

I. Board Members present: Tamara Honvlez, Kristin Metler-Armijo, Patty Horn, Lisa Koenig, Tracey Benson, Lisa Caraboa, Mary Ann Kapp

II. Introductions and Welcome

Board members were introduced; Kristin reviewed the agenda and meeting norms.

III. Reviewing the History of the Organization:

1. Organization History Activity

*Tamara shared her experience joining the SDC Az for the first time. The activity is a modified version of one developed by Joellen Killion. This activity is a powerful way to learn the history of an organization you've just joined. For example, Principals can use it when they take over a principalship at an existing school.

The group split up among charts and recorded their knowledge and experiences within the organization.

2006: Some people from this group are attending for the first time. Others attended Dennis Sparks in February and are looking for ways the organization can help them in their positions.

2004-2005: Networking is a benefit of membership. It helps provide an introduction to professional development. Many went to NSDC and attended the state affiliate meeting and found it to be as valuable as the national.

2001-2003: Cindy Harrison provided workshops about data driven decisions at the Baptist church. Others were beginning work with mentors and induction.

1999-2000: Desperate need to learn and find out what we can do in professional development. Most were in a new job that required some new skills. Maggie brought snacks to the NSDC affiliate meeting in her suitcase. SDCAz offered the needed opportunities for networking!

1995-1998: Maggie Westhoff has provided the glue to maintain the organization for years. When people originally begin their positions, they were frequently the only one in their district. Originally people from other districts met for coffee very informally to connect, network, and share their learning. Many went to national conferences. Maggie had an opportunity to meet Cindy Harrison and Joellen Killion who encouraged the state group to begin a state affiliate and host a national conference. Over the years the group changed from 4 to 20 and back to 4. The group has been able to maintain itself for years. The advent of this year has allowed us to develop a website and grow. The website will allow people across the state to access the affiliate and network. Despite the struggle to stay together, we have remained alive and are growing. We have continued to create the quilt that has formed the state affiliate and this year we've finally finished the quilt. Maggie presented the affiliate plaque to the board.

Honor Maggie Westhoff: Maggie was presented with a plaque thanking her for her lifetime contribution to the affiliate and her ongoing support of those of us who have entered the area of professional development.

IV. Board Accomplishments

1. Build draft mission statement and belief statement.
 - a. examined NSDC mission statement
 - b. examined other state affiliate mission statements
 - c. compare and contrast our existing mission statement
 - d. presented to the membership on 11/22/05 for revisions and a vote
 - e. placed inside the constitution document and posted on the website for review
2. Collaborated with other professional development opportunities.
 - a. Hosted a dinner session with Dennis Sparks – he did not charge for his time
 - b. PDLA NSDC Standards training – PDLA handled the details while SDC Az was given the proceeds.
3. Developed a logo
 - a. Logo, background design
 - b. membership card
 - c. slide design
4. Developed a financial structure.
 - a. established a bank account
 - b. identified funding opportunities
 - c. established membership dues
 - d. received financial benefits
5. Developed a website.
 - a. met with Glenn Trotter
 - b. reviewed other websites
 - c. determined desired outcomes and design
 - d. contracted with Glenn to be the SDCAz webmaster
6. Built a draft constitution and bylaws.
 - a. examined existing SDCAz constitution and bylaws
 - b. reviewed NSDC and other state affiliate constitutions
 - c. developed a draft
 - d. placed draft on the website for review and comment
 - e. brought the draft to this meeting for review and approval
7. Defined the committee structure.
 - a. examined existing committees
 - b. examined other state committees
 - c. determined current needs
 - d. established standing committees and put them in the bylaws
 - i. nominating committee
 - ii. professional development committee
 - iii. communications/membership committee

- iv. annual state conference committee
 - v. president can create other committees as needed
- 8. Drafted organizational goals.**
- a. Offer 3 professional development opportunities – Professional Development Committee
 - b. Expand membership to include all staff development providers in the state – Communication/Membership Committee
 - c. Become recognized by schools and other organizations in the state – SDC Az membership
 - d. Develop structure for a state wide conference in '07-'08 – Annual State Conference Committee
 - e. Develop structure for state wide networking – Governing Board
 - f. Develop officers for SDC Az sponsorship and partnership – Governing Board
 - g. Create a budget to support organizational goals – Governing Board

V. Constitution and Bylaws Vote

Ballots were distributed to all existing members.

Results: unanimously approved!

VI. Website Review

1. Glenn Trotter, our webmaster, attended the annual spring meeting to assist in showcasing the website. Lisa Caraboa presented the components of the website and presented the logo with the Arizona scene behind our affiliate name. Lisa also provided a bookmark with the state logo and website.
2. Board meeting minutes can be found on the website.
3. Membership information, benefits, and a form can be found on the site.
4. Resources will be available on the resources page. It is currently limited but will grow as the affiliate grows.
5. Our website is a dynamic website that is updated frequently with current professional development opportunities, minutes from recent meetings
6. NSDC is a direct link on our site.

VII. Treasury Report

Tax ID Information: Nothing has been done as of yet. We have been advised to incorporate prior to obtaining a tax id number. The lack of a number has impacted our ability to charge for our PD. Districts need this to pay for event from their funds.

* Bank Account Information: Chase small business account until incorporation is obtained.

* Current Bank Account Balance: \$1947.28, with an additional \$75 to deposit in membership dues from today's meeting, and one \$25 donation from Maggie! Thank you Maggie!

* Current Expenses:

- ~ unknown to Charlie's Café for Annual Spring Meeting refreshments
- \$98 for printing expenses
- \$127 for webmaster expenses

* Expected Expenses:

- ~ \$400.00 for incorporation and tax id # fees

* Expected Income:

- ~ \$600.00 from the PDLA Training. (ADE sent out the invoices to be billed to SDCAz)
- \$125 from Dennis Sparks event
- \$2000 from Feb NSDC conference with Dennis Sparks and Joellen Killion

*Incorporation Update: A constitution and bylaws are required as well as officers on the board. The vote today approving the constitution and bylaws will be submitted with our incorporation paperwork. The incorporation charter must be posted in a local publication for 30 days after application. One annual meeting must be held each year and minutes submitted to maintain the incorporation charter. Once we've established ourselves as a non-profit corporation, we can apply for non-profit tax exempt status. That application must be completed and submitted within 2 years of becoming a non-profit corporation.

VII. Beliefs into Practice

* Patty facilitated an activity where table groups participated in conversation about the belief statements and how they apply to the professional development practices in their organizations. Tables charted their thoughts and reported to the whole group.

- Many of the groups focused on belief #7 – embedded professional development
- A group talked about the joint responsibility of individuals and organizations for professional development.
- It is important to get administrators on board. Attending professional development that teachers are going to so the implementation isn't sabotaged due to lack of knowledge on the part of the administrator.
- Professional development is for kids – that is the ultimate goal.

IV. Closing

1. NSDC Conference: December 3rd – 7th, 2006

2. SDCAz fall meeting:

Closing: RFP application has gone into NSDC – it would be in February, NSDC will provide one free speaker – we must pay expenses. Several members have participated in the NSDC academy – it is a two year experience and includes 2 meetings each year.

They help you set professional development goals for your district and provide incredible professional development opportunities and networking from across the country.