

# COUNCIL FOR EXCEPTIONAL CHILDREN

## BOARD OF DIRECTORS MINUTES

July 16, 2008 – 7:00 p.m.-10:00 p.m.

July 17, 2008 – 7:00 p.m.-10:00 p.m.

Day One – July 16<sup>th</sup>

### 1.0 Call to Order and Official Items

President Susan Fowler called the meeting of the Board of Directors (BOD) to order at 7:05 p.m. and welcomed members of the Board of Directors.

#### Record of Attendance; Determination of Quorum (Agenda Item 1.1)

President Fowler then asked Secretary Bruce Ramirez to call the roll. A quorum of the following members was present:

Susan Fowler	President
Kathleen Puckett	President-Elect
Mary Ruth Coleman	Immediate Past President
Carol Eisenbise	Treasurer
Marci Brauchie	Member-at-Large
Pamela Coe	Member-at-Large
Raquel Gonzales	Member-at-Large
Patricia Hensley	Member-at-Large
Amanda Hopkins	Member-at-Large
Sharon Ishii-Jordan	Member-at-Large
Barbara Kozma	Member-at-Large
Beverly McCoun	Member-at-Large
Sherry Meschko	Member-at-Large
Monika Williams Shealey	Member-at-Large
James Siders	Member-at-Large
Trisha Steinbrecher	Student Member
Jennifer Tong	Member-at-Large
Roberta Unger	Member-at-Large

#### Adoption of the Agenda (1.2)

Without objection, a proposed change in the dates for the 2010 Convention and Expo was added to the agenda under New Business (Agenda Item 2.6).

**MOTION: Pat Hensley moved to adopt the agenda as amended. Jennifer Tong seconded.**

Motion carried.

Approval of the Board April 2, 3, 6, 2008 Meeting Minutes (Agenda Item 1.3)

**MOTION: Beverly McCoun moved to approve the Board April 2, 3, 6, 2008 Board meeting minutes as corrected. Carol Eisenbise seconded.**

Motion carried.

Consent Topics (Agenda Item 1.4)

The Consent Topics included the Board's approval (electronic action) of the Chairperson for the Workgroup on CEC's International Role; and the May 21, 2008 Board Information Conference Call Notes.

**MOTION: Sharon Ishii-Jordan moved to approve the consent topics. Roberta Unger seconded.**

Motion carried.

## **2.0 New Business**

2009-11 Strategic Plan Goals, Issue Statements and Objectives (Agenda Item 2.1)

President Susan Fowler reviewed the steps to finalize the 2009-11 Strategic Plan goals, issue statements and objectives and summarized the latest revisions to the plan for Director discussion.

**MOTION: Barbara Kozma moved to adopt the revised 2009-2011 CEC Strategic Plan, goals, issue statements and objectives. Marci Brauchie seconded.**

Motion carried.

2013 Convention and Expo Dates and Site Selection (Agenda Item 2.2)

Anmarie Kallas, Senior Director of Conventions, reviewed the 2013 Convention and Expo Site Selection Report recommending San Antonio, Texas as the site for the 2013 Annual Convention and Expo. Board discussion ensued during which staff provided additional clarifying information.

**MOTION: Roberta Unger moved to approve April 3-6, 2013 and San Antonio, Texas as the dates and site for the 2013 CEC Annual Convention and Expo, subject to contract negotiations. Sharon Ishii-Jordan seconded.**

Motion carried.

2010-11 Convention Program Chairperson (Agenda Item 2.3)

Executive Director Bruce Ramirez summarized the qualifications for the position, selection process and Search Team recommendation.

**MOTION: Mary Ruth Coleman moved to appoint Lynn Fuchs and Doug Fuchs to the position of CEC Convention Program Co-Chairs for the 2010-2011 Annual Conventions. Pam Coe seconded.**

Motion carried.

