

<b>MEAC Board of Directors Meeting</b>	<b>Date:</b> 11/16/2016
	<b>Time Convened:</b> 11:00 am ET
	<b>Adjourned:</b> 1:05 pm ET
<b>Type of Meeting:</b> Call	
<b>Attendees:</b>	Board members: Abigail Aiyepola, Karen Ehrlich, Courtney Everson, Andrea Ferroni, Heidi Fillmore, Henci Goer, Cassaundra Jah, Stephanie Mills, Nichole Reding, Kristi Ridd-Young Staff: Karin Borgerson, Trixi Packmohr, Julia Reid
<b>Absent:</b>	Ana Vollmar
<b>Notes taken by:</b>	Julia Reid

### *Minutes*

<b>Agenda Item:</b>	Short Updates and Consent Agenda	<b>Presenter:</b>	Nichole Reding
<b>Documents:</b>	Financial statements; School Status Report		
<b>Discussion:</b>	<p>Henci Goer asks whether the budget reflect staffing changes. Trixi Packmohr clarifies that the Board decided during the October meeting changes would be made after the hiring process is complete.</p> <p>Kristi Ridd Young asks whether the budget includes actual figures for taxes. Trixi Packmohr shares that she will need to confirm actuals with accountant, but that figures are right on target based upon the tax statements.</p> <p>Kristi Ridd Young asks staff if there are any identified issues with the timelines for accreditation activity. Karin Borgerson shares updates on the school status report.</p>		
<b>Conclusions:</b>	Kristi Ridd Young moves to accept consent agenda. Stephanie Mills seconds. Abstain: None. Recused: None. Opposed: None. Motion carries.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
✓ None		None	None
Change to P+P ? N	Change to Handbook? N	Notify public or schools? N	

<b>Agenda Item:</b>	Governance Issues: Executive Committee Nominations	<b>Presenter:</b>	Nichole Reding
<b>Documents:</b>	None		
<b>Discussion:</b>	Executive Committee requests that Board elect: Cassaundra Jah for Treasurer and Abigail Aiyepola for Secretary (immediate transition).		
<b>Conclusions:</b>	Andrea Ferroni moves to accept Cassaundra Jah for Treasurer. Henci Goer seconds. Abstain: None. Recused: None. Opposed: None. Motion carries.		
Kristi Ridd Young moves to accept Abigail Aiyepola for Secretary. Nichole			

Reding seconds. Abstain: None. Recused: None. Opposed: None. Motion carries.		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
✓ Change EC roles on public information (letterhead, website, etc).	Trixi Packmohr (with staff)	ASAP
Change to P+P ? N	Change to Handbook? N	Notify public or schools? N

<b>Agenda Item:</b>	Governance Issues: Member School Meeting and other Board Changes	<b>Presenter:</b>	Nichole Reding
<b>Documents:</b>	None		
<b>Discussion:</b>	Scheduled December 7, 2016.  Will be requesting Board nominations. Karin Borgerson reminds Board that MEAC requires a minimum of one seventh of Board members be public members. Julia Reid reads public member section of bylaws.		
<b>Conclusions:</b>	None		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>	
✓ Put forward new Board member recommendations	All Board Members	ASAP	
Change to P+P ? N	Change to Handbook? N	Notify public or schools? N	

<b>Agenda Item:</b>	Governance Issues: Accreditation Coordinator and Executive Director Hiring Update	<b>Presenter:</b>	Kristi Ridd Young
<b>Documents:</b>	None		
<b>Discussion:</b>	Applications due Tuesday, November 15, 2016. Have begun reviewing application materials. Currently have identified seven qualified candidates.  May be seeking volunteers for the Search Committee. Kristi Ridd Young will follow-up. Nichole Reding recommends Suzy Myers for this committee. Goal to hire: Mid-December 2016  Nichole Reding updates the Board that the Executive Committee recommends not seeking an Interim Executive Director, but focus on the Executive Director search. Board discusses this recommendation. Julia Reid asks for clarification on the ED search time line. Courtney Everson shares time frame estimates. Board agrees with Executive Committee recommendation.		
<b>Conclusions:</b>	None		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>	
✓ Complete Hiring Process (Accreditation Coordinator)	Kristi Ridd Young	Mid-December	
✓ Convene ED Search Committee	Nichole Reding	ASAP	

