

SDAEOP Board Meeting
February 28, 2015
Pizza Ranch - Fort Pierre
11:00 a.m.

Meeting was called to order at 11:00 a.m. Pledge of Allegiance

1. President welcomes Board.

Amy Ramsey appointed Nancy Spoolman as secretary in the absence of Kris McMahon.

2. Secretary did roll call.

Present:

Amy Ramsey, President
Nancy Christopherson, President-Elect
Deb Luger, Vice-President
Sherry Lurz, Treasurer
Cyndy Weber, Area II
Beth Hogan, Area V
Sarah Smyle, Area VI
Betty Sokol, Past President

Absent:

Kris McMahon - Secretary
Pam Liebe - Area I
Edith Fool Bull - Area III
Sharon Kerby - Area IV

Members Present: Charla Callahan and Nancy Spoolman

A quorum was established with 8 board members present.

3. **Approval of minutes** from the June 2014 Wed. p.m. board meeting at AmericInn, Aberdeen SD were read. Sherry Lurz made a motion to accept the minutes. Nancy Christopherson seconded. Motion carried.

Approval of minutes from the September 13, 2014 Board meeting at the Pizza Ranch, Fort Pierre, SD.

Corrections: Misspelled Sherri Lurz name; change to **Sherry** on all pages. Misspelled Kirby to **Kerby**. Changed. Page 3, #10 - change "but together" to "**put** together". Under #9, change This **is** for conference only. Under #14 - Change where it says: ...Nancy Christopherson go ahead **and** purchase the ... instead of go ahead **a** purchase. Change Sara to **Sarah**. # 15 Duel to **Deuel**. #19 Change Heslik to **Henslik**. Changed #24 to include the fact that check #1793 had finally cleared September 24, 2014. (Scholarship check.) A few other minor typos corrected. The minutes from the September 13, 2014 - all necessary typos were corrected. Changed minutes will be put online. nls

Cyndy Weber made a motion to accept the September 2014 meeting, with corrections as stated. Deb Luger seconded. Motion approved.

4. **Financial Report:** Sherry Lurz

Correction to Cindy Weber's name on report: Change to **Cyndy**. Cash in bank as of 2/27/2015 is \$12,803.32. (See attachment A of various accounts/investment distribution.)

Nancy Christopherson made a motion to accept the financial report as stated, with all vouchers paid. Sarah Smyle seconded. Motion carried.

5. **Optimist news articles** for the 2014-15 year. Board members are responsible for articles; you don't have to write them. Ask your administrator, community members, co-workers or other SDAEOP members in your area to submit an article.

Optimist Article Assignments:

Winter 2015 (Deadline: ASAP)

- a. President
- b. President Elect
- c. Treasurer
- d. Membership (Peggy Greiner)
- e. Vice President
- f. All Area Directors
- g. Nominations & Elections (Pam Liebe)
- h. Awards (Pam Liebe)

Spring 2015 (deadline: 4/15/15)

6. Area Reports

Area I - Pam Liebe - None

Area II - Cyndy Weber - Lots going on. Have not had any inservice yet.

Area III - Edith Fool Bull - None

Area IV - Sharon Kerby - Amy told a news flash! Connie Stauch, Amy Ramsey and Cindy Halliburton are all retiring this year, from Area IV.

Area V - Beth Hogan - Getting ready for our conference in June. Had sample of new T-Shirts. Short sleeve in lilac. Long sleeve in light blue. Beth will see if the long sleeve can come in lilac. Put article in newsletter. Beth will send a picture of one.

Area VI - Sarah Smyle - Having a mini workshop on April 18, 2015 in Sturgis. CPR class and Zumba - beginners.

7. Committee Reports

Budget - Sherry Lurz - No report; will have one in June. Remember, NAEOP field is under Conference expense.

Nominations & Elections- Pam Liebe - No report.

Constitution & Bylaws - Deb Luger - Discussed combining President-Elect and Vice-President. (Bring this up under Old Business.)

Membership • Peggy Greiner - Would be a good idea to have a total of membership people when we have our meetings. Ask Peggy to send a total of members for each meeting report.

