

The Cooperative Education and Internship Association
 BOARD OF DIRECTORS MEETING
 Atlanta, Georgia, March 29, 2015

(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, , Beth Settje, Steve Sellars, Carmen Diaz, Penny Grob, Jose Pereira, Lisa Tandan, Veronica Porter, Joe Catrino, Hollis Zehnder, Kelly Harper, Sara Muzzy, Dan Cayse, Connie Dietz, Anderson Lee, Scott Maynard

Absent: Tracey Bowen, Al King

Ex Officio Present: Peggy Harrier, Julie Hutt, Dawn Koeltzow, Molly Thompson

Ex Officio Absent: none

Call to Order: 9:35 am by President, Kelly Harper

Review of Agenda: K. Harper (Attachment)

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

President's Remarks: K. Harper

- Association Management support
- Board meeting expectations
- Calendar for the year review.
- Update board roster.

Action Item: Board will update their pages on website.

Action Item: S. Sellars will coordinate effort to create content areas for each region on website.

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

Professional Development: C. Dietz

IDEA: Certificate in co-op/internship management (or leadership?)

- Cohort group to track thru each conference
- Possible books: *Good to Great* or *First Break the Rules*.
- Possible CEUs; Mini institute – possible topics?; Partner with another group?
- Identify target market first; develop a curriculum; establish an exploratory committee.
- Complete a DACUM? (Tim Nolan)

Action Item: C. Dietz will lead an investigation and prepare a proposal for a possible certificate in co-op/internship management.

Budget Process: D. Cayse

Review of current budget request process. Continue work before summer virtual board meeting, make financial requests to Executive Committee in interim.

Action Item: P. Harrier to resend 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 May 1, 2015.

2015 Conference: J. Hutt, Chair, University South Carolina Honors College (Attachments)

- Schedule-at-a-Glance reviewed again.
- *Board-Be-Where-When* reviewed again.

2016 Conference: D. Koeltzow, Chair, Bradley University, Illinois

- Marriott City Center, Dallas, TX; April 3-5, 2016

- Theme: “BIG IDEAS”; “Big Things Happen Here”
- \$159/night; \$10/night kickback to CEIA

Action Item: D. Koeltzow will post 2016 Dallas teaser on website by June 18th.

Action Item: D. Koeltzow, P. Harrier, J. Hutt will prepare preliminary conference budget by June 18th.

Action Item: D. Koeltzow will post 2016 conference pages by July 15th.

Action Item: D. Koeltzow will prepare and post 2016 conference Call for Proposals by August 1st.

2017 Conference: Molly Thompson, Chair, Metropolitan State University of Denver

- Westin Denver Downtown; April 2 – 4, 2017; \$159 + 14.75% tax/night, single/double; \$10/night kickback to CEIA

2015-16 Board Meetings: K. Harper

- June 18th virtual Board Meeting through webinar technology – 2-3 pm EST (Thursday)
- Dallas, Texas – September 30-October 2, 2015 (Wed.-Fri.)
- Orlando, Florida (tentative) – January 2015 (Wed.-Fri.)

Action Item: K. Harper will make arrangements for virtual board meeting to be held on June 18th.

Action Item: K. Harper will work with Kent Phillips to seek arrangements for January board meeting.

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

Wrap-up and Comments: K. Harper

- Submit reimbursement forms to Dan Cayse at end of meeting for reimbursement checks.

Adjournment: K. Harper

Motion Made, Seconded (P. Grob/C. Diaz) to adjourn the meeting at 10:55 am. **Motion Carried.**

The Cooperative Education and Internship Association
 BOARD OF DIRECTORS MEETING
 Atlanta, Georgia, March 28 - 29, 2015

ACTION ITEMS

1. **Action Item:** All regional VPs will send regional and state events info for website calendar.
2. **Action Item:** K. Harper will set up committee to review non-student award criteria for next year.
3. **Action Item:** Joe Catrino will research how to secure the Journal archives.
4. **Action Item:** Executive Committee will investigate what it will take to fund Experience Magazine Editor's position and prepare proposal.
5. **Action Item:** Executive Committee will review RFP for Development Associate position.
6. **Action Item:** D. Cayse will investigate conference cancellation insurance.
7. **Action Item:** P. Grob will prepare survey for membership ref hosting international conference (i.e. will institutions fund travel, would folks come, passports, CAFCE, etc.) by June 30th.
8. **Action Item:** Regional VPs and Marketing VP share NAWIL in Vail registration information.
9. **Action Item:** P. Harrier will send membership spreadsheet to Regional VPs.
10. **Action Item:** Regional VPs will reach out to non-renewed members.
11. **Action Item:** Goal of 150 more 2015 members.
12. **Action Item:** P. Harrier will follow-up with J. Catrino and U. of Waterloo to discuss possible partnership for Journal database.
13. **Action Item:** B. Settje will revise non-paid internship statement and send to board for review by end of April.
14. **Action Item:** Executive Committee develop proposal for Experience Magazine Editor or Communications/social media manager by June 18th virtual board meeting.
15. **Action Item:** T. Bowen will present proposal at October board meeting for future direction of VP Research.
16. **Action Item:** S. Sellars will prepare summary report of self-study analyzing board roles and share with new board members electronically by June 18th.
17. **Action Item:** Board will update their pages on website.
18. **Action Item:** S. Sellars will coordinate effort to create content areas for each region on website.
19. **Action Item:** P. Harrier to email updated board roster and distribution list to board members.
20. **Action Item:** C. Dietz will lead an investigation and prepare a proposal for a possible certificate in co-op/internship management.
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