

**Michigan Career Placement Association
Executive Board and Referent Group Meeting Minutes
Tuesday, October 9, 2007 – MEA Building, East Lansing, MI**

MEMBERS PRESENT: Marjorie Alexander, Diana Bailey, Lisa Bartell, Tom Benton, Cindy Candella, Chris DeYonke, Darlene Fowler, Spike Fuehr, Lori Johnson, Marcia Limbocker, Richard Moll, Penny Paul, Diann Robinson, Bette Rose, and Mary Wheeler.

Guests: None

CALL TO ORDER: Spike Fuehr called the meeting to order at 1:07 pm.

APPROVAL OF AGENDA: Motion by Bette Rose to approve the agenda as printed. Motion seconded by Richard Moll; and, unanimously carried.

READING AND APPROVAL OF MINUTES:

Two corrections were made to the June 15, 2007 Annual Business Meeting minutes.

- Treasurer Report: Fowler reported the 2006 Summer Conference resulted in a \$4,500 loss.
- Representative Reports: WCCA report should indicate that "Membership and participation has been growing exponentially..."
- **Motion by Penny Paul to approve the minutes of the June 15, 2007 Annual Business Meeting with two corrections. Motion seconded by Bette Rose; and, unanimously carried.**

OFFICER REPORTS

Secretary Report: Marjorie Alexander

- No additional report

Treasurer Report: Darlene Fowler

- Net Worth Report 9/30/2007 states a net worth of \$18,844.80.
- Treasurer's Report indicates three expenses have been paid 8/1/2007-9/30/2007.
- Summer Conference resulted in a loss of approximately \$4,000. Speaker expenses will be reviewed for next year's conference.
- **Motion by Richard Moll to accept all Treasurer Reports as printed. Motion seconded by Mary Wheeler; and, unanimously carried.**

President Report: Spike Fuehr

- Spike indicated that Penny Miller-Nelson could not be in attendance for today's meeting due to local responsibilities.
- The Risk Management Workshops are booked at 102 people. A waiting list has been created. An additional Risk Management session will be offered during the Summer Conference. The possibility of conducting three fall workshops was discussed. The availability of speakers on three dates was questioned.

Past-President's Report: Penny Miller-Nelson

- Spike shared that the Summer Conference is scheduled for June 18 & 19 at Crystal Mountain. Sessions will be held approximately 9 am-4 pm each day. Attendance goal is 100 participants.

President-Elect Report: N/A - open

- Spike indicated this position remains open.

VP Membership Report: Kellie Seward

- Spike indicated that Kellie was not able to attend today's meeting. He spoke with Kellie who would like to encourage regional representatives to revise membership lists.

Vice President of Publications/Historian: Tom Benton

- Tom distributed the October 2007 newsletter. Spike recognized Tom for his efforts on the newsletter.
- Tom emphasized the importance of accurate regional membership lists for mailing to approximately 1,500 members.
- Tom would like to include a summary of the Risk Management workshop sessions and promote the summer conference in a spring newsletter.

Rep-At-Large: Chris DeYonke

- No report

STATE/REGIONAL REPRESENTATIVE REPORTS

MDCD: Diana Bailey

- Diana updated the group on what's happening at the State level since many facets of OCTP's work are currently in transition. OCTP is now part of MDE; Patty Cantu is heavily immersed and respected in MDE.
- Diana is continuing to work with the MPAAA and will present information at the Risk Management conferences. MPAAA has provided feedback to clarify questions and will be making additional changes.
- A new sample Training Agreement and Training Plan have been created to incorporate pupil accounting changes.
- The Work Based Learning Opportunities Chart is being revised; Diana will seek input from the MCPA Board.

MI Transitions Services: Diann Robinson

- Diann shared that the MTSA Conference will be held on March 5-7 ; she will promote the Summer MCPA conference.
- Handouts regarding Special Education work based learning will be provided for the Risk Management conferences; unsure if someone will be present at the Risk Management conferences to present in person.

NMCA; Northern MI: Kathy Rautio

- Absent; Spike shared that Kathy is the new representative from Sault Ste. Marie
- Kathy is working on planning a regional meeting.

NEMCA; North East MI: Art Adamec

- Absent; Spike indicated that Art is planning a regional meeting.

NWMCA; North West MI: Marcia Limbocker

- Marcia reported that she has planned a regional meeting for December 7—topic TBD.
- Marcia is cleaning up her regional membership list.

WCCA; Western MI: Mary Wheeler

- Mary has scheduled a November 9 regional meeting—topic: Recap of Risk Management conference.
- Mary discussed the possibility of electronic time cards for students. Diana indicated that the state's philosophy is that they are OK as long as pupil accounting approves.

SVRACC; Saginaw Valley: Kellie Seward/Bev Zimostrad

- Absent; no report

KOMAC; Kent, Ottawa, Muskegon, Allegan, Oceana: Richard Moll

- Richard shared that he plans to schedule three regional meetings this year. The November 2 meeting topic will be pupil accounting. Additional meetings will be scheduled in February and April.

MMCA; Mid-MI : Lori Johnson

- Lori indicated that she has scheduled a regional meeting on November 2 at the RESD. The Risk Management Conferences will be recapped.
- Lori is also cleaning up her regional membership lists.

SMOCA; St. Clair, Macomb, Oakland: Betty Rose & Penny Paul

- Betty and Penny shared that they have a regional meeting scheduled for October 30 at Oakland Intermediate School District. Carolyn Claerhout from pupil accounting will be presenting.
- Penny is working on cleaning up the regional membership list.

SEMCA; South East MI: Cindy Candella & Jennifer Reaume

- Cindy indicated that Jennifer Reaume will be the Co-representative.
- Cindy will email the updated membership list to Kellie Seward.
- A regional meeting is planned for the first week in December; the Wayne County auditor usually presents at the fall meeting. Cindy encouraged attendance by principals who have lost FTEs. She also shared an idea to host a casual meeting at 3 pm to share forms and provide networking opportunities.

SMCCA; Southern MI: Karen Easley

- Absent; a regional meeting is being planned.

SWMCA; South West MI: Lisa Bartell

- Lisa shared that she is working on cleaning up the regional membership list.
- A meeting date has not yet been determined.

STANDING COMMITTEE WORK/PROGRESS REPORTS

Summer Conference Committee: Penny Nelson-Miller (chair)/Spike Fuehr

- Spike shared that the 2008 Summer Conference has been scheduled for June 18 & 19 at Crystal Mountain. Each day's sessions will run from approximately 9 am to 4 pm. One day will focus on Risk Management. The awards ceremony will be held on Wednesday night and the Business Meeting will be held on Thursday.
- Penny asked that suggestions be emailed to her. Darlene Fowler shared an idea to invite a presenter from Bay Harbor who presents on customer service.

Current Issues: Spike Fuehr

- Spike shared that the Risk Management Conferences are scheduled for October 23 and 24.

Communications/Marketing/Website: Spike Fuehr (chair)

- Spike indicated that the MCPA website is up and running. Please email any changes to Spike.

UNFINISHED BUSINESS

- None

NEW BUSINESS

- Gifts for the Risk Management Conference and Summer Conference were discussed.

ADJOURNMENT

- Next Meeting – Tuesday, April 29. Location: MEA Building.
- Meeting adjourned at 2:27 pm.

Respectfully submitted,
Margie Alexander