Public Relations - Beth Hogan - None

Professional Growth - Charla Callahan - None

Nominations we have, **or need**, the following (2015):

Secretary - Charla Callahan

Area I - Lori Waldner

Area III - _____

Area V - _____

Vice President - _____

Milbank ladies have agreed to be Chairperson for conference in 2017. Discussed how to get people involved. Everyone agreed we **do not** want to pressure others in taking a position.

8. Old Business

a. Priority List

i. Constitution/Bylaws (Deb Luger and Nancy Christopherson)

Change of Board of Directors Titles - Present this at annual conference

Keep: President

Merge: President-Elect/Vice-President

Keep: Past President

Keep: Secretary, Treasurer, 6 Area Directors

Before making changes to Constitution and Bylaws you must follow procedure under Article VI - Amendments. A letter signed by five (5) voting members 90 days prior to the annual meeting. Type up the proper changes on what the constitution says now and what you want it to read. Then send out the ballot in form of an email and people would vote Yes or No. Or, we can put it in the newsletter for voting. Then this will be presented at the annual board meeting, reporting the changes, if applicable. This allows time for the upcoming President to put the new constitution in their booklet. Once Nancy Christopherson has it written up, Deb Luger offered to proofread, if needed.

ii. Duties of the Board

Review and discuss. Form committee to set down in print duties?

If **everyone** would look at the new “combined” Handbook in the **SDAEOP Sharing** folder in DropBox called **Boarddirectorsmanualcomplete2014nls** and copy it to their computer. If you are an Area Director, look at your particular duties, and make any necessary changes and/or additions you might want. Once you are done making changes, **email** Charla Callahan at (charla.callahan@k12.sd.us) to what changes you think are appropriate for your position. You can copy and paste your changes into your own word document, save under your name, and add to the new folder in the DropBox called: **Proposed Changes of Board Handbook 2015**. Charla and/or Nancy S. will then make changes to the main manual. Once we get feedback and changes from everyone, and they are made, we then proof, (before conference) and hopefully have it ready for print. It is going to take some time, but it needs to be done. **These changes must be done before May 2, 2015**. Charla Callahan, Nancy Spoolman, Nancy Christopherson, Sherry Lurz, and Deb Luger will get together to finalize it **May 2, 2015**.

Deb talked about how nice it would be if the committees could communicate more and keep things going smoothly. We need more communication, and if you are on a committee you need to be in contact with members on your committee.

iii. **Board Member Changes** - Discussion is included in Constitution/Bylaws (above).

iv. **Mission Statement/Pamphlet** (Deb Luger)

Deb updated the pamphlet to reflect the new membership fees. Will also remove the one about affiliated with superintendent’s association. We are unsure of this one.

v. **Raffles/Baskets/Fundraisers**

Should we come up with something new to do besides our baskets? It was suggested we go with a gift card tree, or two. If every Area would bring a gift card, we could possibly have two or three nice gift card trees / raffle. **Nancy Spoolman said she could bring some wooden cactus “plants” her son made for hanging jewelry, to use for the gift cards, if needed.**

Sherry Lurz made a motion that we discontinue the silent auction baskets for one year, to be reviewed at that time. We will replace it with a gift card raffle where the money will go into the General Fund. Each school will bring at least one gift card. Retirees are welcome to bring a gift card, or make a donation to their previous district. Nancy Christopherson seconded. Motion carried.

Sherry will write up an article regarding the gift card tree for the newsletter this week. It is suggested you get gift cards that are universal so it can be used wherever you are.

vi. **Meeting Agenda** (Charla)

See below, c. on Page 7.

vii. **Membership Drive**

Secondary Principals Meeting, Tuesday, March 31, 2015 and Wednesday morning April 1, 2015 in Pierre. Amy called Past President, Steve Benson, Clear Lake /Deuel to see if SDAEOP can have a table to promote our organization. He said great idea. Amy called President Brad Seamer of McCook Central. Left a message. Should be calling back Monday. SDAEOP will pay for 1 room with two people. They will hand out pamphlets Deb will have ready, and the magnets. Hand out door prize and free membership to one of their secretaries. **Charla Callahan and Nancy Spoolman agreed to man this. (31st and 1st of April).** Cindy Heupel's letter.

viii. **Workshops**

How to promote our organization. Ideas for small areas.

What Area VI did. Deb Luger emailed several in the area and they went out for dinner and then went to the VFW and played Bingo. They called it "Girls night out." You can get people involved to go bowling, or any fun thing.

