as possible. The timeline for getting the agenda out for the summer meeting is the end of May.

Mittler (TAM) reiterated that recruitment and retention of membership should be a focus of the summer meeting.

***Other***

Zigler (DISES) distributed information on a 2<sup>nd</sup> Annual World Congress of Special Education in conjunction with the Anne Sullivan Centre of Peru. A copy with information regarding this conference was distributed.

Johns (CEC-PD) announced that Andy Berg, a long-time member of CEC who is known for his historical recording of IDC events and meetings, is battling a serious illness and that his house recently burned. In the fire, he lost all his CEC memorabilia. Johns moved that IDC recognize the work of Andy Berg (a proclamation was distributed and is attached). Gartin (DDD) seconded. Motion carried.

Montgomery (DCDD) inquired about *CEC Today* and whether it is still being mailed in hard copy. Marsal (CEC) stated that *CEC Today* is currently available online only.

Chambers (CASE) announced that Dr. Troy Justafson will be at the CASE meeting tomorrow. Connie Gardner will be showcase speaker. Chambers also announced CASE Fun night on Thursday from 6:00 p.m. – 9:00 p.m. on the Black-eyed Susan tour boat.

Heiman thanked John Faust of CASE for acting as vice chair for this meeting and taking the minutes. She also thanked Anna Henderson of CEC for her support and assistance in developing materials and handouts for the meeting.

***Adjournment***

Rous (DEC) moved that meeting be adjourned. Gartin (DDD) seconded. Motion carried. The meeting was adjourned at 4:35 p.m.

Respectfully submitted,

Brenda L. Heiman  
IDC Chair