

The Cooperative Education and Internship Association
 BOARD OF DIRECTORS MEETING
 Chicago, IL March 31, 2019

(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: Julie Hutt, Veronica Porter, Dan Cayse, Dawn Koeltzow, Andrew Harper, Kate Darcy Hohenthal, Janis Ransom, Joe Catrino, Lynne Hickle, Tracey Lord, Molly Thompson, Ross Johnston, Kelly Harper, Cara Doyle, David Bird, Rebecca Pettitt, Meghan Stidd

Absent: Makesha Dockery, Sarah Burrows

Ex Officio Present: Peggy Harrier, Patty Bazrod, David Caffo, David Schwartz

Ex Officio Absent: Michael Sharp

Sunday, March 31, 2019

Call to Order: 9:30 am by President, Julie Hutt

Introductions: J. Hutt, President

Each gave background and memorable moments.

Review of Agenda: J. Hutt (Attachment)

Reviewed agenda and asked for additions or deletions –continued with agenda of previous day.

President's Remarks: J. Hutt

- Executive Committee monthly phone meetings.
- Regional VPs bi-monthly calls – D. Koeltzow
- Network VPs bi-monthly calls – V. Porter
- Professional Development & Conference Chair VPs bi-monthly calls – J. Hutt/D. Koeltzow
- Future Planning:
 - Virtual meeting –June/July TBA
 - Fall board meeting – San Diego, CA September 22-24, 2019 (Sun-Tues.)
 - Winter board meeting – Tampa, FL January 5-7, 2020 (Sun-Tues.)
 - Spring 2020 conference board meetings – March 28 & 29; San Diego, CA (Sat-Sun.)

Board of Directors Handbook – J. Hutt

- Updates to board roster, position descriptions, timelines, processes

Motion Made, Seconded (M. Thompson/J. Catrino) to accept revisions to Board Handbook with amendment to return conference oversight to President-Elect. **Motion Carried.**

Professional Development: J. Catrino

- CEIA Academy – Vail, CO training June 11-13, 2019;
 - Design thinking – created new curriculum
 - Developing mentorship program for Academy participants throughout the year
 - Including DACUM materials
- Webinars – committee scheduling up to 5 webinars for 2019-20.
- Website – reviewing and recommending updates to Skills, Tools Hotspot, Resources, Knowledge Zone and Members Only areas; organizing buckets and updating content.

Action Item: J. Catrino asking for volunteers to serve as mentors to Academy attendees by April 30th.

Budget Review: D. Cayse

All reviewed with new board members at morning orientation.

Action Item: P. Harrier will send out budget request form by May 1st with expected return submission by May 31st to both D. Cayse and P. Harrier.

Member Development and Retention – P. Bazrod, Target Market Chair

Board worked in sub-committees with specific target markets assigned, to develop working initiatives for the 2019-20 year with focus on new membership development and services.

North American colleges and universities

**Dawn Koeltzow (Pres.-Elect) (Chair)*

Andrew Harper (RVP 5 & 2020 Conference Chair)

Rebecca Pettit (RVP 7)

Cara Doyle (Mkg.& Comm.)

Tracey Lord (Co-op network)

Julie Hutt (Pres.)

Global colleges and universities

**Ross Johnston (Intl. network) (Chair)*

Ronnie Porter (Past-Pres.)

Meghan Stidd (RVP 6)

Makesha Dockery (RVP 3)

Joe Catrino (Prof. Dev.)

Sarah Burrows (Research)

Secondary educational institutions

**Kelly Harper (RVP 4) (Chair)*

Peggy Harrier (Exec. Dir.)

Michael Sharp (Exp. Mag.)

Kelly Harper (RVP 4)

Kate Darcy Hohenthal (RVP 1)

David Bird (2 yr network)

Employers

**Janis Ransom (Empl. Network) & David Caffo (Ext. Relations) (Chairs)*

Dan Cayse (Fin/Treas.)

