

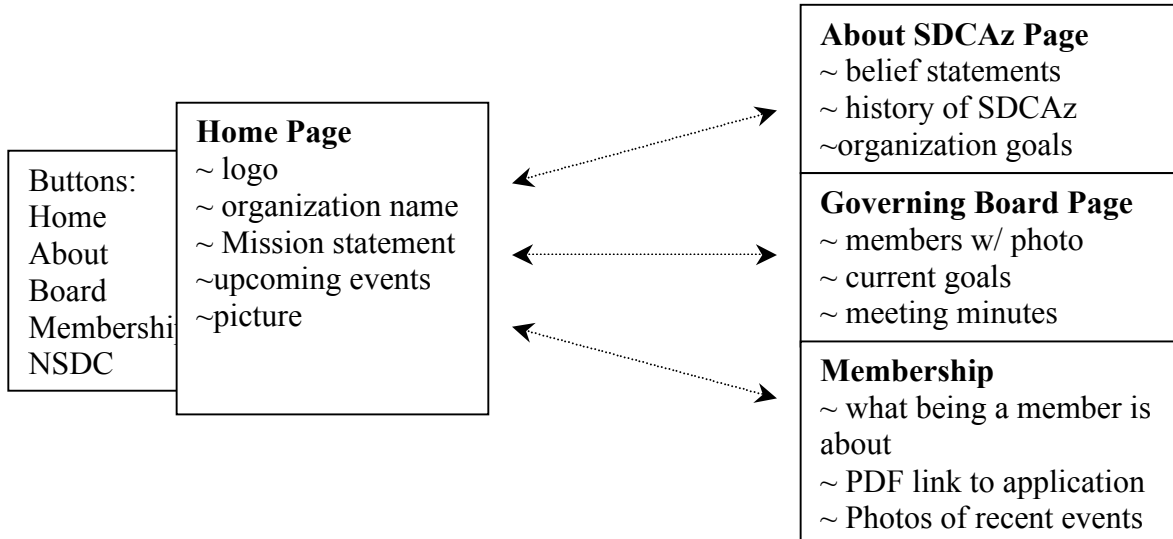
**I. Board Members present:** Lisa Koenig, Tamara Honvlez, Kristin Metler-Armijo, Patty Horn, Tracy Benson, Lisa Carraboa

**II. Review and Revise Minutes**  
Minutes were approved as is.

**III. Website Design**

The board met with Glenn Trotter, a former teacher, for information on designing a website for the SDCAz. After some discussion, several decisions were made.

- We would select Glenn to be the SDCAz webmaster. The organization paid him \$300.00 and Tracy Benson made a donation of \$90.00 for an initial set up and web design fee.
- We would buy a domain for 5 years at a cost of \$90.00.
- A listserv would be created for all members. This would be used as a communication tool for organizational purposes. Any requests for use of the list would be directed through the governing board.
- Email accounts would be set up for the governing board members.
- Board members looked at the NSDC website and OH, PA, KS and TX websites as models when thinking about webpage design. In all websites, 3 key pages were identified as being important to the initial development of the SDCAz website. An initial design of the page would look something like:



- To date: A website has been created, <http://sdcaz.org>, this will be up and running soon.
- Patty will send out an announcement of the website and its address to all folks on the large list.

**IV. Committee Updates:**

**– Professional Development**

\*Both the Dennis Sparks and PDLA Standards Training were a big success. We had 46 people attend Dinner with Dennis, and 49 people attend the PDLA training.

\* Tamara shared the PD committee felt very strongly as to having the end of the year meeting be focused on what has been happening in the organization. A date was set for Friday, May 5, 9:00 – 12:00, at the Pendergast Learning center, 3841 N. 91<sup>st</sup> Ave, Phoenix, AZ 85037. The agenda for that meeting will be set at the next governing board meeting. Possible topics are: Setting agenda and dates for next year, reviewing the belief statements, presenting a constitution and bylaws, a history of SDCAz.

\* Tamara would be contacting Maggie Westhoff to create a presentation that shares the history of the organization for the May 5<sup>th</sup> meeting.

