

Indiana Council for Exceptional Children

Purpose of Meeting: monthly meeting

Place: New Palestine Southern Hancock County School Board Room

Date: Wednesday, February 3, 2010

Time: convened to order at 10:05 a. m. E. S. T.

Officers present: Marcia Piercy, President; George Van Horn, President-Elect; Lynn Mellinger, Representative Assembly; Jerry McKim, Secretary; Kathie Dowell, Membership Chair

Members present: Janice Grskovic; Shelia Marie Trzcinka; Katie Havercroft.

1. Approval of the minutes

Marcia asked for a motion to approval both December and January minutes and Lynn so moved and Janice second. The result was unanimous approval.

2. Treasurer's report

There was no report. However, Marcia shared the need to establish guidelines for reimbursement. Members use varying procedures and guidelines will clarify the procedure to be utilized. Marcia produced sample guidelines taken from ICASE. She will send a draft to the executive committee and members present today for input. Reimbursement guidelines will be presented at the next meeting for discussion and approval.

The reimbursement guidelines were as follows:

1. Only expenses directly related to INCEC related business as approved by the Executive Committee will be reimbursed.
2. INCEC Executive Committee has approved reimbursement for expenses related to:
 - a. Executive Committee member attendance at Executive Committee meetings;
 - b. National conference;
 - c. Leadership conference for President-Elect.
3. Mileage reimbursement at the IRS rate for actual miles driven to and from the participant's home or office for attendance of monthly meetings.
4. Reimbursement for lodging will not include telephone calls, videos rental, etcetera.

Itemized bills must be presented for lodging, internet fees, parking, meals and registration.

3. Membership report

Kathie did join the meeting at approximately 10:45 a. m.
Marcia indicated a membership report was not available.
Members reviewed responsibilities of the executive committee to determine membership correspondence. George indicated the report would be part of the secretary's responsibility to disseminate to the membership. The INCEC Constitution provides some guidelines on this.
Marcia added the membership chair has assumed some responsibilities in the dissemination of information coming from the membership committee.
Kathie said the gathering and disseminating of information takes her hours to do since she has problems with the electronic means to achieve the delivery of a membership report to the members. She stated it has taken her five hours to gather and clear information via email.
George stated she was probably experiencing problems with the firewall kicking emails from your site to members.
Kathie said, if one email address is bad the whole group will not go out.
Janice said IUN secretary could assist with the mailing if Kathie would mail a file with the addresses to her.
Marcia volunteered to assist Kathie by mailing the address to Janice.
Marcia asked Kathie if she would continue as Chair of the Membership Committee through June 30 of this year.
Kathie indicated she would.
Marcia asked Kathie to send a list of ideas she would like INCEC and the Executive Committee to address.
Kathie said she would send them before next month's meeting.

4. CAN report

Marcia reported Addie will be attending the CEC National Convention in Nashville this April on public policy matters.

5. National CEC Convention Updates

Chris Grissom responded that she would attend National and plans to attend the Student Chapter meeting.

Janice and Shelia Mariewill be attending the National Convention and attending committee meeting on membership and student chapters.

Sheila Marie announced she had contacted the National CEC concerning ways to increase membership.

Sheila Marie also queried if there were scholarships available for students to attend the CEC National Convention through INCEC.

Marcia responded we have no stated budget for this.

Marcia said the National CEC had contacted her regarding the selection of our Teacher of the Year nominee. Susan Lutzke is our teacher but she will not be attending the National CEC.

6. State Conference

George explained there has been no feedback concerning the survey. In fact only five people have responded thus far.

Sheila Marie reported forty-five people have committed to the Widening the Circle Conference.

7. Review Terms of Officers to Plan for July 1, 2010

Marcia expressed concerns about the Nominations Chair's progress in soliciting a slate of people to replace open offices in July. With all of our best efforts, it tends to take a long time. Marcia recently emailed John Somers to inquire of his interest in chairing the Nominations Committee. She will report on his interest next month.

Marcia reviewed the terms of offices by submitting to the participants a form displaying current offices and the remaining time of service.

Marcia expressed an interest in serving on the Nominations Committee with John Somers.

George also expressed a desire to serve on the committee.

Marcia noted several of the committees are inactive and others need more members to serve on them.

Marcia mentioned the need for volunteers to serve on the Finance Committee.

Marcia said the Membership committee is in need of members to serve. Marcia said she would serve on this committee and so did Janice and Shelia Marie.

Marcia asked Janice and Shelia Marie if they would be interested in sending emails to lapsed members asking them to reconsider renewal of their membership. She also asked if they would contact schools to solicit new members.

George suggested we need to personally contact members we know and ask them to reach out to other members for both their service to INCEC and membership expansion efforts.

Marcia also encouraged members to reach out in their communities.

Katie Havercroft indicated she would serve on a committee.

8. Reimbursement Guidelines

Janice asked about reimbursement guidelines.

Marcia directed the attention of the participants to the reimbursement guidelines as they now exist.

Marcia said there are a number of items that should be in the reimbursement guidelines as annual expenditures. For example, the CAN Conference in Washington should be on the list of annual expenditure.

George said INCEC reimbursement should be secondary to other sources for a member to receive reimbursement for INCEC related expenses.

Marcia specifically noted the mileage rate is linked to the IRS allowance.

Marcia stated all claims need to be itemized and presented to the Executive Committee.

Janice concurred there needs to be specific guidelines subject to approval by the Executive Committee.

George stated there needs to be limits or qualification for the use of funds.

George submitted members should submit advanced request for funds.

Marcia believed this to be a good idea too.

Lynn stated INCEC per diem for the Nashville convention is set at \$66.00.
Marcia said there needs to be more specifics for the submission of itemized bills.

9. "Good of the Order"

Kathie indicated was received from the Covered Bridge Conference for \$200.00.
She could not explain why it came this late.

Kathie expressed she believes our INCEC website needs immediate updating.

Lynn read a portion of the minutes from the December 9, 2009 meeting where
a list of reimbursements was approved for the National CEC Conference.

Kathie queried why we are paying for Pre-Conference? We have never done that
before.

Marcia responded to Kathie stating we need to get guidelines pertaining to this
question.

Marcia expressed interest in supporting IUN's conference in March.

Kathie questioned further Pre-Conference expenditures even though Lynn and
Marcia and other attendees are not using it.

George stated to Kathie this is why we need guidelines.

10. Adjournment

George moved for adjournment and Katie Havercroft second.

The motion was unanimously approved.

The meeting adjourned at 11:12 a. m. E. S. T.