Change to P+P ? N	Change to Handbook? N	Notify public or schools? N
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<b>Agenda Item:</b>	Governance Issues: Fundraising Campaign, In-person EC meeting	<b>Presenter:</b>	Nichole Reding
<b>Documents:</b>	None		
<b>Discussion:</b>	Nichole Reding shares updates on the fundraising campaign.  Executive Committee will meet spring 2017. Dates/location/agenda TBD.		
<b>Conclusions:</b>	None		
	<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
✓	Finalize fundraising campaign	Trixi Packmohr and Nichole Reding	ASAP
Change to P+P ? N	Change to Handbook? N	Notify public or schools? N	

<b>Agenda Item:</b>	Accreditation Activity: BMS Monitoring Report	<b>Presenter:</b>	Andrea Ferroni
<b>Documents:</b>	BMS_MR_2016-10-13_IBR_Report_Final		
<b>Discussion:</b>	Heidi Fillmore and Stephanie Mills leave the call and JoinMe (recused due to conflict of interest).  Andrea Ferroni presents Independent Board Reviewer findings for V.D1 (State Legal Authorization) monitoring report. Board discusses findings. Henci Goer raises concerns that the current wording in the report is slightly confusing. Julia Reid shares monitoring report background and current Expected Compliance Date (ECD).  Nichole Reding recommends the next monitoring report include an update on the status of students who are doing clinical training in states where authorization is required.  Karin Borgerson and Julia Reid share history and current status of the state authorization rules.		
<b>Conclusions:</b>	Henci Goer moves to accept the IBR report with the following additions to the monitoring report: the school must provide documentation that all students are in state where they have authorization, an update on students where authorization was required but not complete, and evidence that they have made public their current authorization status with all applicable states. Nichole Reding seconds. Abstain: None. Recused: Heidi Fillmore, Stephanie Mills. Opposed: None. Motion carries.		
	<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
✓	Send Final Board Report to BMS	Julia Reid	ASAP
Change to P+P ? N	Change to Handbook? N	Notify public or schools? N	

<b>Agenda Item:</b>	Accreditation Activity: FSTM Monitoring Report	<b>Presenter:</b>	Henci Goer
<b>Documents:</b>	FSTM_MR_2016-10-31_IBR_Report_Final		
<b>Discussion:</b>	Stephanie Mills and Heidi Fillmore return to the call and JoinMe.  Henci Goer presents IBR findings. Board discusses findings.		
<b>Conclusions:</b>	Kristi Ridd Young moves to accept IBR report. Stephanie Mills seconds. Abstain: None. Recused: None. Opposed: None. Motion carries.		
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
✓	Send Final Board Report to FSTM	Julia Reid	ASAP
Change to P+P ?	Change to Handbook?	Notify public or schools?	

<b>Agenda Item:</b>	Interpretive Guidance Discussion: Part One	<b>Presenter:</b>	Heidi Fillmore (with Julia Reid and Courtney Everson)
<b>Documents:</b>	None		
<b>Discussion:</b>	Heidi Fillmore shares update on guidance from counsel around the drafted Interpretive Guidance and updates to Benchmarks I.C1 (Retention) and I.C2 (Completion).  Heidi Fillmore and Courtney Everson recommend three steps forward: 1) expediting stakeholder review of the methodology in Benchmarks I.C1 (Retention) and I.C2 (Completion) due in January, 2) consultation with our federal analyst on proposed next steps, and 3) including these benchmarks in the full standard revision process, as needed. Board discusses recommendation.  Per counsel guidance, annual Report reviews will move forward on November 29, 2016 with no changes to process. Board will review all findings to ensure consistency.		
<b>Conclusions:</b>			
<b>Action Items</b>		<b>Person Responsible</b>	<b>Deadline</b>
✓	Plan next steps with I.C1 and I.C2 and report back to Board OR Executive Committee	Heidi Fillmore	ASAP
✓	Provide boilerplate language for Annual Report next steps	Julia Reid and Karin Borgerson	November 29, 2016 BOD Meeting
Change to P+P ? N	Change to Handbook? N	Notify public or schools? N	

<b>Agenda Item:</b>	Closing Remarks	<b>Presenter:</b>	Nichole Reding
<b>Documents:</b>	SWOT Analysis (ACME)		
<b>Discussion:</b>	Next Meeting 11/29: Accreditation Activity BMS Sub Change, MLL CR, Annual Reports		

ACME collaboration paused in the short-term (pending hiring of Executive Director). Board discusses whether to send the SWOT analysis in the interim (no—wait until after ED hiring)		
<b>Conclusions:</b> None		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
✓ Follow-up with ACME on MEAC’s status with this project	Nichole Reding	ASAP
Change to P+P ? N	Change to Handbook? N	Notify public or schools? N