



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

- II. **Review and Revise Minutes**
Minutes were approved with the suggested changes from Tracy for the Advocacy Committee.

- III. **Committee Updates:**
 - **Professional Development**
*Tamara shared that Maggie is not available for May 5th, but can send Sandy P. with a presentation of the history of SDCAz. We agreed that this would be acceptable. Other dates were discussed to try and meet Maggie's needs, but none were available to the board members.

*The board discussed that we would like to establish the collective organization dates for the 2006 – 2007 school year. These would be shared at the May 5th meeting.

*Tamara shared that she did review the information regarding NSDC speakers, and felt that we could invite someone for next year to come based on what she read.
 - **Membership and Communication**
* Lisa K. will design a membership card. It was decided that numbers were not necessary at this time.
 - * Website Information:
 - Glenn needs specific information regarding the website:
 - Current goals for the Governing Board (to be developed at the next board meeting)
 - History of SDCAz (to be created and gathered at the 5/5 meeting)
 - Advantages and how to join (Lisa K. will develop)
 - Links for resources (all board members will bring ideas to next board meeting)
 - Governing Board Page:
 - Leeann needs to be removed.
 - Patty needs to be added.
 - Kristin will email all minutes effective Dec. 15th as well as other pertinent information.
 - A box needs to be placed around the mission statement on the Home page.
 - Under the Membership Page, add a General meetings section where all Powerpoint presentations can be linked to.
 - * Patty shared that the many membership lists have been compiled into a single list of names. She will be emailing that list to Glenn so he can create the listserve and to all board members.



* The announcement for the 5/5 meeting will be sent to all members via the list serve as well as by Patty. Those who intend to come should RSVP to Kristin.

* Lisa and Patty shared that although the committee has not met, the initial charge of cleaning up the membership lists and creating a listserve has been met. They will contact all persons on the committee list and identify who wishes to remain a member of the committee.

– **Advocacy**

* Tracy shared that the advocacy committee should be disbanded for now.

– **Treasury**

* Tax ID Information: Nothing has been done as of yet.

* PDLA/SDCAz Standards Training: Cynthia Bradley from Miriam's office was contacted. She shared that the invoices went out and some checks were at the ADE office. Cynthia very graciously offered to drop them off at the Pendergast Learning Center and said that she would do so again for us. Kristin emailed her for a list of all attendees and invoices so that we can match membership status to names.

* Bank Account Information: Lisa K. shared that she received a fancy checkbook and the first bank statement. She is working to set up a filing system that keeps all records in order. Also, it was discussed that from now on, all received checks should be copied for record keeping before depositing.

* Current Bank Account Balance: \$ 100.02 in Savings \$565.00 in Checking

* Current Expenses:

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

* Expected Expenses:

~ \$100.00 for incorporation and tax id # fees

~ \$725.00 to Charlie's Café for PDLA training food (Kristin has emailed Charlie's requesting and invoice)

* Actual Income:

~ Several POs from Dennis Sparks approximately \$125.00

~ \$1000.00 in checks from the PDLA training.

* Expected Income:

~ \$3900.00 from the PDLA Training. (ADE sent out the invoices to be billed to SDCAz)

IV. Set agenda for May 5th

* The board discussed the 5/5 meeting as “Setting the Stage for Where SDCAz has Been and Where We are Going.” Agenda items:

- Reviewing the History of SDCAz (timeline activity)
- Reviewing the Board Charge
- Presenting the revised Belief Statements, Goals, and Constitution and Bylaws
- Showcasing the Website
- Presenting the 2006 – 2007 Dates

* Kristin will work on creating a powerpoint to help facilitate the conversations for the day.

V. Review and Revise Governing Board Goals

* The board determined this discussion would be postponed until the 4/5 board meeting.

VI. Review and Revise Bylaws and Constitution

* The board worked diligently to review and revise the existing SDCAz Constitution and Bylaws. We examined several other state organizations’ constitution to help guide our conversations. The following key items were addressed:

- Governing board members: Titles, role and responsibilities.
- Length of governing board member terms
- Membership dues
- Current language and formatting

* The board is excited to have this document sent to all members from Glenn by 3/17. Members can request any changes or amendments to the proposed document until one month prior to the 5/5 meeting. All changes or requests should be emailed to Kristin.

VII. Closing

- **Set next meeting dates:** Wednesday, April 5th at the Pendergast Learning Center. 10:00 am to 2:00 pm
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- **Set next agenda**

Governing Board Meeting Agenda
Wednesday, April 5, 2006

- I. Group Check In
- II. Review and approve 2/22//06 Meeting Minutes
- III. Committee Updates
 - Professional Development
 - Membership and Communication
 - Advocacy
 - Treasury



SDCAz

Staff Development Council of Arizona

March 13, 2006 SDCAz Governing Board Meeting Minutes

- IV. Plan the presentations for May 5th
- V. Review and Revise Governing Board Goals
- VI. Review and Revise Submitted Amendments to Bylaws and Constitution
- VII. Develop Criteria for SDCAz Sponsorship and Partnership
- VIII. Other Agenda Items
- IX. Closing
 - Set next meeting dates
 - Set next agenda

