

## **MN DEC BOARD MEETING MINUTES**

**April 22, 2013**

### **Members Present:**

Louise Rath, Jane Gibson, Judy Swett , Teresa Kuchera, Aaron Derius, Chris Hansen. Heidi Muhs, Scottie Livingston, Beth Dorsey, Kellie Oborn Krick, Jill Haak

### **Approval of Agenda**

- Motion to approve minutes by Judy Swett, minutes approved
- Summer Institute added to the agenda
- Improving remote access to the meetings needs to be looked.

### **Treasurer's Report (Aaron)**

- Aaron provided the Treasurer's report
- DEC conference check for \$2042 has been deposited
- Uncertain whether we have received a signed copy of the Articles of Incorporation from the lawyer
- Need to find a tax accountant and file a 1023, Kellie will contact her accountant
- Need to get a new credit card, since the old one is in Jill's name
- Need to determine whether we need to apply for a state ID

### **Membership Report (Jane)**

- 134 members as of March 2013

### **CEC**

- This year, no representative has attended CEC meetings. Earlier in the year we began a conversation about which state organization it would be beneficial to collaborate with. Further discussion is needed to make a decision.

## **OLD BUSINESS**

### **State Updates / National Updates**

- Karen Cadigan is resigning from heading up EARLY LEARNING
- DEC is in the process of selecting a new executive Director-
- Revised Professional Practices is on a fast track to be completed by the end of the year. .

### **Communciation Committee**

- New Website
  - all the tabs have been made active
  - Info is on the calendar

- Communication gap has occurred since the state can no longer send attachments. They can send a link for the newsletter. PACER also cannot send out information on the state list serve.
- At the ECSE leadership Forum, Chris will share DEC updates and website information.
- There is a Drop Box account, which will be the repository for all DEC documents. It is important that all material be dated. Aaron will send out an invite. Kellie offered to set up the Drop Box folders .
- Kellie volunteered to assist with the communications committee
- The plan is for three newsletters per year.

#### **Awards and Grant applications**

- Uncertain if the information has gotten out, no applications have been received .
- The grant application is now posted on the new website.
- Discussed whether the current submissions process needs to be improved/changed to make it easy to apply. The committee will meet prior to the next meeting this summer to examine the process.

#### **Fall Leadership conference-**

- Planning meeting was postponed and a new time needs to be scheduled.
- Brainstormed potential themes:
  - implementation science; new teacher evaluation system;
  - barriers to implementation

#### **Spring leadership Forum:**

Logistical plans for the DEC sponsored breakfast were completed.

### **NEW BUSINESS**

#### **Summer Institute**

- Details for the DEC Wine Reception
- Books from the national will be given as door prizes
- The membership board will be displayed

#### **Summer Retreat**

- Other agenda items will be discussed at the retreat
- Meeting date will be determined by Survey money.
- Location to be determined, may be at Beth's house.

Meeting adjourned at 10:01.

Notes submitted by Beth Dorsey on 7/19/2013.