David Schwartz (2021 Conference Chair)

Lynne Hickle (RVP 2)

Molly Weller Thompson (Intern. network)

Action Item: Membership sub-committee chairs send summaries & priorities to P. Bazrod by April 30th.

Action Item: All to review our website from an employer perspective; noting what we currently offer to employers and what we lack, and most importantly, what information we want to offer employers.

Action Item: All to share with P. Bazrod one or two examples of employer materials you utilize in your programs. Your shared content will assist in developing our updated employer Knowledge Zone.

2019 Conference: A. Harper,

March 31 – April 2, 2019; Chicago Westin River North; \$199/night (includes \$10/night rebate)

- 377 registrations; reviewed agenda, program, etc. again for benefit of new board members.
- Review of Where to be When.
- Employer Day – Janis Ransom/Scott Maynard; High School Day – Krista Paul
- Employer site visits – 3 Sunday (McDonald's headquarters, Aquarium, Field Museum)/1 Wednesday (Groupon) and Sunday Christopher Glass boat trip.

2020 Conference: Andrew Harper, Chair

- San Diego, CA – Westin downtown; March 29th - April 1st; \$209/night +tax (includes \$20/night rebate)
- Reviewing contract & hotel facility, developing theme; tourism council
- Fall Board Meeting in San Diego Westin – September 22-24 (Sun.-Tues.)

Review of Action Items: (Attached at end of these minutes)**Wrap-up and Comments:** J. Hutt**2019-2020 CEIA Board Meetings:** P. Harrier

- Virtual phone-in board meeting –June/July TBA
- Fall board meeting – San Diego, CA September 22-24, 2019 (Sun-Tues.)
- Winter board meeting – Tampa, FL January 5-7, 2020 (Sun-Tues.)
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Adjournment: J. Hutt

Motion Made, Seconded (J. Catrino/K. Hohenthal) to adjourn the meeting at 11:46 am. **Motion Carried.**

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ACTION ITEMS

1. **Action Item: Board** will update their pages on website by June 1st. (K. Harper spreadsheet).
2. **Action Item: J. Catrino** will facilitate update of Peer Resource Network over the next year.
3. **Action Item: J. Catrino** to facilitate update of Skills, Tools Hotspot pages.
4. **Action Item: Board** will push to regions and networks to submit articles and volunteer to serve on Experience Magazine committees for a diverse field; reach out to conference presenters to write articles.
5. **Action Item: M. Sharp** will send P. Harrier list of open positions.
6. **Action Item: All** to develop goals for the year, using the board calendar, by April 30th.
7. **Action Item: M. Sharp** will work with David Caffo to develop sponsorships and ad revenues for Experience Magazine.
8. **Action Item: C. Doyle** to set up CANVA.com account to perform set-up of graphic designs for social media.
9. **Action Item: Regional VPs** will look at what other associations their regional members belong to.
10. **Action Item: Peggy** will investigate with web folks how to insert speed bumps on website to encourage members to update their profiles.
11. **Action Item: M. Thompson & K. Hohenthal** will process map the award recognition procedure by March 30th.
12. **Action Item: M. Sharp** looking for submissions for Experience Magazine and reviewers ongoing.
13. **Action Item: Peggy** will delete the North American Directory and add instead names of all member Institutions on website.
14. **Action Item: Link Honor Roll** info to student awards announcement & on auto-responses.
15. **Action Item: Develop testimonials** from student award recipients.
16. **Action Item: J. Catrino** asking for volunteers to serve as mentors to Academy attendees by April 30th.
17. **Action Item: P. Harrier** will send out budget request form by May 1st with expected return submission by May 31st to both D. Cayse and P. Harrier.
18. **Action Item: Membership sub-committee chairs** send summaries & priorities to P. Bazrod by April 30th.
19. **Action Item: All to review our website** from an employer perspective; noting what we currently offer to employers and what we lack, and most importantly, what information we want to offer employers.
20. **Action Item: All to share** with P. Bazrod one or two examples of employer materials you utilize in your programs. Your shared content will assist in developing our updated employer Knowledge Zone.