

Minutes of the MASS-CUE Governing Board Meeting

August 31, 1987

Members present: Alan November, Lucille Harper, James Modena, Len Huber, Martin Huntley, Algot Runeman

Alan called the meeting to order at 10:40 A.M.

Alan reported that the conference fliers would be color coded for easier assessment of the value of the mailing lists we would use.

Handout-yellow

member list-salmon

Quality Ed. Mailing-blue.

Item #2 Tax exempt status

Jim reports that we will make the filing deadline. The accountant we hired sees no problem. We should expect a response within one year. Smith and Fercaferty is the firm we must pay for the services \$250.00 to \$500.00 fee.

Approved 6/0.

We have a tax filing due November 15, 1987. Alan will ask Sue Coppell of the Wellesley business department to do the audit. She may also do the taxes.

Approved 6/0

Jim moved that we incorporate a phrase in the bylaws that the board members be "held faultless" for liability resulting from accidents and that we further pursue getting liability insurance for the board members. Alan will attempt to locate officers' insurance.

Approved 6/0

Jim moves that we file for an extension for filing our taxes to delay for receipt of our IRS letter of determination.

Approved 6/0

Moved that we place a financial limit for "SIG" spending.

SIG coordinator has authority to approve up to and including \$200.00 with only treasurer's approval. Over \$200.00 requires approval from president or vice president. There should be an effort made to determine availability of corporate support by consulting the vendor coordinator.

Approved 6/0

All meetings open to #all# members. A MASS-CUE member is a #member# of all SIGs and may attend any MASS-CUE meeting. This statement should be written in the calendar each month.

The question came up "Who should code membership by region, adding the necessary fields to the database?" Lucille will contact Lelia Richardson 237-4614 (Alan's contact). To distribute the membership file, Lelia will send a copy of a MacFile disk to Martin who will send an Appleworks file to Lucille and a blank template to Jim and a copy of the file to John Marion. Algot will prepare zip sort labels to send to Meg Bryant at Wellesley for the membership mailing of the Conference flier. Also send one copy to ICCE for the reduced membership offer and one to the Dept. of Ed. for the Computer Month mailing.

Bad debt - Westfield State College still owes for the spring conference. This issue will be brought up again if the next few weeks do not produce results.

Lucille - banner will cost \$240.00 for the 5X8 size.

Northern Essex March 26? Newburyport max 350? Auditorium 700 Alan will call John to discuss our options.

#MASS-CUE Reports# 2-6 paragraph description of conference workshops and presentations. MASS-CUE Reports is paid for by conference income - not advertiser supported.

PRIMARY AGENDA ITEM - JOB DESCRIPTIONS

PRESIDENT: 1. Monitor state funding processes and promote expenditures for computer education. 2. Outreach to other education organizations. 3. Support new programs such as summer workshops and international tours. 4. Provide leadership

to the executive board with the month to month details of setting MassCUE policy. 5. Support and direct MASS-CUE's involvement of Superintendents as support vehicle for their staffs.

VICE PRESIDENT: 1. Provide leadership for the organization. 2. VP directs membership services. 3. Develop membership systems and procedures. 4. Support and help coordinate committees which are set up for various needs. 5. Participate on the conference committee.

PAST PRESIDENT 1. Provide transition between administrations 2. Maintain goals and philosophy outlook of new board. 3. Keep board aware of long term and chronic issues. 4. Pick up special assignments that require high level officer of the organization.

TREASURER: 1. Keep financial records. 2. Make disbursements as authorized by board. 3. Prepare annual financial report). 4. Present financial reports as needed. 5. Serve as member of finance committee. 6. Deposit revenues. 7. Hire and advise accountants. 8. File tax returns and other reports. 9. Hire and oversee clerical help (as needed). 10. Develop financial systems and procedures. 11. Assist and advise in all fund raising.

