

Michigan Educational Research Association

Meeting Minutes

August 5, 2009

Present (via Phone): Ernie Bauer, Paul Robinson, Tovah Sheldon, Mark Weinberg, Bill Brown

Absent: Dave Treder, Chris Schram, Kathleen Miller, Bettie Landauer-Menchik, Laurie Smith, Harvey Czerwinski

1. **Call to Order:** The meeting was called to order at 10:40 am by Treasurer Ernie Bauer.
2. **Approvals:** The minutes from last meeting were approved as written.
3. **Website:**
 - a. Mark's email is being corrected as we speak.
 - b. Others' information on the Board Members page is still getting updated to be accurate.
 - c. Check out the updated information under the "Conferences" tab on the website. **Please give Mark feedback if anything needs to change.** He is planning to link the brochure from that page, so anyone can print it off or forward it on.
4. **Fall Conference Brochure:**
 - a. SB-CEUs
 - i. Dave confirmed via email that he will manage this through GISD, however it was not clearly articulated if he was planning on doing the actual agendas/forms that needed to be submitted to the State at least 30 days prior to the conference.
 - ii. We are uncertain if there is a cost associated with offering SB-CEUs possibly \$5 – 10? It seems to vary from ISD to ISD; however, we decided that if a participant wants SBCEUs they will need to pay the cost. It will not be absorbed by MERA. *(Will we need another receipt book for this?)*
 - iii. We will need a sign-in/out sheet each day with the SBCEUs approval # on it. If Dave creates the sheet, Tovah will help make sure people remember to sign-in and out during the conference (see the last part of the registration protocol).
 - b. Online Registration
 - i. The main issue is taking payment securely via credit card.
 - ii. Possible options: link to PayPal, utilize MEIM, update to a more costly website, etc.
 - iii. We decided this was not solvable by the fall conference, but we would like by Spring 2010 to have a functioning online registration option.
 - c. Brochure Corrections/Revisions
 - i. Paul will merge the Registration portion of the brochure and the Sign-Up Form, so that it is all on one document. Participants can just tear off the Registration portion of the MERA Brochure and send that in to Ernie. Paul will add payment type to the form (check or PO). The updated brochure will be sent out asap. Side note: Words of wisdom from Ernie, "Never cash a personal check for MERA or send invoice for a P.O. until after the conference."
 - ii. A few little changes on the Conference Location section; remove comma after "Road" and remove the space in front of "One".
 - iii. Keep "SB-CEU's pending approval" on the bottom of the brochure based on previous conversation.
 - d. Distribution of the brochure – email and/or US mail?
 - i. E-mail – continue as we have done in the past. Make sure to include in the email to forward the invitation to anyone that would benefit from attending. This is how we can access many of the curriculum director, data directors and superintendents without having to send a massive amount of costly mail.
 - ii. US mail – talked through the cost effectiveness of this option. We narrowed it down to probably just the MERA members and past conference participants only, however, we really wanted Bettie's advice here!

- iii. Printed brochures for 2009 OEAA Conferences in Marquette, Grand Rapids & Novi. Tovah will contact Tami Feldpausch- FeldpauschT@michigan.gov to ask for permission to have brochures out on the registration/packet pick-up tables to promote any possible new attendees. We figured approx. 200 per location. When Tovah hears back from Tami, she will make the copies (of the FINAL, FINAL brochure and send them to Tami to sit out). *** Tami emailed me back already, happy to help, so we are all set! I'm just waiting on the final brochure***
 - iv. Remember the limit to the MERA conference is around 90- 110 people due to the conference space.
- 5. Registration Protocol (SEE ATTACHED WORD DOC.)**
- 6. Person in Charge at Conference:**
- a. Dave will be the main contact & confirmation person.
 - i. Things to check:
 - 1. Conference Room
 - 2. Hospitality Room - Kristine and Jim are all set to run the hospitality room
 - 3. Lunch Arrangements – Do we need to consider vegetarians?
 - 4. Breakfast & snacks in the actual conference room?
 - 5. Speaker Introductions
 - 6. Technology arrangements
 - a. Internet Access – Can we pay ahead of time? Do we need a code?
 - b. Equipment – 2 screens, 3 projectors (1 is backup – Tovah, Ernie and Paul are each going to bring one), 2 laptops (1 is backup) multiple extension cords.
 - c. Facility arrangements (Kathy & Bettie email of the 3rd)
 - ii. Laurie & Tovah will work the packet pickup and nametag table again this conference (or Bettie could take Tovah's spot and Tovah can help with technology set up).
 - iii. Mark will post as many conference documents as possible on the www.merainc.org website during the conference.
 - 1. Speakers can get him the docs ahead of time via email (mweinberg@thecenterforcharters.org) or flash drive in either PDF or PPT form. We'll need permissions on how they would like them posted.
 - 2. If documents are not available ahead of time, they should be copied on to a flash drive and given to Mark during/or after the session so he can post them asap.
- 7. Other old business – None really, just gossip on the street.**
- a. Is MI-SAS going to be totally scrapped??? Legislative support???
 - b. Discussion around Data Initiative Grant.... ISD connection – charters, non-public, etc.
- 8. Other new business**
- a. Ernie wants everyone's cell phone number in case of emergency.

Upcoming Meeting: September 2, 2009 Possible Agenda Items... Please feel free to add to this initial list.

- Update on SBCEU from Dave and finalize any responsibilities if needed.
- Online Registration option for Spring 2010 Conference.
- Fall Conference Update