Business Meeting March 9, 2016

3:25 pm: Linda called the meeting to order; 14 members present

1. Welcome: Linda welcomed all who came to the board meeting and asked for each member of the executive committee to stand and state name and position (positions represented included President Elect, Membership Chair, Legislative Chair, Past-President, Treasurer, Communications/Technology Chair, Secretary, Vice President, and President).
2. Copy of December’s minutes is on the website.
	1. Two clarifications of the minutes: At the December meeting, this current conference was organized and planned, and the President appointed two board members to fill current vacancies.
3. Treasurer’s Report: Suzanne Viski
	1. Last report was February 2015.
	2. Current balance is $4254.51. We have one $70 check to deposit.
	3. Report includes monetary summary of the October 2015 and March 2016 workshop. Note that none of the March 2016 funds have been added to the current balance.
	4. Vic noted that we needed to add Billy’s expenses to the March 2016 fiscal conference summary.
	5. CASE funded the expenses for both Linda and Don to attend a conference.
	6. CASE funds the refreshment for the mentor/mentee gatherings.
	7. CASE keeps expenses relatively low. One reason for this is that executive board members have absorbed the cost of items like stamps, paper, ink, etc. at their local LEAs. Due to recent budgetary matters at LEAs, this may not be able to continue.
	8. Within the report, future action steps are listed, including pursuing CASE having 403C status. One element of this is determining a physical address (cannot be a PO Box). Linda mentioned checking other states to see how they do the physical address.
	9. Within a future fiscal plan, we need to coordinate a periodic auditing of the books by an independent person.
	10. CASE currently does not bank online; switching can save $36 per year.
	11. The executive board needs to consider being able to process registrations with credit cards.
4. Legislative: Don Bucher
	1. This summer, Don attended the legislative CEC/CASE seminar. Don was the only representative from WV. He would like to see more representatives from WV CASE in the future.
	2. Representative McKinley was been a co-sponsor of a bill for full funding of IDEA across a 10-year span. Rep. McKinley has a daughter who is a special education teacher.
	3. Don will be retiring this year. He has taken a position with West Virginia Professional Educators as a teacher representative/advocate. He has, however, agreed to stay within CASE as the Legislative Chair.
	4. Don worked with the WVSPA on a bill, S4703, that would treat special education aides under the same guidelines as ECAT aides, in an attempt to retain them. The bill, as it stands, does not look like it will pass as a stand-alone bill. However, the bill looks to be attached to HB4566, a non-controversial education bill, which has a chance of passing this session.
5. Professional Development: Lesa Hines
	1. We are looking forward to Fall 2016. Pat has agreed to pay for Art to be a part of the conference, between October 11-14. (WVDE cannot do a fall conference independently.)
	2. We need to decide on a venue for the fall conference. We have better attendance when the conference is in the northern part of the state. Lakeview (Morgantown) had the best attendance.
		1. The Robert Mollahan Center was brought up as a possible site. The membership agreed that this should be looked into.
			1. **Vic’s only complaint was hauling water. Gia recommended that we purchase WVCASE water bottles and have water stations instead.**
	3. We will not be doing the fall conference with CEC. Linda spoke with Annette Pratt, President of CEC, and there is no resistance of both groups doing their own conferences in regard to the needs of the memberships.
6. Communications/Technology: Nothing to report.
7. Executive: Linda Palanchar
	1. Thank yous to everyone who has participated in this conference. Linda has heard nothing but positive things about the conference and the venue.
	2. The collaboration between WV CASE and WVDE has been positive and the membership wants it to continue. Kathy Hudnall expressed that the partnership has been comfortable.
	3. There are over 160 registered for this Friday’s Online IEP session.
8. Membership: Gia Deasy
	1. All participants were given a link to join in an egg upon sign-in today.
	2. We want to focus on gaining members of CASE in WVDE as well as at least one representative per county.
	3. Institutional membership opportunities may bode well for larger counties.
	4. The board would like to examine how we can tack a yearly membership fee onto the conference fee. Hal (Berkley County) mentioned he had paid a national conference fee to CASE for membership purposes, even though he couldn’t attend.
	5. **Linda will check on the actual number of CASE members enrolled in the national organization.**
	6. Although national CASE frowns upon it, Vic suggests we explore state only CASE membership.
	7. In looking to increase membership, Gia said we need to focus on getting the constitutients to gain the drive to join; Hal offered, “each one, reach one.”
9. Old Business
	1. Work Plan Review:
		1. We have expanded beyond providing information and professional development to members to incorporate other groups.
		2. We will send out a survey to directors in order to prioritize needs.
		3. Continue to build relationships with other agencies. We have a good relationship with CEC; we want to build that with ASA. Lesa mentioned meeting with AJ.
		4. Cohort 1 of the mentor program will end this year. There will be revision of the documents.
		5. We will continue to provide leadership to shape policies.
		6. With regard to the WV Advisory Council, we present when they are in the county of a CASE member.
		7. Continue to increase membership.
		8. The website for members is up and running.
		9. This will all go into a report due July 1.
	2. Confirm appointed board members:
		1. Vic Fisher, Vice President, 2015-2016
		2. Rikki Lowe, Secretary, through 2016-2017
10. New Business
	1. **Linda will send thank you letters to:**
		1. **Each sponsor of the bill (see legislative section for bill number)**
		2. **Executive Director of RESA VII for those who helped with this spring conference**
	2. Nominations and votes for:
		1. Treasurer, 2 year appointment, 2017-2018
			1. Kim nominated Suzanne Viski. Rikki seconded. All aye vote.
		2. Vice President, 1 year appointment, 2016-2017
			1. Linda nominated Dr. Kate Porter. Lesa seconded. All aye vote.
	3. Next Executive Meeting: Thursday, March 10, 2016
	4. Sign-up sheet for social gathering (WVU Basketball at the Irish Pub) will be next to the sign in sheets Thursday morning.