

**DEC Board Meeting
Final Minutes 4-2-08
Boston, Massachusetts**

E-Votes

- 2-13-08. Motion: Virginia moved that DEC support the Working Forum for Men Conference as a part of the World Forum on Early Education. Tweety seconded. Approved**
- 2-27-08. Motion: Susan moved that DEC participate as a cooperating organization for Head Start's Ninth National Research Conference. Virginia seconded. Approved.**
- 3-10-08 Motion: Susan moved that DEC develop a position statement on RTI in EI/ECSE. Jim seconded. Kathy made a friendly amendment to change the motion to read that DEC form a work group to determine if DEC should develop a position statement on RTI. Both the motion and the friendly amendment were approved.**

Board Members: Mark Innocenti, Susan Maude, Virginia Buysse, Tweety Yates, Kathy Hebbeler, Rob Corso, Betsy Ayankoya, Donna Dugger-Wadsworth, Sharon Darling, Brian Boyd, Jim Lesko,

Committee Chairs and Editors: Bonnie Keilty, Judy Niemeyer, Cheryl Rhodes

Staff: Sarah Mulligan, Sharon Walsh

1. Welcome and establishment of quorum. Meeting opened at 8:03.
2. Agenda
Motion: Tweety moved to approve the agenda. Donna seconded. Approved..
3. Review and Approval of Consent Agenda and Minutes (Kathy)
Motion: Susan moved to approve the consent agenda and minutes. Rob seconded. Approved.
4. Treasurer's Report (Rob)
 - Lower income from conference than anticipated
 - Publications are up from over a year ago
 - Membership is increasing for the first time in 8 years
 - Audit is finalized.
 - Our cash reserves are at 19%; policy requires we be at 25%.
 - Tweety will be putting an RBA together to formalize past presidents as a group.
5. RBA: Subdivision Mini-Grant (Sharon)
 - 3 awarded over the last 2 years. Grants are \$1000.
 - Subdivisions not applying because not familiar with the process. Billi and Sharon thought about doing grant-writing session conference but that means we need to change the application dates.
 - Mark suggested put past award winners on the subdivision web site. Put their poster on the web site.**Motion: Sharon motioned that board approve the new mini-grant RFP and the new date. Tweety seconded. Approved.**
6. DEC-2008: Stipends for family Members (Cheryl)
 - 2006 - 9 applications; 4 attended. 2007 -Last year 3 attended based on the award.
 - Primary purpose of stipends is to get families to the conference.

- We waive conference registration for 25 parents

Motion: Cheryl moved we continue to offer family stipend for parents. Sharon seconded. Approved.

7. 2008/2009 Marketing Plan (Sarah)

- Lessons learned: Product mentioned in e-communicator get sold.
- Need to plan ahead as to how to target conferences. Who is going? Are we presenting? Sharon mentioned we used to have the resources from the federal partnership grant. Now do not have those resources.
- Additions to marketing plan suggested (See Action Table)

Motion: Susan moved to go ahead with Marketing plan with additions for Sarah. Donna seconded. Approved.

Motion: Betsy to move forward with the Korean translation project. Cheryl seconded. Approved.

8. 2008/2009 Budget (Rob)

- Budget assumptions presented. We need to build the cash reserves back up by reducing the ED to .5 from .75. We would need to increase publication sales by 16% to keep FT ED. Seen as a temporary solution. Need to increase sales, have strong conference, new products. Discussed change in work scope for ED and other changes.

Motion: Rob made a motion to approve the budget for 2008-2009 as recommended by fiscal year 08-09. Susan seconded. Approved.

There will be an e-mail to go to the other members not here and the past presidents.

9. Spring Membership Promotion and Membership Update (Sarah)

- CEC membership is up 8%. Division membership up by 6.5%. We are the 4th largest division.
- 2008 spring membership promotion coordinated with CEC; April 1- May 31, 2008. Goal is 150 new members.

12. CEC Presentation

- Kathlene Shank, Professional Standards and Practices Committee; Rachelle Bruno, Evidence-based Practice; Scott Sparks, Knowledge and Skills Chair presented. Talked about work on standards and the validation process, ethics document, evidence-based practice document. .
- Presented Mark a letter asking for support for the committee. Meet 2x year. At CEC for 1 day and in Sept for 2.5 days. Need divisions to support representative. (travel).

16. Upcoming teleconferences on DEC Publications (Rob and Jim)

- NOW group wanted to identify strategies to promote DEC products.
- Discussion about how to promote new Positive Outcomes document. Beth and Mary Lou have agreed to do a webinar. Discussion about whether to charge. Could do jointly with the ECO Center. Decision was the audience would be primarily Part C and 619 coordinators and the session would be free.
- Will charge non-members for the Monograph #9 calls.

10. DEC Conference Report (Susan)

- Board meeting on Oct 27.
- Record number of submissions – 371 submissions

11. Annual Report (Tweety)

12. RA Issues (Brian and Betsy)

- CEC Strategic Plan and School Climate statement will be voted on. School climate discussion has already happened. They do want input on the strategic plan.
 - Ethics – Cheryl and Sharon D working with Ethics work group on ethics revision. CEC work group needs feedback by May 1.
15. Update on the DEC Position Statements, Concept Papers, and Work Groups (Betsy)
- Inclusion Center planning to develop new joint position statement on inclusion with NAEYC. Virginia wants 4 names and approval to extend the timeline (year is up soon).
Motion: Virginia motioned to extend the timeline for the revision of the joint position statement. Brian seconded. Approved.
 - Names: Robin McWilliams, Judy Niemyer, Cheryl Rhodes, someone from ITCA. We will recognize their names in the conference programs.
14. Committee Member Transitions
- Need new chairs for Partnerships, Student, IT. Current chairs finished in 3 months. Need to have names by October.
17. Adjourn
Motion: Virginia motioned to adjourn. Betsy seconded. Approved.
Adjourned at 5:05.

Summary of Action Items

<i>What</i>	<i>Who</i>	<i>By When</i>
Put information about family stipends in the call for papers	?	?
Look at how we can reach people through attending conferences (related to Marketing Plan)	Now Group	?
Add to marketing plan to explore how to bring materials to DEC members	Sarah?	?
Create planning calendar; pull down and prompt to submit a DEC paper	Sarah	?
create collaborative effort with National Centers to disseminate materials	Sarah	?
develop marketing plan for our subdivisions	Sarah	?
Help states crosswalks RP to ELGs	Sarah	?
Develop a document explaining the changes proposed in the new budget and the rationale	Mark, Rob, Sarah	
E-mail on budget will be sent to other governance members not at meeting and to past presidents	?	
Move forward with the webinar on the Positive Outcomes document	Jim and Betsy	
Move forward with the Monograph 9 teleconference	Rob, Lise, Carla	
Review annual report and get feedback to Tweety	Governance	
Draft a letter to CEC on School climate document and its failure to address DEC's membership and concerns.	Brian	
Get feedback to Brian on what to include in letter	Governance	
Review Brian's draft letter	Sharon and Sharon	
Send feedback to Sharon Darling on the CEC Ethics statement	Governance	ASAP but by April 24.

Write up reaction to the CEC quality document and circulate for feedback. Circulate for feedback.	Mark	To CEC by end of April
Sharon W. will ask Terry Harrison for a nominee from ITCA for the group working on the new inclusion statement		
Develop a list of committee and work groups members	Susan and Bethany	
Find new chair for the student committee	Donna N.	