

**MassCUE Board Meeting  
Holiday Inn, Worcester  
November 30, 2001**

Members present: Kathy Peloquin, Steve Olivo, Bev Reber, Linda Colvin, Priscilla Kotyk, Paula Torielli, Algot Runeman, Lelia Colvin, Arthur Jackman, Jim Modena, Lelia Richardson, Laurene Belisle, Marcy Reed, Sharon Eempio, [during mtg.: Pat Trotman, Charlie Schiller, Hilary Mochon]

Invited guest: Sam Pappas, accountant

### Call to Order: 5:19

Beginning the Peloquin era. Seventh president of MassCUE. (Len Huber, Alan November, Martin Huntley, Earle Hancock, Nancy Vose, Laurene Belisle)  
Gavel used – plan to use it. Camraderie professionalism and Sharing as we work to do the work of our mission.

### Accountant's Report

Arthur – treasurer to introduce Sam Pappas, our accountant has been involved a long time.

Sam – Thanks for the opportunity to tell us as a board. Commends our job. \$60K to 260K now.

Board guides MassCUE to allow good things to happen. Job well done.

Financial Statement. Public information available on the state Website.

Last yr. Had difficulty with state because new rules for filing of not for profit. Need audit starting with June 2000.

Independent auditor's report gives us a clean bill of health. Records were in good shape for it.

2001 comparison to 2000 financial position.

Cash avail. The biggest amount we've had yet.

Liabilities small (deferred revenue collected in advance \$67K)

No restricted assets. Funds are available for organization's use.

Don't expect purchases which would lead to restricted assets. (Board might deem money to be restricted as part of a plan to buy major equipment or building. Need unanimous board vote to restrict say \$50K for future planned expense. We'd be limited to NOT spend as cash. Could put in CD for future. Check acct. [is/should be] only 8 percent. FDIC insurance limit is \$100K.

Sovereign Bank is our current bank. Restricted money is not required to be in a separate account, though putting it in a separate account would make it easier to protect. Our balance would be the same, just split into net assets restricted and net assets unrestricted. Restricted might be a donation which only allowed us to use the interest for a purpose.

Don't restrict if you need to get at the funds. This report is for fiscal year.

Still don't have PO income in hand as cash. Also don't know all expenses from the conference.

Statement of Activity: \$356K vs. \$348K last year. \$8000 up for the year.

[Charlie Schiller and Pat Trotman arrives 5:34]

[Hilary Mochon arrived maybe around time Pat did.]

We're like a cash business.

Professional fees are down and total expenses were down.

### **Program Service Revenue**

\$179K registration (\$40K more than last) includes vendor reg. Because there were vendors at the '01 conference, the \$\$ will drop compared to 2000 conference.

\$75K workshop (\$72K last year)

\$1000 labels

### **Cash Flow**

\$91K – up to \$255 K all cash.

Note that the organization is uninsured for cash over \$100K

Included notes about restricted vs. unrestricted

No money comes to MassCUE as pledges when we get donations, just cash.

No taxable income because of status as 501c3.

### **Recommendations**

Internal controls not tested, but can strengthen controls internally (letter to treasurer)

Sam will come back to review our implementation of recommendations.

1. Cash biggest asset. Check issuing process should have two signatures. Currently only signed by treasurer. Second sig. Another member of board would be possible, but not president or VP. Bookkeeper can be first signature, not need to be on board, but insure that person. Treasurer second sig on all checks. Could have three sigs if over a certain amount. Biggest problem is distance between members. Bookkeeper does monthly work and takes them to signatories. Immediate payments? Consider prepayment of some bills. May be able to work out a deal. Could use mail to move checks to signatories. If bookkeeper not sign then bookkeeper can do account reconciliation. Recommend not having the bookkeeper do the both signature and the deposits, but it is okay to let deposit and signature be done by treasurer + second signatory person. Bookkeeper is needed; "a must." We would get interim reports to show us financial position (not public record like this report).
2. Look at cash position. If we feel a 12 month need doesn't require all our cash, put the money into 6-9 month CD where we can get more interest than we currently do. Don't keep all our money in the checking account. Strongly recommend seeing what we need for the cash expenses and put the excess in something. Interest income cannot exceed our standard income accrued to do our non profit purpose. Remember liquidation assets must go to another non profit. Bylaws must indicate liquidation rule. Could actually specify another org. in bylaws.
3. Can use money market account as an active account instead of CD. Allows easier funds flow. Avoid early withdrawl penalties. Need bookkeeper to keep such money transfers from appearing to be income.
4. Checking account needs to be reconciled on monthly basis by someone who does not do deposits and checkwriting, eg. bookkeeper.

