

OSEA Chapter 48 Executive Board Meeting Minutes
November 08, 2017 @ SPED 2

The meeting was called to order at 6:11 p.m. by President Anna Taylor.

Executive Board Members in attendance: President - Anna Taylor, Vice President - Charlene Compton, Secretary - Diane Holste, Treasurer - Kristen Croft, Nutritional Services Rep - Kim Kennedy, Transportation Rep - Kirk Wilkins. Clerical/Technical Rep & Zone 1 Director - Dianna Hess.

- 1) The Review and approve of the October 11, 2017 Executive Board Minutes.
 - a) The Board reviewed the minutes and the only question was on the response time. It was clarified and no revisions were needed.
 - b) It was moved to approve as written by Kirk Wilkins and seconded by Dianna Hess.
- 2) Old Business
 - a) Open Board positions:
 - i) Instructional Representative:
 - (1) Cheri Arthur has declined (Charlene talked with her), Stephanie Marshall declined (Anna spoke with her), Naomi Sprague has not given a decision (Anna spoke with her).
 - (2) Still looking for other nominations.
 - (3) Send any names to Anna.
 - b) Valley Theatre for Classified Week
 - i) Charlene has not heard back from them yet.
 - ii) Discussed what the Board is looking for.
 - (1) Film and a small popcorn.
 - (2) Would like to rent the whole facility.
 - (3) Large theatre for a family friendly film.
 - iii) Charlene will follow through and report back.
 - c) December Executive Board Meeting on Wednesday, 12/06/2017
 - i) Board agreed to meet at Seasons and Regions Seafood Grill.
 - (1) Location address: 6660 SW Capitol Hwy , Portland
 - (2) Start time at 4:30 pm
 - (3) Meal price limit is \$25/person.
 - (4) We will do a sock exchange. One empty sock goes in a box; the matching sock with fun items in it is in another. A person selects an empty sock and then can retrieve the matching one.
 - (5) Member can also donate to the Operation Aqua fundraiser.
 - d) Update from Kim Bonner on the Bus Driver appeal brought up at the 10/11/2017 Executive Meeting delivered by Anna Taylor in Kim's absence:
 - i) After reviewing OSEA declined to pursue the case.

- ii) This case brought up a discussion on training of SPED drivers and summer program drivers.
- iii) Also a discussion on our member's understanding of reporting responsibilities; taking into consideration the training we already receive.

3) New Business

a) President's Report - Anna Taylor

- i) Anna submitted a report of her September and October activities.
- ii) There was a discussion on the details needed by the State OSEA requirements. These include the detail path: date-location-time range at the location-number of members spoken to at that location-new members signed up at that location.
- iii) Anna will create more detailed reports per the requirement.

b) Time Release amount was discussed. No decision was made.

c) Update of Financial procedures from Kristen Croft

- i) Expenditures
 - (1) Details are to be given for each expenditure.
 - (2) Reason for expenditure needs to be given.
 - (3) Receipts are needed for each expense.
 - (4) Need a method/procedure to collect this (ie: Expense Report).
- ii) Chapter debit cards are not to be used. They need to be turned into Kristen.
- iii) Reasoning for expenses = Does the expense benefit the members of the Chapter.
- iv) SPED printer available for printing but the document needs to be sent to either Kristen or Dianna to print.

d) Agendas and reminders/invites to meetings

- i) Both agendas should be available to the appropriate audience 1 week before the meetings (2017-2018 schedule would be the Wednesday before the meeting). **(AI for Diane & Anna)**
- ii) Diane will have the agenda drafts to Anna the Monday before the aforementioned Wednesday. Diane will add to each agenda that "Any changes to the agenda will be presented before the start of the meeting". **(AI for Diane)**
- iii) Reminders/invites should also go out 1 week before the meeting and then 2 days before the meeting. **(AI for Diane & Anna)**

e) Trades Representative:

- i) Eric Iboy had to step down from the position due to commitments.
- ii) Looking for nominations to fill this position.

f) School Board Meeting attending

- i) Anna is looking for Executive Board members to attend the monthly meetings.
- ii) Kristen and Dianna H will attend 11/13/2017 meeting.

- iii) Other meeting dates are 12/11/17, 01/22/18 (Diane Holste will attend), 02/26/18, 03/19/18, 04/30/18, 05/14/18, & 06/18/18.
- g) Christmas event
 - i) LCSA has the Christmas Party for member's families in need.
 - (1) Dianna will post for volunteers for the event.
 - (2) Chapter has a budget line item to donate to this event.
 - (3) ROSE members are making the stockings for this event.
 - ii) Board agreed that a toy drive is good idea but will need to happen next year. Planning will need to start in the spring.
- 4) Meeting was adjourned at 7:25 pm.

Reviewed and approved at the 12/06/2017 Executive Board Dinner

Respectively submitted by:

Diane Holste

Chapter 48 Secretary