

MERA Committee Notes June 3, 2009

Attendance: Ernie Bauer, Harvey Czerwinski, Bettie Landauer-Menchik, Kathleen Miller, Paul Robinson, Tovah Sheldon, Laurie Smith, Dave Treder, Mark Weinberg

Absent: William Brown, Christine Schram

Meeting Notes:

1. Mark shared updates to the MERA.Inc website. All of the Spring 2009 conference documents (i.e. Power Point, PDF) have been posted.

Running the site will require a combined \$10.89 (domain) and \$51.48 (bandwidth) fee. It is considered a minimum fee for operating a website. The committee approved the yearly payment. The allotted space, at this time, appears to be sufficient, however, the program offers opportunities for expansion---if the need arises.

Some additional costs may occur if the committee is interested in removing the old MERA.net link.

The committee has not followed up on the 501C3 issue. Committee members are satisfied with where we are at this time. It was noted that MERA is recognized as a business.

2. Members debriefed the Spring 2009 conference. Bettie is willing to notify all Spring 2009 conference participants that the MERA website has all the conference documents posted.

There was some confusion regarding the location of the official list of those who attended the spring 2009 conference. The list was important because it would be helpful in addressing possible refunds. Locating a registration protocol was also questioned. Ernie thought Doug probably had created a protocol document in the past. Supposedly, the registration box had all the Spring 2009 registration information and the protocol document. It was believed that Chris had the box. President Treder said he would get the box from Chris and pass on any registration related information to Ernie. The registration protocol would be addressed at a future meeting.

There was general agreement that the food and service was good. Although lunch started a tad early (11:00 A.M.), President Treder acknowledged that the services was "ambitious."

There was some discussion on the Hospitality Room attendance and questions raised whether it was serving its purpose. Roughly, 7 – 12 people showed up to the Hospitality Room after the first day of the conference and it was sparsely the evening before the conference. The members considered whether it ought to be offered the night before the conference if we continue to see minimal attendance. Ernie will seek additional information from Kristine and Jim Gullen.

The overall feedback from the survey (Survey Tracker) was positive. It appeared to be somewhat similar to past years. It looks like educators actually read the MERA flyers. A few members indicated that they would like to see the group use the survey feedback and tie it into future conference planning.

Providing conference speaking honorariums now (Dr. Robert Floden) and in the future was a topic for discussion. It was decided that it was up to any presenter to bring up honorariums, with a committee member, before the conference date, if some type of payment was expected.

The last debriefing topic was about session handouts. A few Spring 2009 participants requested paper handouts during sessions where none were provided. It was suggested---similar to the MI Assessment Conference---to communicate to presenters the expectation that presenters provide the committee an electronic handout document(s) ahead of time or make 50 copies for participants. The committee will pay any conference related printing cost for anyone speaking.

3. .Mark will be the only person posting material to the MERA website. It is Mark's goal to post all documents prior to the end of the conference.
4. Ernie will send the Spring 2009 conference file to Bettie and Tovah so they can do some communication work.
5. Kathy will borrow a contract format from another educational organization and modify it to be used with Carol Commodore for the Fall 2009 conference. The two day sessions will look something like what is listed below (Kathy's Draft).

November 23 (9 A.M. – 4 P.M.)

Carol Commodore

November 24 (8:30 A.M. – 3 P.M.)

State MAC Overview – 8:30 – 10:30 A.M.

(Four school/district teams will be given free registration)

Joseph – 10:45 A.M. - Noon

Bettie 1:00 – 1:45 P.M.

Paul 1:45 – 3:00 P.M.

6. Ernie suggested the board update the names on the MERA bank account. He recommended President Treder and Chris have their names listed.
7. President Treder believes we need to give serious thought to placing a single person in charge during MERA conferences. It is a topic we may need to expand and clarify when we meet again.
8. Paul will construct a proposed brochure for the Fall 2009 conference and send it to members for feedback. Members will send any content they would like to see included.
9. The next MERA meeting is set for 10:30 A.M. on August 5, 2009 at GISD.

Respectably submitted,
Paul