5. Strongly recommend we hire a bookkeeper who is strategically located. Can set up policy procedure that delivers checks between signatories. Bookkeeper would work with treasurer and auditor. Banks are legally liable to recognize the signatures. FedEx or UPS are alternatives to regular mail that provide trace capabilities
6. (item 3 on his list) Budget for fiscal year. Recommended. Monitor and have a basis for change. Bookkeeper and Quicken program can help us prepare it. Provides internal organization controls. Budget procedure with timeline ahead of beginning of FY. Sometimes items like SIGs may need flexibility. Now we have trend data to look at which was not available before. Budget is a target. Can be adjusted to add money from elsewhere in our budget. Bookkeeper tracks the budget. Certifications. Bookkeeper certified. Not for profit accounting procedure experience is important. Are there bookkeeping services like ADT for payroll. Mostly independent. How to set salary \$17.50 to \$25.00 an hour. Need to develop a specific job description. Sam will come up with description and criteria for hiring. Sam willing to sit in on interviews.
7. Consultants: Lelia, Pat, other trainers or Web, speakers for 1099. IRS getting tougher to on. Employee payroll? Lelia is not our exclusive contract laborer. She does similar work for other people. Maybe even only two contracts allow us to recognize Lelia as contract worker. MassCUE doesn't provide Lelia equipment. Lelia does her own hours. Control and time are the two factors IRS looks at third is that MC doesn't provide Lelia equipment or space for her work. We could have an employee. It would be legal. We would have expenses for an employee that we don't currently have: Social Security tax, workman's compensation, etc. Even the board doesn't get compensation for our work.
8. Should we consider PO process? Must book to a specific account. Called accrual accounting instead of cash accounting. Encumbered funds help watch budget lines.

Charlie Schiller wants to be sure he is on email list for the board meeting notes.

Phone cards are okay if we make a decision for limiting the use. Compare to previous year. Compare to budget assigned to the cards. Board needs to decide the need for a card. Reimbursement is still the best and most fair way. Can have one person procure phone cards and distribute them.

Kathy: Sam, it has been nice to put a face to the name.

Must wait for Arthur's resignation to allow time for transfer of funds to the new treas.

Resignation effective subsequent to transfer of account control.

6:36

Replacement for Ron's spot on the board will be considered elected but only for term of the elected position. Currently 7 elected and 6 appointed. Ron's position can be filled from a current appointed board member and appoint someone else.

**Bev Reber, Sharon Eempio, Laurene Belisle, Linda Colvin, Kim Joyce, Steve Olivo. Recommended by Kathy to be reappointed to the board (to coincide with Kathy's election/assumption of president's role.)**

**Move to approve the appointments. (Marcy, Jim)**

**Passed 7/0**

**Move to “elect” Bev Linda, Priscilla to fill Ron’s position. Will serve as SIG coordinator. [by whom?]**

Discussion: This leaves another appointed position available.

**Passed 13/0**

Now can appoint two more [?]

## Minutes

Recommend Bold for Motions and votes

Asterisks around action items

Action checklist.

Vote and action items also in separate section

**Move to accept the minutes. [Bev, Laurene]**

**Passed 13/0**

## Treasurer’s Report

none

## SIG report

Note Sharon volunteer, Paula Torielli, Dorothy Wright, Theo Glickman, thanks.

Maybe up to four new SIGs because of the conference. Slow start this fall. Gentle persuasion to get going in January. Committee meeting coming up in January.

Will firm up SIG leader training and appreciation dinner time.

Meetings for rest of Year Jan 11, March 8, May (hold) for end of year. Try second Friday of month. Phone conference call if inclement weather prevents physical meeting. Agenda on line and email at least a week ahead.

Marcy as Vice President, gives our recognition gift to Laurene for her service as president after taking over from her own vice president’s role.

## Conference

(Marcy)

Expect between \$100K and \$110K for cost of hotel, etc. No vendor sponsored Pathfinder so that event was extra cost in the expenses.

## Conference Vendor report.

(Linda)

[Some vendors had] Door prizes planned for each day. Recommend only at the end. If someone at the conference is staying only for the prize, it is a burden on many. During

lunch is not good for door prize. Vendor contributions were a shortfall. Nancy[?] did have time in her schedule to drum up.

We had to pay for vendor space at full price. \$7K plus busses for shuttle which the hotel provided last for 2000. \$10[thousand?]-12 higher cost with lower vendor participation. Food costs were kept down. Little left at end of breaks. Wrap-up meeting still to come. Things went fairly well. Daryl is volunteer to organization as AV coordinator. There was a fair amount of confusion this year. Need to review procedures for AV. Student volunteers were great.

Request from a Pathfinder winner. His principal would like to get a certificate to be posted in his school.

Refer to pathfinder Committee for recommendations.

Vendor security needs to be moved up to 9:00 Hotel paid this year.

Extend Deede experience through Harvard support through online full year experience carried on through the year. This is another way MassCUE links people to more professional development.

## Web Site Report

(Jim Modena)

Bill Mead, design professional, willing to be our contractor. Will do our art work and our corporate image. Could the work be extended to paper? Each is a different medium and Mead isn't really designing logos. Conference committee can pursue with him. Should we go out to bid for this kind of work instead of picking. This announcement is the result of a prior board approval.

The artwork will provide art/image consistency for the pages. Navigation artwork not choices of what to navigate to. Standard tools like Dreamweaver to make updates MassCUE Learning Interchange and ALI need to be removed as references because they are defunct.

