

The Cooperative Education and Internship Association  
 BOARD OF DIRECTORS MEETING  
 Seattle, Washington April 6, 2014

*(In the interest of space, written reports given out at the meeting will not be rewritten into these minutes; however, a copy of the annual report, that includes a summary of reports, will be included in the set of official minutes. Where a report was submitted, ATTACHMENT will be inserted into the minutes. Contact CEIA office for any copies of these reports that you may be missing. You may assume a discussion took place for all items listed.)*

**Board Members Present:** Patty Bazrod, Connie Dietz, Beth Settje, Steve Sellars, Joseph Banks, Carmen Diaz, Scott Maynard, Penny Grob, Jose Pereira, Lisa Tandan, Anderson Lee, David Snow, Al King, Veronica Porter, Joe Catrino, Hollis Zehnder.

**Absent:** Tracey Bowen, Dan Cayse, Kelly Harper

**Ex Officio Present:** Peggy Harrier, Julie Hutt, Michele Clare

**Ex Officio Absent:**

**Sunday, April 6, 2014**

**Call to Order:** 9:30 am by President P. Bazrod

**Introduction** of new board members, update of Board roster.

**Review of Agenda:** P. Bazrod (Attachment)

P. Bazrod reviewed agenda and asked for additions or deletions – no changes, so continue with agenda of previous day.

**2014 Conference:** P. Harrier (handouts)

- Peggy reviewed Schedule-at-a-Glance agenda & program.
- Peggy reviewed Board chart, who, where, when... for board involvement over next three days.
- Peggy reviewed flow and responsibilities for awards banquet.

**2015 Conference:** Atlanta, Georgia (fri. Mar. 27- wed. Apr. 1).

- Downtown hotel –Marriott Atlanta Marquis; \$109/night.
- 2015 Conference Chair: Julie Hutt, University of South Carolina

**President's Remarks:** P. Bazrod

1. Association Management support
2. Board meeting expectations
3. Focus for Year – Future Planning (see Goals/Vision handout)

**Action Item: Board** will review & prepare ideas for future goals as presented at next board meeting.

**Action Item:** Board will update their pages on website.

4. Budget Process: P. Bazrod
  - Review of current budget request process. Review of fiscal policies in Board Manual. Assumption is that individual institutions will offer partial support of board involvement/travel. To continue work before summer virtual board meeting, make financial requests to Executive Committee in interim.

**Action Item: P. Harrier** to send electronic copies of budget requests and budget reimbursement forms to board.

**Action Item: All** to submit budget requests via email to Dan Cayse & P. Harrier by June 1, 2014.

**Action Item: P. Harrier** to email travel reimbursement form to board members.

5. Personnel Issue

**Action Item: P. Harrier** to email updated board roster and distribution list to board members.

**2014-15 Board Meetings:** P. Bazrod

- July 8<sup>th</sup> virtual Board Meeting through webinar technology – 1-4 pm EST
- Atlanta, Georgia – October 15-17, 2014 (Wed.-Fri.)
- Executive Committee Meeting – January 2015 (Wed.-Fri.)

**Action Item: P. Bazrod** will make arrangements for virtual board meeting to be held on July 8<sup>th</sup>.

**Review of Action Items** (Attached at end of these minutes)

**Wrap-up and Comments:** P. Bazrod

- Submit reimbursement forms to Dan Cayse within 30 days.

**Adjournment:** P. Bazrod

**Motion Made, Seconded** (B. Settje/P. Grob) to adjourn the meeting at 11:10 am. **Motion Carried.**

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Seattle, Washington April 5-6 2014

ACTION ITEMS

1. **Action Item: D. Snow** will investigate train the trainer program for National Academy, training opportunities and branding name going forward
2. **Action Item: D. Cayse** will prepare financial statement for Journal partnership members.
3. **Action Item: Each board member** will recruit one new CEIA member!
4. **Action Item: D. Cayse** work with WACE on joint billings for membership and journal.
5. **Action Item: Regional VPs** to become active on LinkedIn pages.
6. **Action Item: All board members** to post reports, etc. on Dropbox going forward.
7. **Action Item: All regional VPs** will send regional and state events info for website calendar.
8. **Action Item: T. Bowen** will serve as point person to chair a committee to conduct a feasibility study of both Journal and Experience Magazine. Will submit report at summer board meeting.
9. **Action Item: RFP** for replacement of Development Associate is being prepared.
10. **Action Item:** Prepare billing for Journal partnership to WACE.
11. **Action Item: P. Harrier** will send membership spreadsheet to Regional VPs.
12. **Action Item: D. Snow** & Webinar committee to prepare proposal for October Board meeting for future of offerings, costs, etc.
13. **Action Item: Regional VPs** will reach out to non-renewed members.
14. **Action Item: Goal** of 100 more 2014 members.
15. **Action Item: D. Snow** will provide schedule of future webinars for the year.
16. **Action Item:** S. Maynard will update Site Selection Process documents and P. Harrier will send to board.
17. **Action Item:** C. Dietz will update by-laws amendments
18. **Action Item: Board** will review & prepare ideas for future goals as presented at next board meeting.
19. **Action Item:** Board will update their pages on website.
20. **Action Item: P. Bazrod** will make arrangements for virtual board meeting to be held on July 8<sup>th</sup>.
21. **Action Item: P. Harrier** to email updated board roster and distribution list to board members.
22. **Action Item: P. Harrier** to send electronic copies of budget requests and budget reimbursement forms to board.
23. **Action Item: All** to submit budget requests via email to Dan Cayse & P. Harrier by June 1, 2014.
24. **Action Item: P. Harrier** to email travel reimbursement form to board members.