CORPORATE OUTREACH COORDINATOR: Chair vendor committee. Conferences 1. Responsible for vendor relations 2. Maintain a database of vendors that attend conferences, advertise, etc. 3. Prepare and distribute vendor flier to advertise conference (2-3 per conference) 4. Maintain records of which vendors are attending, how many tables they want, electric requirements, etc. 5. Send confirmation and directions to vendors. 6. Set up tables at conference, select sites for vendors 7. Keep good public relations with vendors during conferences. Advertising: 8. Send flier to ask for advertising in newsletter. 9. Send all ads to (Earle currently) newsletter publisher making sure ads are camera ready. 10. Send a copy of newsletter to all vendors Coordinate with treasurer about income and expenditures. 11. Keep records of corporate sponsors. 12. Invite free vendors to conferences (museums, state dept., nonprofit organizations. 13. Send all monies to Treasurer. 14. Serve as Grant Liason - Direct grant writing effort.

SIG COORDINATOR (correct job title?) 1. SIG coordinator be liaison with SIGs 2. provide support, assistance etc. to SIGs -3. Be spokesperson for SIGs at Executive Board meetings. 4. Facilitate development of new State House Computer Open House organizer: 5. Organize team to manage the various tasks involved. 6. Coordinate the team's activities (potentially this second segment will come under the purview of a new board position.of conference coordinator, if created).

SECRETARY: 1. Record the minutes at all board and general business meetings. Distribute these minutes to attending members. 2. Prepare, and submit for publication, a summary of board actions. 3. Ensure effective communications in the organization. 4. Serve as chairman of the communications committee. 5. Prepare and distribute agendas for governing board and general membership meetings. 8. Collect, correlate and prepare calendar information for MASS-CUE. 9. (Members of the board are requested to send comments and corrections concerning my rendition of the final job descriptions of each board member. There was a great deal of discussion about this part of the meeting, and I did not get very good detail into my notes as I marked the description sheets that went out with the agenda. There may be errors of omission, where I left out a job we agreed would be present for a member, and there may be errors of :commission, where I added jobs that we had agreed to leave out. Please help to get the record straight by comparing my final versions with yours. We can correct the minutes at the next board meeting if necessary. - Algot)

According to Alan "Overattempting" is the best description for our board. We should try to separate the low level details out of our board meetings. Stick with the idea that if you can't do all things of your job well, then get a committee, or secretary or other kind of support. It is Alan's feeling that each of us should ask for help from other members who will, in turn, ask other members for help, thus spreading the load and getting more members involved in the running of MASS-CUE.

Future SIGs South Coast SIG (Herb Tracey), Special Needs, Elementary, Language arts, Media, Graphics/Art, Visioning. After a lengthy discussion of the job descriptions submitted in the agenda, the following jobs were not covered by the board at present. ICCE contact, Publications, Conference (Retreat chair under general heading of conference).

Martin moved that the conference chair should be on the board or be at a board level equivalent. Algot - There should be a report to the board from each member in written form to avoid needing to have such reports delivered orally. Alan - add two people to the board. 1) Communication/publications: 2) Conference chair to oversee all conference type meetings. Amendment: The vote for this motion should be made during a conference call to allow for development of position statements by all board members so that the decision need not be made today in the waning moments of the meeting. Move to table Martin's motion for vote by phone. To prepare for the vote: 1) Write out Motion, Algot will

distribute written explanation of the procedure to all board members. (1 wk) 2) Board will submit written responses (position papers) and give date exceptions when call cannot occur from dates of Oct. 4-11. 3) Discussion of the motion will be limited to 5 min. whether a position paper is submitted or not. 4. The compiled position papers and the "best night" for the conference call will be distributed to all board members. 5. Order of discussion: Martin, Lucille, Len, Algot, Gail Alan. 6. Vote will occur during phone conference.

Jim moved (linked to the concept of Martin's motion) to limit the number of agenda items to 8 each with a 15 minute discussion limit (extendable by vote at meeting). These agenda items should be policy not programmatic details. At the conclusion of the 8 item agenda, each board member should be allowed 5 minutes of open discussion time.

Approved 5/0

Adjournment: 4:08 P.M.

Respectfully submitted 9-27-87, Algot Runeman, secretary