## MEET Grant Report

(Kathy)

We are budgeted to spend \$28K

Need backup and a recorder to retain. Pay Hilary to attend for support. \$25/hour for her Web work up to this time. Stay in budget line items. Web work will be offshoot of MEET dissemination. Professional development courses for teachers developed by Intellectual property donation. School does not own the work.

**Move to hire Hillary to attend MEET partners' meeting and develop the MEET/MassCUE Web site, the amount paid not to exceed budget. [Priscilla, Marcy] Passed 13/0**

If we are going to discuss an appointment, ask person to leave for a short period of discussion.

Take this opportunity to thank Hillary for all the work done.

Don't ask Lelia to do work that should be done by others.  
 Sunshine fund. Timely reaction needed. Lelia will do it.  
*onCUE* due out. Need stationery to deal with the mailing for *onCUE* advertizing letterhead, needed. Steve Olivo is *onCUE* editor. Nobody has job listing on the letterhead, just where we come from.  
 Seeking content for *onCUE*.  
 Need workers for Steve to drum up articles.  
 Consider reprint of articles from other publications.  
 Out of Print articles? Should *onCUE* be published Online? No. It "gives away the store."

Charlie Schiller restates that a Policy booklet is needed. *onCUE* policy pages, for example.  
 Manual. Conference booklet Policy book. Such a book provides institutional memory. A flow chart of the organization would be good, too.  
 Healthy sign that board does not remember everything because it shows that it isn't just the old guard running things forever. Policy book good idea.

### Spring "conference" or retreat

It provides professional development for board, SIG ctty. Etc. Send board members to Alan's conference in summer. Palm Pilot training, with collaboration to follow. Cost or money. September's minutes state that we planned a spring event at Holiday Inn. It would be better in another location. Small retreat costs MassCUE several thousand. SIG meeting talked about leadership retreat for tech leaders in spring of 2001. Training in summer and product in next year. Was there a vote for the place? Need content first. SIG committee was going to plan an event for SIG leaders and board. Pat looking for direction as "spring retreat coordinator"

Database online for projects for MassCUE in Filemaker Pro for access by board members.

Program committee

Allows comments to be posted by board/activists on project. Should be able to make it available to all

Bev: Workshop committee recommended. There are three proposals. Who should be planning such events?

Put off training event for a future year, one which is planned ahead and promoted at conference for the "next" event.

Keep retreat small.

Who plans spring event?

Are we going to have Pat move ahead for this spring?

Kathy: no need for a money maker for this year. Take care of the professional development of board and SIG leaders to take knowledge to districts. Key Palm Trainers can't earn money. Selective retreat. Alan's event is a different event. Need spiritual renewal. Separate from spring retreat or other spring event. Need to redevelop the spirit of our group.

If retreat is small and we pay for it instead of advertising to get people to come and make money. Pat is ready to do a retreat.

Budget money for schools are frozen.

Spring mini conference – defer to 2003 spring. Preconference events not held this year.

Plan to be plopped to spring. Palm training event. Selective “retreat” training.

Large scale “technology leaders training” tie it to next year’s conference as an extension of it. If a spring event tied to conference is to occur, must be preplanned for inclusion in materials for the conference. –next year.

Spring ‘retreat’ plan will be presented to the board on line.

Any other “spring training” event will be tied to the conference committee.

Second spring event is not the Retreat. Need to table further discussion.

## Look at Liaisons

Why do we have them? Links to other non profits. Interlocking directors to help boards of differing organizations. Need a role that is clear.

Sharon volunteers to put organizational information. Job descriptions recommended to board by those who have done the job before.

Committees should make plans to board that the board approves.

Board needs to be a policy-making and decision-making body. Leave the proposals for MassCUE’s events and activities largely to the committees

## Other

### **Nominate to appoint Charlie Schiller to the board. (put on hold)**

Liaison role was intended to be a reciprocal

MEET. No ETIS. BEST okay with Earle.

### **Roberts Rules**

Want to get away from having board members who just want to be here. Have a job for board members to do. Don’t want people only to show up for the meetings. Currently short two members. Do we need to defer appointment until board organization job is better done. Table until issue of liaison is done. Not prepared to make that decision tonight.

Need to put presentations from non board members first so they don’t have to wait until the end.

### **Kids and Technology Day**

(Paula Torielli)

There is too much security at the Statehouse, now. Field trips from schools have been largely canceled. Government building is difficult, now. Consider different site. Consider going online with the projects. Go to schools to evaluate statewide technology. Do show on kids and technology.

Consider calling online project something else. Keep KT day for later revision.

ETIS dead. Tech Directors should make a proposal to the board.

**Program Committee Projects**

Adobe Acrobat 5.5 fillable forms. Expect proposals for next board meeting.

Filemaker Pro Project Database. Look forward to January Launch

RFP database on line Workshop proposals.

Best practices rewards

Traveling SIG (replace hands on at conference) outside SIG structure? Online discussion to follow. Kathy Schrock willing to be available for something around the time of 2002 conference. Marketing yourself as an Information Specialist.

Acquire Keynote Speakers (Paula T.)

Volunteer Concerns

Conference learning continuum

Adjourn 9:05