



Minutes January 17, 2007

- I. Group Check In – Kristin Metler-Armijo, Tamara Honvlez, Patty Horn
- II. Committee Updates
 - a. Membership
 - i. Keeping list current especially after the February conference.
 1. Return mails – updating addresses
 2. Forwarding new members list to Glen
 3. Reminder notices to members
 4. Dates of membership are July 1st to June 30th
 - ii. Make membership cards available at February 14th conference
 - b. Nominating
 - i. Emily Harris will serve as the new Co-Chair of the Nominating Committee with Patty Horn serving as the other Co-Chair. Nominations will be open until April 6th. The Nominating Committee will have at least 3 members. Members will vote at the May 4th meeting. These nominations have been submitted:
President - Kristin Metler-Armijo
Vice-President - Tamara Honvlez
Secretary - Patty Horn
Treasurer - Lisa Koenig
Four Regional Reps:
Mary Ann Kapp, Andrew Szczepanik
 - ii. Each nominee will be asked to submit a maximum of a 1 page bio that includes their involvement and participation in NSDC or SDCAz. Other information to include would be how they are involved in professional development and how they could promote the SCDAz mission.
 - iii. The Nominating Committee, consisting of at least three members, will, at least one month prior to the election of officers, notify the voting membership of the proposed slate of Executive Board candidates, and oversee the election.
 - iv. The following excerpt* at the end of the minutes which is from the By-laws of the SDCAz will be part of the information to be posted on the web site in regard to officers and regional representatives responsibilities.
 - c. Statewide Conference
 - i. There are 102 participants registered for the conference
 - ii. Decision was made to purchase SDCAz sticky notes for the conference folders

A mandatory Board Meeting has been scheduled for Tuesday, March 6th from 9:30 am to 2 pm at the Pendergast Learning Center.

- d. Communications
 - i. Our e-mail accounts are getting too much junk mail. Tamara will notify Glen to see what we can do to filter the junk mail.
- III. Treasury Report
 - a. Since Lisa was not able to attend, there was no treasury report
- IV. NSDC Membership Option
 - a. NSDC will include state dues on their membership forms beginning with the next fiscal year (July 1, 2007). They will charge \$35.00 for state chapter dues with \$5.00 remaining with NSDC. The \$30.00 fee will be forwarded to the state chapter.
 - b. The Board has made a decision to accept the NSDC invitation.
- V. The Board will present a recommendation that we change our dues from \$25.00 to \$35.00 so that we can formally be a part of this marketing strategy. The recommendation will be presented at the May 4th General Membership Meeting for a vote to change the SDCAz By-Laws.
- VI. NSDC RFP for next year hosting State Workshop
 - a. The Board voted to write a proposal for the NSDC RFP to host a state workshop. Tamara will submit the proposal by May 1st 2007.
- VII. NSDC Board Members at Summer Conference
 - a. As per previous Board conversations, SDCAz will pay for the SDCAz President to attend the Summer 2007 Leaders Meeting, July 13th -15th with the Conference dates being 16th through the 18th . All expenses will be paid for the President to attend the Summer 2007 Leaders Meeting (airfare, hotel, per diem and registration fee is required). If the President chooses to attend the Summer Conference, the President will pay for those additional expenses.
- VI. Revise update Affiliate goals
 - a. Tabled until the March 5th
- VII. Plan May General Meeting
 - a. Tabled until March 5th
- VIII. Identify who will be our PD this spring
 - a. Tabled until March 5th
 - b. Tamara will check with Maggie in regard to having Cindy Harrison present to SDCAz in conjunction with the presentation at the Washington Elementary School District.
- IX. Other
 - a. Since no other business was brought forward, the meeting was adjourned.

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** The responsibilities of the officers and regional representatives shall be as follows:*

iii. President:

- preside over Executive Board meetings and SDCAz general meetings*
- participate in relevant SDCAz activities and events*
- facilitate a process to ensure statewide membership of committees and any other committees otherwise not provided for in the Constitution*
- see that all provisions of the Constitution are fulfilled by appropriate officers and committee chairpersons*
- serve as liaison for any business involving an external agency*
- promote linkages between SDCAz and other organizations or individuals associated with professional development*
- serve as ex-officio member of all committees*
- delegate duties or responsibilities as needed*

iv. Vice-President:

- attend all Executive Board meetings*
- participate in relevant SDCAz activities and events*
- promote linkages between SDCAz and other organizations or individuals associated with professional development*
- preside in the absence of the President*
- assume the office of the President if the office is vacated before the expiration of the term*

v. Secretary:

- attend all Executive Board meetings*
- participate in relevant SDCAz activities and events*
- keep the records and minutes of all Executive Board and SDCAz general meetings*
- be responsible for all correspondence*
- issue notices of meetings*
- perform other duties as specified by the President*
- communicate updates with the webmaster (e.g. electronic mailing list, meeting minutes, meeting dates, and other website information)*

vi. Treasurer:

- attend all Executive Board meetings*
- participate in relevant SDCAz activities and events*
- keep a record of membership*
- receive monies for SDCAz*
- pay all authorized bills*
- keep an accurate and current record of all receipts and expenditures of SDCAz's funds*
- make regular reports available to membership and at other times as requested by the President*

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- *be responsible for compiling and submitting all state and federal financial reports*

vii. Past President:

- *attend all Executive Board meetings*
- *participate in relevant SDCAz activities and events*
- *assume other duties as assigned by the President*

viii. Regional Representatives:

- *attend all Executive Board meetings*
- *participate in relevant SDCAz activities and events*
- *preside over regional meetings scheduled at least twice per year*
- *facilitate communication with regional members*
- *represent the needs and interests of the regional membership*
- *ensure regional representation on each SDCAz committee*

Section 3: *The election of officers and regional representatives and terms of office for each shall be as follows:*

- (a) Officers shall be elected to serve a term of two years.*
- (b) Regional representative shall be elected to serve a term of two years.*
- (c) Officers and regional representatives shall be elected by June 30th. All newly elected officers and representatives shall assume their duties at the beginning of the fiscal year.*
- (d) Officers and regional representatives will be elected in alternating years.*

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