Division for Physical and Health Disabilities (DPHD) Request for an Exemption from the Minimum Division Membership Requirement (Agenda Item 2.4)

Directors discussed the request from the Division for Physical and Health Disabilities (DPHD) for an exemption from CEC's minimum division membership requirement for the 2008 CEC administrative year.

**MOTION: Amanda Hopkins moved to approve the exemption of the Division for Physical and Health Disabilities (DPHD) from CEC's minimum division membership requirement for the 2008 CEC administrative year. Rachael Gonzales seconded.**

Motion carried.

Division on Visual Impairments (DVI) Request for an Exemption from the Minimum Division Membership Requirement (Agenda Item 2.5)

Directors discussed the request from the Division on Visual Impairments (DVI) for an exemption from CEC's minimum division membership requirement for the 2008 CEC administrative year.

**MOTION: Jim Siders moved to approve the exemption of the Division on Visual Impairments (DVI) from CEC's minimum division membership requirement for the 2008 CEC administrative year. Monika Williams Shealey seconded.**

Motion carried.

2010 Convention and Expo Dates Change (Agenda Item 2.6)

The Gaylord Opryland in Nashville, TN recently informed CEC that its preferred April 21-24 meeting dates had become available. Ensuing Board discussion noted the advantages of earlier meeting dates for the field.

**MOTION: Trish Steinbrecher moved to change the dates for the 2010 Convention and Expo in Nashville, TN from April 28 – May 1, 2010 to April 21 – April 24, 2010. Sherry Meschko seconded.**

Motion carried.

### 3.0 Governance and Organizational Reports

#### CAN Meeting (Agenda Item 3.1.1)

The Board was provided an overview of the June CAN meeting by President Fowler, including Capitol Hill meetings with representatives; CEC Rtl Hill briefing; and presentation of the CEC Outstanding Public Service Award to Congressman Chris Van Hollen. President Fowler commended the Policy and Advocacy Services Team for a successful meeting.

#### 2009 Board Meeting Dates (Agenda Item 3.2.1)

Directors reviewed the proposed 2009 Board of Directors Meeting and Information Conference Call dates. President-Elect Kathleen Puckett noted that the April meeting would be shortened by a half-day due to travel schedules.

**MOTION: Rachael Gonzales moved to approve the 2009 Board Meeting and Information Conference Call dates. Pam Coe seconded.**

Motion carried.

#### Financial Reports for the Year Ending December 31, 2007 (Agenda Item 3.3.1)

Treasurer Carol Eisenbise reviewed key aspects of the financial reports submitted by CEC's independent auditor Tate and Tyron for the year ending December 31, 2007. Documents included the Required Communications Letter, Audited Financial Statement, and Management Letter. The Finance and Audit Committee recommended Board approval of the audit report. Director discussion followed.

**MOTION: Jennifer Tong moved to adopt the report of CEC's 2007 Audited Financial Statements as presented. Amanda Hopkins seconded.**

Motion carried.

#### May 2008 Statement of Activities (Agenda Item 3.3.2)

Directors reviewed the May 2008 statement of activities.

#### Finance and Audit Committee Report (Agenda Item 3.3.3)

Treasurer Eisenbise presented the Finance and Audit Committee Mid-Year Report.

#### New 990 Reporting Requirements (Agenda Item 3.3.4)

Treasurer Eisenbise informed the Directors that new Internal Revenue Service 990 regulations were being issued and that CEC would be reviewing its policies, procedures and practices to ensure compliance with these new requirements.

#### Board of Directors Election Slate (Agenda Item 3.4.1)

Nominations Committee Chair Mary Ruth Coleman reported that the Nominations Committee submitted a full slate of Board candidates to President Fowler.

Nominations Committee Report (Agenda Item 3.4.2)

Committee Chair Coleman summarized the committee mid-year report which detailed activities at the 2008 Convention and Expo to solicit nominees for Board positions.