Good idea to try and find in-house people to do the workshops, which will save money.

ix. **Flash Drives** (Charla)

They are started. How to use them.

There is a flash drive for: President, Treasurer, Newsletter, Pictures, Secretary, Membership, Conference, and Miscellaneous who have documents which can be stored on flash drive and then passed on to the next person who takes over that position. Each person received their particular flash drive to copy anything they might have from past years onto it.

x. **Magnets** (Charla)

It had been discussed that we could sell these, but it was decided to give them out to Secondary Principals at their conference for them to give to their secretaries.

c. **DropBox** (Nancy)

Nancy Spoolman will make sure all board members are added to the SDAEOP Sharing folder. Deb Luger, Sarah Smyle, Cyndy Weber, Beth Hogan, Sharon Kerby, Edith Fool Bull, Pam Liebe.

d. **Charla's Scholarship**

- i. Members to apply for help with expenses to attend Conferences
- ii. Charla put in DropBox
- iii. Would like some help.

We now have \$540 in Charla's Scholarship.

e. **Pins (Betty)**

- i. Quotes for NAEOP pins - order more

State pins are about \$2.37 each. Betty will get the exact amount. These are great "icebreakers" at NAEOP.

- ii. Membership pins- ordered.

Betty got a quote on the pins, which is \$4.60 each, but we must order a minimum of 100. (State blue enamel ones.) If people lose them, they have to buy one if they want another one.

f. **National Institute** (Carla Downs/Nancy Spoolman) 2017 or 18 **(Scratched this)**

- i. Retired members chair with help from members
- ii. NAEOP guidelines
- iii. 15 hrs. educational credit towards PSP
- iv. Fri./Sat./Sun.
- v. Deadwood Lodge-Charla checking
- vi. Dean @ Black Hills State-workshop guidance
- vii. Tour Bus to Mt. Rushmore/Spearfish Canyon

National might be eliminating the Institutes since no one comes to them anymore. Charla suggested we gather together with the Nebraska people as they are interested in having our own mini North Central institute, inviting NAEOP members and our surrounding areas. Possibly in Spearfish, during the fall. Nebraska would be willing to help. It's more of an "us and them" helping each other grow. Table this until conference and we find out more. Mary Guest or Lola Young were mentioned.

g. **Audit**

Sherry will contact the others on the Audit committee: (Rena, Sherry, Jill and the lady from Shannon county to meet in April and go over the books).

h. **2013 Scholarship check?**

This has been taken care of, it cleared. Noted above in #3 in correction notes regarding minutes of September 13, 2014.

i. **NAEOP Affiliation**

i. Postmarked by May 1

Amy is getting the paperwork ready to send in to NAEOP. Need numbers of NAEOP members. Need membership numbers from previous year to pay NAEOP affiliation. Sherry will let Amy know.

j. **Any other Old Business**

No other old business.

10. New Business

a. **2015 Conference** - Area 5 - Beth Hogan & Betty Sokol

i. \$500 to National Field Service?

Betty handed out the budget for conference 2015. Registration of \$85 will come off the \$515. We are about \$430 over budget. It will even out with a few things they have lined up. Rooms will be \$77 a night. Board meeting will go from 1:00 - 2:30 on Wednesday, June 11, 2015 (Central Time). 2:30 - 6:30 bus tour of St. Francis and then to a tailgate cookout at the new school. Then a Lakota culture adventure and dancing. Star knowledge video their students made. Lots of neat things planned throughout the three day conference. Marty Blocker, Cowboy Poetry.

Betty will get the corrected information to Nancy S. to put in the newsletter this week.

We will do white elephants again at conference.

b. **Priority list**

Take this priority list and work on it from September to September. Finish one thing and then move forward.

c. Suggestion to try and get the Agenda out possibly a week before meeting so board can go over it.

d. 2016 Conference will more than likely be in Deadwood at Cadillac Jacks. Nancy Christopherson handed out information she received from Amber, of Cadillac Jacks. She checked into Deadwood Lodge, also. Three can easily share a room. They are willing to work with us.

- e. Nancy Christopherson made a motion to pay vouchers. Deb Luger seconded. Motion approved.
- f. Motion was made by Deb Luger to adjourn the meeting at 2:49 p.m. Seconded by Sherry Lurz. Motion carried.

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