\* Discussion was held regarding the structure of meetings for next year. Suggested were:

- 3 whole organization meetings where professional development was planned with time for business. There would be a September, January, and May meeting.

- 3 statewide professional development dates where national presenters were brought in courtesy of NSDC. Kristin contacted NSDC for more information. There would also be 2 open to membership at large business meetings during the year.

\* Tamara shared that one of the focuses for PD next year had been identified as standards training. The board discussed the idea of continuing to partner with the PDLA to offer that training for members. More discussion to follow.

**– Membership and Communication**

\* Lisa K. will design a membership card. It was decided that numbers were not necessary at this time.

\* Tamara will give Lisa K. the membership forms from the PDLA training. Lisa will collect forms, and will give Glenn email information for the listserve.

**– Advocacy**

\* Tracy shared that for now, the advocacy group is on hold. The committee has not been able to meet and work on the White Paper has not been completed. She also shared that for now, the committee will be looking at using the website as a resource for members.

**– Treasury**

\* Bank Account Information: Lisa K. shared that she opened an account with the money earned from Dinner with Dennis money. Currently, there is both a savings and a checking account at Chase bank in Lisa's name. Until we have a tax id#, the organization's name cannot be on the account.

\* Tax ID Information: After contacting several accountants and attorneys, Lisa was informed that the organization should apply for incorporation before requesting a tax id #. That way, all liability is placed with the organization and not in Lisa's name. The board determined that incorporation was the way to go. In order to apply for incorporation, a constitution and bylaws have to be in place with officers named. A decision was made to use the current/existing SDCAz constitution and bylaws. The board felt that it was a priority to obtain a tax id #. (The bylaws and constitution will be the next priority.) The officers, as described in the existing constitution, were named as:

President: Kristin Metler-Armijo  
Vice President: Tamara Honvalez  
Treasurer: Lisa Koenig  
Secretary: Patty Horn

\* Current Bank Account Balance: \$ 100.00 in Savings \$865.00 in Checking

\* Current Expenses:

~ \$300.00 to Glenn Trotter to design website

\* Expected Expenses:

~ \$620.00 to Tempe Elem. for Dinner with Dennis

~ \$100.00 for incorporation and tax id # fees

~ \$725.00 to Charlie's Café for PDLA training food

\* Expected Income:

~ Several POs from Dennis Sparks approximately \$125.00

~ \$4900.00 from the PDLA Training. (ADE sent out the invoices to be billed to SDCAz)

## V. **Budget Priorities**

The board determined that several other items need to be determined before we can create a budget for the organization.

## VI. **Review and Revise Governing Board Action Plan**

\* The board looked at the original charge that was set by the group during the summer of 2005 and determined that many of the items were accomplished. Therefore, we felt that it was important to set new goals for the board:

- ~ Create goals for the governing board
- ~ Revise the existing SDCAz Bylaws and Constitution
- ~ Create an action plan for the organization
- ~ Create a budget to support the action plan

\* The board also identified organization goals for further discussion:

- ~ Offer professional development opportunities to all members and others
- ~ Expand membership to include all staff development providers in the state
- ~ Influence how staff development is organized from the state to local level
- ~ Become recognized by schools and other organizations in the state
- ~ Develop structure for a statewide conference in '07 – '08



**SDCAz**

Staff Development Council of Arizona

**February 22, 2006 SDCAz Governing Board Meeting Minutes**

**VII. Sponsorship and Partnership Criteria**

This item was tabled for another time.

**VIII. Closing**

- **Set next meeting dates:** Monday, March 13 in Tucson. Tracy will be emailing a location.
- **Set next agenda**

Governing Board Meeting Agenda  
Monday, March 13, 2006

- I. Group Check In
- II. Review and approve 2/22//06 Meeting Minutes
- III. Committee Updates
  - Professional Development
  - Membership and Communication
  - Advocacy
  - Treasury
- IV. Set agenda for May 5<sup>th</sup>
- V. Review and Revise Governing Board Goals
- VI. Review and Revise Bylaws and Constitution
- VII. Other Agenda Items
- VIII. Closing
  - Set next meeting dates
  - Set next agenda

