

MASSACHUSETTS COMPUTER USING EDUCATORS - GOVERINING BOARD

October 23, 1987

FOXBORO, MASSACHUSETTS

Alan November called the meeting to order at 4:35 P.M.

Board members present: Alan November, Lucille Harper, Jim Modena, Algot Runeman, Martin Huntley, Gail Ross-McBride

Minutes of the telephone meeting summarized: Two additional board positions created.:

Communications/publications coordinator and Conference/events coordinator positions created by a vote of 5-1 in favor

Lucille moved that we have a conference raffle with items donated by vendors. It was clear that a raffle has some support, but that it is too late for one at this conference. There are not enough items for raffle. Suggest we postpone the idea to March.

Vote: Motion failed 0-6.

Jim moved that MASS-CUE should open a commercial savings account with a minimum balance of \$1000.00.

The \$1000.00 should be considered a reserve fund since a commercial savings account must have a minimum of \$1000.00 at all times. Our checking account bears no interest. We should transfer funds between the two accounts as necessary to cover our checking needs, but maintain the highest feasible balance in the savings account to benefit the organization.

Motion Passed 6-0.

Jim moved that we develop a cancellation/postponement policy in case a conference is hit by a snow storm or other catastrophe.

There was general agreement in a brief discussion.

Motion Passed 6-0.

Alan moved that we should apply for an interim commercial bulk rate mailing permit while we wait for our IRS non-profit status determination.

Jim pointed out that the application for determination of our non-profit status would be acted upon within a short time and that the commercial mailing permit might just get approved as we wanted to convert to a non-profit permit.

Motion tabled 6-0.

Alan moved that each board member should, where appropriate, write a description for a committee's objectives.

The committee for each board member should reflect each board member's job description. This list of objectives should be written for the next board meeting.

This represents the effort to launch a committee level of activity in MASS-CUE in line with the by-laws. The description should include the following points.

- a. Activities planned
- b. The number of active members on the committee
- c. The goals and objectives of the committee

This action to initiate committees should provide a ramp of leadership. Committees initiated by non board members will be dealt with later, using this board level committee description activity as a guide.

Motion passed 6-0

Alan moved that we determine the selection process by which the board should be expanded.

- a. Alan should create a mailing of the job descriptions as a separate mailing.
- b. We should announce the jobs at the conference.
- c. 3 board member subcommittee should look at applications and make recommendations to the whole board.

The name and a bio should be sent to all board members.

Algot suggested that a single person could probably handle the recommendation process.

Jim suggested that the board should have a visit from a group of finalists.

Martin pointed out that the whole board should serve as the vetting committee since this is a function of the whole board. If many qualified candidates apply, then we would look at the application forms which will be copied and mailed to all board members. Then Alan sends all of us his recommendations. If we cannot decide by the resumes then we could ask person(s) to appear for discussion with the board.

(5:06 Len Huber arrives. All of board now present.)

Len points out that the number 1 issue is whether we are setting a precedent. Will these positions be elected in the future? Will we get qualified people to apply if election is required? Will board be better able to pick qualified people after they are themselves elected?

Jim noted that we do have an officer recall by-law that could remove a non-performing officer.

Jim, Martin and Len all questioned whether we are prejudicing future boards and setting a precedent.

Len reminded us that the long run goal should be a majority of the board elected, perhaps with some positions to be considered "at large" positions. This is a future consideration mentioned for the record in these minutes.

Martin does not want anyone to have the perception that Alan is the dominant figure in making selections for recommendations to the board. There should be no opportunity for anyone to suggest that Alan hand picks these board positions. If there are a lot of applications, then a subgroup of the board should help Alan with the legwork of previewing the candidate applications and contacting them. Each board member should not contact the applicants individually to avoid unbalanced perceptions of the process by the candidates. Jim requested that we be sure that we appoint no <##:strangers. If people are not qualified, we need not fill the positions.

