

Meeting Type: CDCA Minutes for Transition Meeting

Recording Secretary: Rebecca (Becky) Maroncelli

Date/Time: June 30, 2011; 3:00 pm – 6:00 pm

Location: Century House, Route 9, Latham

Present: Cary Connors, Kathleen Dowd Freese, Chelsea Houghton, Tim Honsinger, Gloria Jean, Rebecca (Becky) Maroncelli, Colleen O'Flaherty, Casey Ranado, Betsey Schuhle, Carl Winters

President's Welcome – Gloria Jean & Tim Honsinger

- Tim reviewed agenda for Transition Meeting with members
- Provide contact information for website
 - The contact information for website was distributed amongst the members at the meeting to update their information and place on website
- Set the calendar for Board meetings for 2011-2012
 - Tim asked that members bring their personal calendars to the next CDCA meeting in order to schedule future Board meetings for 2011-2012

Action: The next Board meeting is scheduled on Tuesday, August 9 at 1:00 pm; checking on the availability of Siena College as a possible location - a confirmation will be emailed at a later date.

Minutes – Julie Panzanaro & Becky Maroncelli

- Suggestions for 2011-2012
 - Becky asked if the members could send action items under each of their responsible committee(s) to her attention via email r.maroncelli@hvcc.edu to assist with the accuracy of the minutes.

Action: C. Connors made a motion to approve the minutes from 5/17/2011 and 6/13/2011 meetings; C. Houghton seconded the motion.

Officer's Roles – Gloria Jean & Carl Winters

- Review roles in bylaws & binder contents
 - Discussion was held to appoint an Ad Hoc Committee to review the By-Laws for accuracy. It was recommended that the members who were involved with reviewing the By-Laws in 2010 be part of the review committee for 2011-2012. Carl agreed to be chair of the By-Laws Review Committee; Gloria and Colleen will also be a part of the committee to organize and pull out the strengths of the By-Laws. The committee will review spending practices, clarify if members should vote on budget - if spending amount is voted upon, include retiree section in by-laws.
- Suggestions for 2011-2012
 - The main purpose for establishing committees for High School, Middle School, and Elementary School has never been clearly identified; need more clarification. Kathleen & Chelsea will rework the definition of committees and review them with Carl for insertion in the By-Laws.

Action: G. Jean made a motion that the By-Laws be reviewed for accuracy and clarification; C. Winters seconded the motion.

Budget –Cary Connors

- Expenditure breakdown for 2011-2012
 - Carly will review the expenditures for 2010-2011 with Mike and generate an itemized budget report using Quick Books to show a breakdown of money received and spent. According to our by-laws, an end of the year report for fiscal year July 1 – June 30 is required for submission. Carly will be submitting a report once Mike has returned from vacation.
- Forms & procedures for 2011-2012

Carly ask that you complete a “Board Budget Form 2011-2012” for each budget line request and/or check received during the month of August to enable her to provide an accurate itemized budget report, i.e., activities, advertising, printing, postage, software, honorarium/gifts, food & beverages, membership, etc. *NOTE: Scholarships should have a budget request form.*

 - Letterhead - will use a gray scale
 - Envelopes – currently have 2 boxes
 - Flash Drives – would like extra flash drives to distribute to members to store files for budget, meeting minutes, scholarship correspondence, etc.
 - Logo – Blue and brown will be the official colors *NOTE: a copy of the log will be sent to committee members*
- Tax Exempt status update (Gloria)
 - It will cost \$1,900 to file for Tax Exemption, includes \$850 administration fee to complete the 32 page form.
 - Board membership is \$60.00; need board insurance which depends upon size and assets. Gloria provided contact information for inquiring about what is good practice for tax exempt reserve (see below).

Contact Information:

New York Council of Non-Profit (NYCON)
Valerie Venezia (518) 434-0392
www.nycon.org

Action: G. Jean made a motion to update the tax-exempt status; C. Winters seconded it.

Membership – Kathleen Dowd Freese

- Forms and procedures for 2011-2012
 - Currently, we have 54 new members this coming year; Gloria will update website with new members and remove old members 6/30/11.
 - 24 new members were provided to Gloria to add to website. Per Gloria's request, Kathleen will respond via email for each membership name that is sent to Gloria as confirmation of receipt.
 - Kathleen sends out a *welcome membership letter* to all new members. *NOTE: Kathleen would like a list of old members who haven't been a member in awhile to request representation from other schools/staff and verify what school district is missing. Gloria will do a membership analysis and provide to Kathleen.*
- Goals and suggestions for 2011-2012
 - Kathleen is proposing a membership drive called “CDCA Tri-City Cats Barbeque” for August 25 at 6:00 pm for dinner; 7:00 pm to watch game. Cost per person = \$25.00 (includes tickets for game, barbeque dinner in private picnic area for 1 hour, hat and reserved seating). It's a way to make connections with teachers, students and members and network for new CDCA membership. Students who already paid their membership fee will pay an additional \$5.00; all non-members \$25.00; children under 12 years old \$20.00; and members \$5.00.

- Would like the board's approval to be able to send out invitations along with membership applications to (high schools, middle schools, colleges, old and new members, etc.)
NOTE: Gloria will provide Kathleen with the same mailing list for newsletter distribution.

Action: K. Freese made a motion that the membership drive for August 25 be approved by board; C. Houghton seconded the motion. A vote was cast among all members and the results: In favor = 9; opposed = 1.

Committees – Chelsea Houghton

- Review of structures of Committees
 - Currently, there are 11 committees. *Barbara Blumberg* needs to be taken off the Elementary School committee.
 - The main purpose for establishing committees for High School, Middle School, and Elementary School has never been clearly identified; need more clarification. Providing a brief description of the responsibilities and mission of each committee will help to increase the number of volunteers on committees and provide Chelsea with a clearer view of the committees and how to direct those serving.
 - Kathleen & Chelsea will rework the definition of committees and review them with Carl for insertion in the By-Laws.
- Discussion on Committee Activities & Chairs for 2011-2012
 - Further discussion will take place at next meeting on 8/9/11.

NOTE: Per Casey Ranado, The Sage Colleges is asking if we could post their **Capital Region Career Expo** being held on Thursday, July 26 on our CDCA website. Please see details http://www.sage.edu/newsevents/career_expo/

Programs – Katie Collins

- Review of program structure (Fall, Winter, Spring, June)
 - Katie was unable to attend meeting until 6:00 p.m.; therefore, the review of the program structure will be discussed at the next meeting on 8/9/11.
- Discussion on programs for 2011-2012
 - Discussion of programs will be discussed at the next meeting on 8/9/11.

Other

- College Fair (Gloria Jean)
 - Gloria is requesting the College Fair committee be a standalone committee because it's our main fund raiser. The college fair brings approximately \$25,000 in revenue, but costing 30% to run it. CASDA was taking 10% of the cost and has decided to increase it to 20% for 2011-2012. Further discussion of college fair and scholarships will take place at our next meeting on 8/9/11.

NOTE: Gloria would like a list of expenditures from CASDA to account for how much is spent for the event. She's also concerned that CDCA is not getting the PR for the event and it's a big chunk of our revenue.

- Strategic Planning (Tim Honsinger)
 - The strategic planning will be discussed at the next meeting on 8/9/11.
- Technology needs (Gloria Jean)
 - Technology needs will be discussed at the next meeting on 8/9/11.

Adjournment:

C. Houghton adjourned the meeting; C. Winters seconded it at 5:31 p.m.