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| **MEAC Board of Directors** **Annual Meeting** | **Date:10/22/2013** |
| **Time convened** 8:30 am PDT**Time adjourned:11:45 am**  |
| **Type of Meeting:** In Person |
| **Attendees:** | Board members: Nichole Reading, Kathryn Montgomery, Henci Goer, Mary Yglesia, Heidi Fillmore, Kristi Ridd-YoungStaff: Sandra Bitonti Stewart, Anana Integre, Jo Anne Myers-Cieko, Karin Borgerson, Trixi Packmohr, Jessica Kelly-Shaieb |
| **Absent:**  | Sheila Simms-Watson, Jeanne Madrid, Andrea Ferroni |
| **Notes taken by:** | Karin Borgerson, Jessica Kelly-Shaieb |
| ***Minutes*** |
| **Agenda Item:**  | Board Training and Professional Development – Benchmark Scoring | **Presenter:**  | Jessica Kelly-Shaieb |
| **Documents:** |  |
| **Discussion:**  | Jessica presented.Board comments:-Scores will need to be explained clearly to schools.-As forms are updated, make clear visual distinction between benchmarks, keep notes in chronological order.-When re-accreditation cycle kicks off, include previous report to remind school of what was scored 1.-How prescriptive can we be in interim report requirements?-Discussion about developing P&P around communication between school, staff, ARC. To P&P committee  |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
| * Train schools during next member schools meeting
* Consider development of policies and procedures regarding communications between schools, staff and ARCs – refer to P&P Committee
 | JessicaKarin | 11/18/20131/2014  |

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| **Agenda Item:**  | Board Training and Professional Development – Student Achievement Benchmarks | **Presenter:**  | Karin Borgerson |
| **Documents:** |  |
| **Discussion:**  | Karin presents PowerPoint presentation on student completion rates, new Benchmark language, and calculation tools. Board requests clarification and discusses implications of requirements. * What do we do about changed programs?
* What do we do about leaves of absence?
* Should calculations be the same for all programs?
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| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
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| **Agenda Item:**  | Governance | **Presenter:**  | Sandra Bitonti Stewart |
| **Documents:** | Proposal to MEAC Board on Agency Governance\_2013\_10; Nominations Committee Report\_2013\_10 |
| **Discussion:**  | Action: Proposal for new governance structure Sandra presents proposal for restructuring of agency governance. Reviews concerns with current structure. Proposals: increase to 11 people; reduce number of full board meetings to bi-monthly to make space for smaller group work; shift work to committee level to reserve Board space for final decision making; exec committee member length to 2 years; change vice president to a president-elect role; appoint 7 standing committees as described in proposal document.Board comments:* New structure would require nurturing and accountability on each committee by way of a committee chair and check-in with full board.
* Is a bi-monthly Board meeting enough time for accreditation work?
* Will individuals have enough time and ability?
* Expectations (of committee members and committees) must be clearly defined.
* Increased Board size will increase expenses but budget will support it?

Motion to increase Board size to 11: Mary. Second: Kristi. Abstain: None. Opposed: None.Motion to change Vice President role to that of President Elect, leaving other Executive Committee members intact and increase term limits for each role to 2 years:Henci. Second: Kathryn. Abstain: None. Opposed: None. Motion to adopt a committee structure as outlined in the document with flexibility to rename committees as needed: Nichole. Second: Henci. Abstain: None. Opposed: None. Action: Executive Committee Transition Kristi presents plan for transition plan to new Executive structure: All Executive Committee members will remain in place for another year. Mary Yglesia will become President in Fall 2014 to allow an opening for a new Treasurer at that time. Heidi Fillmore will act as Vice President until Fall 2015, at which time a President-Elect will be elected to assume the role as outlined above.Motion to elect officers for the transition as presented by the Nominations Committee: Nichole. Second: Heidi. Abstain: Mary. Opposed: None.Action: Nominations for New Board MembersBoard discusses nominations process and merits of the candidates. Concern that process is less robust when there are 4 candidates for 4 positions. Suggestion for future to allow re-election to occur by the Board, only putting new candidates on slate for Member School vote.Motion to accept all 4 nominated members listed in the Nominations Committee Report for the slate of candidates to be voted upon by the Member Schools: Kathryn. Second: Nichole. Abstain: None. Opposed: None.Action: Schedule for Board Meetings January – April 2014 MEAC BOD January 22, 2014, 12:00-2:00pm ESTMEAC BOD February 26 , 2014, 11:30-1:30pm ESTMEAC BOD March 26, 2014, 12:00-2:00pm ESTMEAC BOD May 21, 2014, 12:00-2:00pm EST |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
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| **Agenda Item:**  | Wrap up and Evaluation | **Presenter:**  | Sandra Bitonti Stewart |
| **Documents:** |  |
| **Discussion:**  | Board Members complete evaluation forms.  |
| **Conclusions:** |  |
| **Action Items** | **Person Responsible** | **Deadline** |
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