Final form of the motion: Titles:

- (1) Publications Director: Oversee the quality and take responsibility for MASS-CUE publications."
- (2) Events Director: Oversee and take responsibility for the events of MASS-CUE.

Procedure for selection:

- A. Announce job descriptions at general business meeting.
- B. Explain the procedure that resulted in the creation of the new board positions.
- C. Any member with questions and interest should contact Alan November.
- D. All applications shall be copied and mailed to all board members.
- E. Decide at next meeting whether we need to interview the applicants.
- F. Any of the board members can recommend an- applicant for appointment.
- G. We will vote for each position separately.:
- H. It is not automatic that we will fill a position even if we get many applicants.:

Len moved an amendment: Interviews will be arranged as necessary. (Amendment Passed 7-0)

Len moved a second amendment: Rather than Alan recommend, any member of the board may recommend.

The discussion of this amendment generally expects that Alan will probably make a recommendation for each position, but that any board member may also make the recommendations.

(Amendment Passed 6-1)

Main motion passed 7-0.

Alan's motion to have each board member write a position paper about his/her board duties withdrawn in favor of getting a "reporter" to interview each board member and write the articles.

The next board meeting will be December 10 at 4:00 P.M. at Wellesley Middle School.

Martin moved that the board recognize a new SIG called the "Southeastern SIG".

Motion passed 7-0.

Martin moved that the board determine a policy to avoid conflicts of interest when MASS-CUE members make presentations to meetings sponsored by MASS-CUE and also stand to make money directly by making the presentation. SIG directors should not make money for a presentation at their own SIG. If a member makes a presentation and gets paid for it, there must be a prior disclosure. "This presentation includes coverage of a product which the presenter represents commercially and the presenter will be paid for this presentation by a company whose product is discussed."

This motion was tabled 7-0.

GENERAL DISCUSSION TIME

Jim Preregistration: 163
registration income: \$4325.00
vendor income: \$2514.00
preconference income: \$5954.00
payment committed for food: \$3145.00

Flier color returns:
Yellow 52 (members)
Pink 18 (commercial list)
Xerox 51
green 9 (mame?)
blue 11
orange 1

Our tax filing will be free this year, but we will need to pay the accountant next time.

Martin: Telecommunication SIG got confused with SETNET conference. We must be sure this kind of confusion is not made.

The new Southeast SIG is established with Herb Tracey directing it.

Looking for someone to start a western Mass. SIG.

Statehouse planning needs to begin in earnest. We don't have a date set yet.

Len asked what the status of Westfield State's payment was.

Jim replied that his father has been in touch and now that we have our state "vendor" I.D. number, things should smooth out.

Algot Public domain software library is primarily the work of one author (Algot) who feels uncomfortable looking like the sole contributor and the librarian and a board member all wrapped up in one person. It was suggested that a motion is appropriate for expanding the PD. library at the next meeting.

Lucille: We need to be more careful in proofreading the newsletter and all publications to avoid poor image and especially to avoid faulty information.

Gail: Reminder that each vendor gets one lunch per table. Two tables means two lunches paid. Sell tickets to all other

vendor representatives wanting lunch. Vendors who have no table should pay for the conference at the non-member rate. There should be only one lunch provided for the "free" tables like the Mass Department of Education.

Alan: We should send a thank you note to Jim's father for his work in settling the bad debt.

We need to continue the job of determining our organizational goals.

March conference date is the 26th at Haverhill.

John Marion and Richard Silverman will be the organizers, but not the hosts.

We got a letter from the governor's office concerning a community service committee.

Leadership training still in the planning stages.

Should include grant writing, making formal presentations, partnering, long range planning, teamwork (manipulation) skills.

Probably will occur the second week prior to the fall opening of schools.

Christina Hooper will be the keynote speaker in March (expenses paid by Apple)

Requests for refunds of registration must be received at least five days before the date of any conference.

Meeting adjourned at approximately 6:45 P.M.