Summer Leadership Institutes (Agenda Item 3.4.3)

Directors reviewed the agendas for the State/Provincial Unit and Division Leadership Institutes that will be held July 28-August 1, 2008.

Publication of Proposed Constitution and Bylaws Amendments (Agenda Item 3.5.1.a)

Co-Chair Sherry Meschko reviewed the Workgroup Interim Report and recommendation to publish the proposed amendments to the CEC Constitution and Bylaws; proposed revisions to the CEC Policies for Board comment; and timeline for completing the Workgroup's charge.

*\*\*President Fowler declared the meeting in recess at 9:40 p.m. on July 16, 2008.\*\**

# COUNCIL FOR EXCEPTIONAL CHILDREN

## BOARD OF DIRECTORS MINUTES

July 16, 2008 – 7:00 p.m.-10:00 p.m.

July 17, 2008 – 7:00 p.m.-10:00 p.m.

Day Two – July 17<sup>th</sup>

### 1.0 Call to Order and Official Items

President Susan Fowler called the meeting of the Board of Directors (BOD) to order at 7:08 p.m. and welcomed members of the Board of Directors.

Record of Attendance; Determination of Quorum (Agenda Item 1.1)

President Fowler then asked Secretary Bruce Ramirez to call the roll. A quorum of the following members was present:

Susan Fowler	President
Kathleen Puckett	President-Elect
Mary Ruth Coleman	Immediate Past President
Carol Eisenbise	Treasurer
Marci Brauchie	Member-at-Large
Pamela Coe	Member-at-Large
Raquel Gonzales	Member-at-Large
Patricia Hensley	Member-at-Large
Amanda Hopkins	Member-at-Large
Sharon Ishii-Jordan	Member-at-Large
Barbara Kozma	Member-at-Large
Sherry Meschko	Member-at-Large
Monika Williams Shealey	Member-at-Large
Jim Siders	Member-at-Large
Trisha Steinbrecher	Student Member
Jennifer Tong	Member-at-Large
Louis Tutt	Member-at-Large
Roberta Unger	Member-at-Large

### 3.0 Governance and Organizational Reports

Publication of Proposed Constitution and Bylaws Amendments (Agenda Item 3.5.1.a)

Workgroup Co-Chair Sherry Meschko reviewed the proposed amendments to the CEC Constitution and Bylaws and timeline for providing notice to the membership and subsequent Board action in October. Board discussion ensued.

**MOTION: Marci Brauchie moved to provide notice to the CEC general membership of proposed amendments to the CEC Constitution and Bylaws Article V, Section 5; Article VI, Section 7; Article VII, Section 3, Section 4, Section 5, Section 6; Article VIII Section 2; Article IX, Section 1, Section 2, Section 3 and Section 4; and Article XI, Section 2, Section 3 (specific amendments attached) to clarify and update the Council's committee, workgroup and other advisory group policies. Rachael Gonzales seconded.**

Motion carried.

Awards Workgroup (Agenda Item 3.5.2)

The Board received a mid-year Workgroup report and the Chair Jim Siders noted key aspects of the report. The Workgroup will complete its work and present a final report to the Board, including a description of the current awards program and options for enhancing the program.

CEC's International Role (Agenda Item 3.5.3)

President Fowler reported that Clay Keller, Chair of CEC's International Role Workgroup, has a full complement of Workgroup members.

Tech Adhoc Workgroup (Agenda Item 3.5.4)

The Board received a mid-year Workgroup report and Chair Pat Hensley referred to the report posted to the Workgroup's webpage. The Workgroup will continue to explore technology opportunities for units to enhance meetings and member communication. Assistant Executive Director Mike Shifflett discussed Microsoft SharePoint as an option to e-Community.

Representative Assembly Workgroup (Agenda Item 3.5.5)

The Board received a mid-year Workgroup report and Assistant Executive Director and Workgroup Staff Liaison, Deb Ziegler, outlined remaining workgroup activities for the year which included new representative training and orientation, and reviewing the implications of changes to CEC's policies relative to committees, workgroups, and other advisory groups.

