

Board Members present: Lisa Koenig, Tamara Honvlez, Kristin Metler-Armijo, Patty Horn, Tracy Benson, Lisa Carraboa

I. Committee Updates:

– **Professional Development**

* Dennis Sparks: Tamara shared that her group has set an agenda and organized people to help with set up and registration. At the time of this board meeting, 35 people had registered. It was determined that Lisa K. will shop for a thank you gift, Lisa C. is going to make a certificate recognizing Dennis as a charter member of the revived SDCAz and thanking him. Kristin will purchase a frame for the certificate to present to Dennis.

* PDLA Standards Training: Kristin shared that the training had to be simplified from 3 different trainings to one training. That training will be in Phoenix on Feb. 13 and 14. At the time of the board meeting, there were 17 people registered. Kristin will check with ADE to get a list of participants to make name badges with the logo attached.

* Learning Focused Conference: Kristin shared the conference flyer and stated that it would be emailed to Patty so that she could send it to everyone.

* PO Issue: At this time, the organization is not prepared to deal with PO's. Checks and cash will be accepted for Dennis and the PDLA training. This issue will soon be remedied.

– **Membership and Communication**

* Updates on lists: Patty shared that the list is getting more organized. It was determined that 2 lists would be kept during the interim rebuilding of the organization. 1. A membership list of all paid members who would receive all committee and board minutes as well as other organizational communiqués. 2. A list for communicating events. It was also determined that the lists would be kept within the organization and would not be given to other organizations in order to preserve the integrity of the group. Other groups can contact members and ask for information to be sent via email from our membership and communications committee board representative. The board will determine whether the communication would be sent out.

* Merging two committees: It was discussed that the two committees will officially become one.

* Website Information: Lisa K. shared the information regarding website design with the board. The person she contacted gave the following information:

- ~ He would charge \$100.00/ page to develop the site. This would include 3 original graphics.
- ~ To purchase the domain name it would cost \$25/ year or \$90/5 years.
- ~ It would cost \$0 - \$10/ month for the site space depending on traffic.
- ~ There would be email accounts for officers.

~ He charges \$50.00/hour for updates to site.

It was decided that the benefits of a website for the organization were many, and that this was something that should be established soon. We determined that we would invite him to our next meeting for a demonstration of what he could do for us.

– **Advocacy**

* State Adoption of NDSC Standards: Tracy shared the information from her committee meeting. It was decided that a “white paper” would be a good venture for the organization in order to declare our support for the NSDC standards as well as show the revitalization of SDCAz. Further activity for the group would be to investigate how we can influence the 180 PD hours required for recertification.

– **Treasury**

* Bank Account Information: Lisa K. shared that as soon as she had some money to deposit, she would open a bank account. Board members present gave her the \$25 for Dennis Sparks and membership to get the account going. It was determined that one other individual would also be on the account for check signing purposes.

* P.O. Box Information: Lisa K. shared that she contacted 3 Post Offices and found out that the all had waiting lists for boxes. She put the organization on a list, and will use her home address until a box opens up.

II. Belief Statements

The board took all comments and suggestions from the November 22, 2005, meeting and revised the belief statements. A current copy will be distributed to board members. The board will determine at the next meeting when those should be distributed to the whole group. Kristin will revise them electronically and distribute to board members.

III. Other Agenda Items

* Sponsorship and partnership criteria: It was discussed that criteria needed to be established for determining which partnerships and events would be sponsored by SDCAz. This is something that would be identified as part of the organization by-laws.

* Non-Profit vs. Incorporation: Much discussion was held on the topic of creating non-profit status for the organization. Lisa K. brought in the IRS forms and paper work that needs to be completed for that process. It is quite extensive and would require the help of an accountant to complete. It was also determined some of the requirements needed could not be met yet. The organization does have a 27 month grace period before any initial non-profit paperwork would need to be completed. It was discussed and shared that incorporation was a less tedious and more practical solution. Lisa K. is going to begin that process.



Rick Baker came and spoke to the board members about how AZTEA has just gone through a similar situation in their organization and recommended that SDCAz contact Ruth Catalano for help and advice. Lisa K. will be doing so.

* Organizational Liability: It was brought up that SDCAz is liable when sponsoring or co-sponsoring events. Lisa C. and Patty were going to contact someone regarding the specific liability issues for the organization and board members.

* Tax ID #: It was determined that Lisa K. would apply for a tax id # for the organization. Once this is in place, we can begin to accept POs.

* Future Whole group PD and Meeting Dates: It was determined that a final whole group meeting and professional development opportunity should happen in April or May. The event would consist of business and professional development. Tamara will work on this with her group.

[REDACTED]

IV. Closing

- **Set next meeting dates:** Wednesday, February 22, 2006 at Pendergast.
- **Set next agenda**

Governing Board Meeting Agenda Wednesday, February 22, 2006

- V. Group Check In
- VI. Review 1/26//06 Meeting Minutes
- VII. Website Design
- VIII. Committee Updates
 - Professional Development
 - Membership and Communication
 - Advocacy
 - Treasury
- IX. Budget Priorities
- X. Review and Revise Governing Board Action Plan
- XI. Sponsorship and Partnership Criteria
- XII. Closing
 - Set next meeting dates
 - Set next agenda

