



BOARD OF DIRECTORS

April 11, 2022

4:00 – 7:00 pm

Minutes

Board of Directors Members present: Derek Cooley, Renee Thelen, Sarah Winslow, Kirsten Myers, Concetta Lewis, Mary Zann, Deb Zelinski, Trish Lopucki

Members Absent: Nikki Moore, Karen Howey (on for the beginning), Karlie Parker (called in - poor connection)

Other Attendees: Abby Cypher, Sue Leach, Kristine Gullen, Sarah Jennings

Call to Order: 4:03 pm

1. Approval of April 11, 2022 Board meeting agenda

Motion - Sarah Winslow

Second - Deb Zelinski

Discussion - None

Motion carried

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

a. Approval of December minutes

b. Approval of February minutes

3. Budget Update - Sarah Jennings, Maner Costerisan

a. Sarah reviewed the MAASE 2021-22 budget compared to last year. Revenue is up significantly due to grant money.

b. Maner has made staffing changes assigned to the MAASE account for increased level of quality control.

4. Budget – continued discussion

a. Maner finalized the Financial Policies and Procedures document in cooperation with Abby and Sue.

Motion: Approve the Financial Policies and Procedures as presented.

Motion - Kirsten Myers

Second - Mary Zann

Discussion - None

Motion carried

b. Conflict of Interest Policy

Motion - Approve the sample conflict of interest

Motion - Sarah Winslow

Second - Deb Zelinski

Discussion - None

Motion carried

c. Transition of Treasurer from Nichole Moore to Karlie Parker effective 4/11/22.

5. Executive Associate Contract

Recommendation to allow Sue Leach to work over her current 25 hour per week contract, up to 40 hours per week until June 30, 2022. This would be at her current hourly rate. She would continue to bill us for the 25 hours per week on the 10th of the month and bill for any added hours at month end.

Motion: Approve an adjustment to the Executive Associate contract to include up to 40 hours of service per week, until June 30th. This would include the added responsibilities of supporting the new accountant, assisting with the audit, entering the member financials into membership works, building the new website and transitioning member data into Novi.

Motion - Derek Cooley

Second - Concetta Lewis

Discussion - No budget adjust is needed

Motion carried

6. Summer Institute Updates (Derek)

- a. The final Sponsorship Prospectus document that outlines opportunities for sponsors at Summer institute was reviewed. The document was sent out to potential sponsors.
- b. Registration is live.
- c. Renee Thelen is transitioning to Chair effective July 1.

7. Strategic Planning Updates

a. Volunteer Management

Create structure for Leadership Development (similar to national CEC) under the Membership Services Committee. Direct Membership Services to intentionally engage current membership and ways to market MAASE membership.

Motion: Approve strategic goal recommendation to create structure for Leadership Development.

Motion - Derek Cooley

Second - Kirsten Myers

Discussion - None

Motion carried

b. Association Partnerships

Have a Board liaison for appointees to facilitate connection & communication between liaisons and Board.

Motion: The Board liaison for MAASE appointees shall be the Vice President.

Motion - Derek Cooley

Second - Sarah Winslow

Discussion - Be the point person for each of the appointees to offer support and direction, and then report to the Board.

Motion carried

c. Advocacy

Change structure for LAC and Finance and Legislation. LAC is Board-appointed committee. Finance & Legislation is an open committee. LAC was formed when MAASE didn't have an Executive Director. Add an Advocacy Committee with Policy & Budget under it.

Motion: Adopt recommendations of Advocacy Strategic goal area group to change structure for LAC & F&L.

Motion - Renee Thelen

Second - Concetta Lewis

Discussion - What is the Board obligation to that committee? Executive Director could be their contact to the BOD.

Motion carried.

d. Professional Learning

The committee created a Foundational Body of Knowledge for SE Administrators.

Motion: Adopt recommendations of committee to revise 4 focus areas to be called the MAASE Guiding Principles.

Motion - Kirsten Myers

Second - Deb Zelinski

Discussion - None

Motion carried

8. 2022 Elections

Seats available July 1 include: Vice President-Elect, LEA/PSA Representative, Region 1a Representative, Region 2 Representative and Region 4 Representative. Nominations close after the April 13 General Membership Meeting.

9. Summer Leadership Retreat

A Leadership Team retreat will be held July 18-20, location TBD.

10. Updated 2022 MAASE Platform and Priorities Documents

The document was reviewed. Once the Board approves it, Abby and Karoub can advocate for items

on the document.

Motion: Approve the updated 2022 MAASE Platform and Priorities Documents

Motion- Trish Lopucki

Second - Sarah Winslow

Discussion - None

Motion carried

11. Executive Director Report

a. Staffing

The MAASE 3-year budget was drafted assuming no new grant revenue. The status of MITTIN Grant indicates "Ongoing Funding." We will need a full time project manager on the grant if we remain at \$3mil allocation. Recommend re-engagement of the Staffing Capacity Group to create a recommendation to replace Sue's position should the final state budget include MITTIN funding. Recommendation is needed by the May Board budget meeting.

b. U of M Request

A letter was received requesting MAASE support of their work entitled "A Hybrid Effectiveness-Implementation RCT of Virtual Interview Training for Autistic Transition-Age Youth."

Motion: Approved letter of support with edits (by Kristine)

Motion – Derek Cooley

Support – Renee Thelen

Discussion - None

Motion carried

c. Novi AMS

Abby reviewed the new website (under development). We cannot accept new memberships until July 1. Work will continue on building the AMS.

d. Request for a virtual May Board Meeting for 22-23 Budget approval. This Zoom is scheduled for May 26, 3:00-4:30 pm.

12. MAASE Dues Structure

The Board reviewed dues structures for similar education associations. Return on investment information outlining member benefits to increased dues fee was shared.

Motion: Approve \$300 for voting members as defined in the Bylaws and \$200 for nonvoting members.

Motion - Concetta Lewis

Second - Kirsten Myers

Discussion - None

Result - Motion carried

13. Adjourn at 6:49 pm