Canadian/U.S. Standing Committee (Agenda Item 3.6.1)

The Board received a mid-year Committee report from Chair Candace Borger; the Committee has finalized its membership and has completed its meeting schedule.

Diversity Committee (Agenda Item 3.6.2)

President-Elect Kathleen Puckett indicated that a mid-year Committee report was not submitted.

Elections Committee (Agenda Item 3.6.3)

President-Elect Kathleen Puckett indicated that a mid-year Committee report was not submitted.

Honors Committee (Agenda Item 3.6.4)

The Board received a mid-year Committee report from Chair Alba Ortiz with recommendations to raise the profile of the professional awards, including avenues for increasing nominations. Director discussion was supportive of the Committee's efforts to enhance the prestige of the professional awards.

Professional Standards and Practice Committee (Agenda Item 3.6.5)

The Board received a mid-year Committee report from Chair Kathlene Shank summarizing the committee's work relative to evidence-based practice, knowledge and skills (advanced and entry-level) validation studies, studying issues related to professional standards and practice, and updating and editing of the CEC Code of Ethics and Standards for Professional Practice.

Student Committee (Agenda Item 3.6.6)

Student Board Member Trish Steinbrecher noted that the committee was working on the next student newsletter and a rubric for the student awards.

**4.0 Management Reports and Other Information Items**

Executive Director Update (Agenda Item 4.1)

Executive Director Ramirez and the Associate/Assistant Executive Directors reviewed key aspects of the Executive Director's update report. Staff is currently developing the Success Indicators and Strategies for the 2009-11 Strategic Plan and completing CEC's proposal for the National Center to Improve the Recruitment and Retention of Qualified Personnel for Children with Disabilities.

2006-2008 Strategic Plan Progress Report (Agenda Item 4.2)

The Board received a six-month update on the success indicators for the 2006-2008 Strategic Plan.

**5.0 Discussion**

RTI Position – CASE May 6<sup>th</sup> Letter Follow-Up (Agenda Item 5.1)

President Fowler reviewed the ongoing communication between CEC and the Council of Administrators of Special Education (CASE). Directors were supportive of continued discussion to further clarify the position statement.

DDEL Recommendation to Reinstitute the Multicultural Symposium (Agenda Item 5.2)

Directors discussed the request from the Division for Culturally and Linguistically Diverse Exceptional Learners (DDEL) to reinstitute the Multicultural Symposium. Board members were supportive of a continuing dialogue on the conduct of a culturally diverse event in partnership with divisions either in conjunction with a future convention or as a stand-alone event.

Future Board Development (Agenda Item 5.3)

Directors agreed to discuss future Board development during the August Information Conference Call.

Evidence-Based Practices Core Team Correspondence (Agenda Item 5.4)

Directors discussed the information provided by the Professional Standards and Practice Committee (PSPC) relative to Classifying the State of Evidence for Special Education Professional Practices: CEC Practice Study Manual Report and PSPC motion to conduct a pilot of the process for conducting practice studies. It was agreed that President Fowler would indicate to the Committee that the proposed process for evaluating evidence-based practices would be an agenda item for the October Board meeting and that the motion was forwarded to the Executive Director for consideration in the preparation of next year's program plan and budget.

**6.0 For the Good of the Order and Adjournment**

Acknowledgements and Appreciations (Agenda Item 6.1)

President Fowler thanked staff for the preparation that went into the meeting, Directors for their participation, and the chairs of the committees and workgroups for providing mid-year reports.

Upcoming Meetings (Agenda Item 6.2)

President Fowler announced that the Board Information Conference Call would be held on August 27, 2008 and the Board of Directors meeting would be held from October 3-5, 2008.

*\*\*President Fowler adjourned the meeting at 10:40 p.m. on July 17, 2008.\*\**