

VAEOP BOARD MEETING
Saturday, November 12, 2011
Dianne Jaquith's Home, Chittenden, VT
9:30 AM



Unapproved Minutes

PRESENT: Brenda Blodgett, President; Callie Clifton, Vice President; Karen Aubrey, Treasurer; Tammy Moyer, Secretary; Glory Martin, Immediate Past President; Diane Jacquith and Cheri Goldrick, Advisors; Dianne Marcotte, Region I Chair; Bob Coathup, Region II Chair; Jan Dente, Region IV Chair; Pat Cahill, Region V Chair.

ABSENT: Angela Neill, Region III Chair

CALL TO ORDER: Brenda thanked the group for coming today and called the meeting to order at 9:50 a.m.

SECRETARY'S MINUTES: It was decided to table the minutes from the September 17th meeting because copies were not received.

TREASURER'S REPORT: Cheri questioned the payment for Karen Amirault for the flash mob at the Fall Conference.

Karen Aubrey presented the treasurer's report. The actual conference loss was \$-2,341.54. Stoweflake charged us for 50 people and not the 70 people that we had anticipated. There were actually 42 participants at \$60.00 each (\$2,520.00). The raffle and 50/50 brought in a total of \$810.00.

We do not regret spending the additional dollars for a good conference. Cheri commented that this was the best State level conference. Everything pertained to our jobs. Everyone enjoyed the handouts that were received from Gini Courter. Gini was a very good presenter.

Betty Napolitano would like to get Gini to do a workshop at the National Conference in the spring.

Gini's cost was less than \$2,000.00 which included mileage from Boston and her room at the Stoweflake. We all agreed that it was a great deal.

One comment received was that people enjoyed not being in a school - it was more professional at the Stoweflake. However, Brenda received an e-mail from someone who was hoping that it would return to being held in a school next Fall.

There are still a few conference registrations where payment has not been received. Karen will send a 2nd request at the end of November if payment has not been received by then.

COMMUNICATIONS: Betty Napolitano needs speakers for the Northeast Conference on March 22-24, 2012 at the Stoweflake. Topics will include Technology, Dressing as a Professional, and The Right Attitude. Nan Patrick was suggested as a possible speaker for the Dressing as a Professional. Nan spoke at the VAEOP conference last Fall at Thatcher Brook Primary School in Waterbury.

Brenda asked Jeff Renard from VTVLC about a technology presentation and the possibility about an online technology course.

Cheri spoke about the Northeast Conference that was held in Lake George.

Everyone should have received the NES Connector electronically. Brenda asked that we complete the survey as soon as possible. There were several comments regarding how difficult it is to navigate due to the format.

Brenda communicated to Rachel Smith on November 2nd regarding the VAEOP website. The conference materials have been taken down and she is waiting to receive information so that she can update it.

Glory said that she received a thank you note from Rose Bidard, the coach of the Mt. Mansfield Dance Team. They would like to perform at a conference in the future if we so choose.

Thank you notes were sent to Kathy Lech, Gayna Warren and Gini Courter.

COMMITTEE REPORTS:

- **Scholarship** - There is nothing to report.
- **Membership** - As of today there are 66 registered members. Two more were just received. The total registered members will be 68. Brenda asked

Region Chairs to check the membership list for non-renewals from their region. She suggested contacting them to renew.

- **PSP** - Brenda Blodgett reported that Nancy Manning is in good shape to complete her PSP by the January deadline. Forms are on the NAEOP website if people are interested in seeing what it involves.
- **Website** - Rachel will update the website with the new information. Brenda will send the new Board pictures to her. Brenda will also e-mail board members to get updated contact information.
- **Board Handbook** - Several updates need to be done (i.e. Apple Award winners, scholarship winners, administrator of the year, etc.). These updates should be done by the end of February 2012. Brenda will scan the President's Handbook and create a PDF file so that changes may be made if needed. Electronic accurate handbooks should be available by the end of February also.
- **Spring Conference** - Brenda raised the question "Should we continue to partner with VSA in May or should we go back to the way that we used to do it?" If we go back to the way that we used to do it, we would need to get our own speakers, etc. Pat asked if we have a choice as to what day this conference is on. No, it is worked around the VSA conference. We will work with them regarding speakers, topics, etc. Glory and Ann Montgomery were in constant contact last year regarding the conference in May 2011. VSA pays for the conference, we pay our registrations. Callie is willing to help if needed. She is located close to Montpelier. We should stay with VSA to strengthen our VAEOP presence. Glory suggested that we should also contact VPA to help encourage people to attend. Discussion followed regarding how to increase membership. People are looking for professional development opportunities. We want to stay with VSA. It was suggested that Region Chairs should go to the schools in their region and hand out surveys asking people what topics they are interested in. This should be done personally and not through e-mail. Current members should also be encouraged to reach out to non-members.
- **Fall Conference** - Attendance at the Fall Conference was 90% of normal attendance. Six people had never attended a VAEOP conference before.

Brenda read the VAEOP Mission Statement. Important topics were Fellowship, Service and Professional Development. Cheri said that we needed to market VAEOP. We need to shake it up and need a new image. Having new people on the board is great! It was suggested that meetings should be scheduled with office support people to discuss VAEOP and possibly attend Admin meetings to hand out information regarding VAEOP.

Everyone was challenged to connect with 1-2 schools before January to share handouts from the Fall conference.

Fall Evaluations - Most evaluations were excellent – only a few fair. The presenter was enjoyed the most. Evaluation results were handed out and discussed.

Committee Assignments

- **Membership** - Callie Clifton/Karen Aubrey
- **Publicity Web** - Glory Martin/Brenda Blodgett
- **Publicity Newsletter** - Glory Martin/Brenda Blodgett
- **Nominations** - Tammy Moyer/Dianne Marcotte
- **Finance/Budget** - Karen Aubrey/Bob Coathup
- **PSP** - Cheri Goldrick/Brenda Blodgett/ Nancy Manning/ Teresa Poquette
- **Scholarship** - Pat Cahill/Angela Neill
- **Spring Conference** - Cheri Goldrick/Glory Martin
- **Annual Conference** - Callie Clifton/Dianne Marcotte
- **Apple Awards** - Tammy Moyer/Jan Dente
- **Administrator of the Year** - Angela Neill/Bob Coathup
- **Evaluators** - Dianne Jacquith/Jan Dente
- **Constitution/By-Laws** - Dianne Jacquith/Cheri Goldrick/Pat Cahill/Brenda Blodgett
- **Marketing/Strategic Planning** - Cheri Goldrick/Region Chairs

Meeting Schedule

- **Saturday, January 21st** – Callie Clifton’s house, 9:30 a.m., Berlin, Vermont
- **Saturday, March 17th** – Dianne Jacquith’s house, 9:30 a.m.

- Wednesday, May 16th – Spring Conference at Lake Morey – Board will meet the evening of May 15th
- August 2012 – Site Visit – TBD once Fall site is determined
- Northeast Area Conference – more information to follow

Other Business

Brenda presented Glory with her thank you gift for leading our group for the past two years.

\$192.00 was raised at the Fall Conference for Irene relief.

Meeting was adjourned at 12:01 p.m.

Minutes submitted by
Tammy Moyer