

CSPTA EXECUTIVE BOARD MINUTES

Friday, December 10, 2010

McCandless International

Respectfully submitted by

Chuck Clopine - Secretary - CSPTA Executive Board

Attendees: Bob Young, Mark Wilbur, Cyndi Lovell, Dodie Hunker, Kathy Swier, Paul Balon, Theresa Anderson, Greta Bleau, Kanoe Cockett, Michael Kennedy, & Chuck Clopine

Called to order 10:15

Motion - Dodie Hunker to approve minutes of November Meeting

2nd – Cyndi Lovell

Discussions none

Motion - Passed unanimously

Financial Report

- Not ready to print
 - Will do verbal
 - Postponed to later in meeting
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By-laws In Review

- Many responsibilities in bylaws designated to members of E-board rather than the Business Manager

Question - Are we meeting the obligations of the organization?

- Bob Young - started looking at the tax status

Question - are we (CSPTA organization) 501c3 or 501c6 as he reads tax status there is question as to which CSPTA 'falls' under

Comment - we have copy of **copy** of letter of determination of tax status. Letter recognizes CSPTA as a 501c3. Organization is approved for 501c3.

- Barb Broadbrooks has **original** letter.
- Bob Young believes the organization is meeting the obligation of the by-laws as stated on page 1 of CSPTA Constitution & By-laws

Membership fees have been increased from \$30 to \$35 to \$45 (present)

- Dues were set by finance committee as committee reviewed projected expenses when Kanoe Cockett was president
- This subject will be discussed by the finance committee in January of 2011

Article 5 Section 7b – E-Board has no representative from Colorado State Patrol

- *“Non-voting members on the Executive Board shall consist of the following
 - Colorado Department of Education Representative
 - Colorado State Patrol/Motor Carrier Division Representative”*
- President will not appoint a parliamentarian at this time
- Article 8 election of officers conflict with mail in ballots
 - *“ARTICLE VIII – ELECTION OF OFFICERS - Officers shall be elected at the Annual Meeting by a majority vote of Eligible Voting Members present including mail-in ballots. Members who use a mail-in ballot will not be allowed a second vote or to participate in voting at the Annual Meeting on issues raised at the meeting, i.e., issues not on the mail-in ballots.”*

- Article 10 Section 4 the Secretary of E-Board shall keep a record of all official members, active/inactive
 - *"A list of members shall be kept properly classified as Active, Retired, Honorary, Lifetime, Affiliate Business and Affiliate Non-Profit."*

Motion – Kanoë Cockett – to move the responsibilities of the keeping the membership from Secretary to Treasurer

2nd – Mark - Wilbur

- Discussion
 - Cannot be done without change to constitution
 - Supposed to be a check and balance between Treasurer and Secretary
 - Motion withdrawn
 - 2nd withdrawn
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Financial Report

- Treasurer shall supply hard copy to e-board.
 - Computer hardware & software issues are presenting obstacle to presenting hard copies of report to the E-Board at this time.
 - Treasurer admonished by President to have this report printed prior to coming to the meeting.
 - This is two meetings without a financial report – this must be presented to the board
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Leg Up committee wishes to change their name to RAC

- According to bylaws (Article 12 – 3) the committee must be referred to as the Legislative Regulatory Committee (LRC)
- In By-Laws - LRC is empowered to influence legislation on (one section) and prohibited in another (section) correction needed
 - Article 12 – 3 Paragraph 2 *"The Legislative Committee is hereby empowered to: advise the membership on any pending Legislation pertaining to pupil transportation and/or related matters and urge contact with area legislators for approval or disapproval; represent CSPTA before the State Legislative bodies on issues pertaining to and /or related to pupil transportation; represent CSPTA before the State Legislative bodies on issues pertaining to and /or related to pupil transportation."*

Signatures on checking account - President has not made it to the bank to add signature to CSPTA bank account.

- Article 13 – 10 *"All checks written against any CSPTA-owned account must be signed jointly by the President and the Treasurer; the President-Elect may sign in place of either the President or the Treasurer (but not both) if they are not available."*
- President Elect is to be added to the account as well
- Double signature check is not being used at this time.
 - The bank accepts two signatures on a one signature check.
- Article 13 – 11 – President desires to make this an annual requirement
 - *"The Executive Board shall provide for an annual audit of all CSPTA accounts. This audit shall be presented to the general membership at a regular meeting."*

Question; if all committees are appointed do they need to be mentioned in constitution and bylaw if not required committees

- Only standing committee is Jim Dale
- Can be changed but question is for discussion
- Committees were placed into the Constitution & By-Laws (C & B) to give boundaries and guidance to the committees

- Changes to the C & B will not be made for at least one more year
- Question; regarding the appointment to fill a vacancy; where is it written
- Article 6 section 4 & section 5
 - *"4. In the event that the President cannot serve his/her full term due to resignation, expulsion, or inability to perform his/her duties, the President-Elect shall succeed the President as the Executive Officer of the CSPTA and shall assume all duties and responsibilities of the Office of President. In the event that both President and President-Elect are unable to serve, the Executive Board shall elect a President within ninety (90) days to serve the unexpired term; or a replacement may be elected at any scheduled meeting by a simple majority of the paid membership. The replacement officer shall assume office immediately after election and would serve only the remainder of the scheduled term. The Chairperson of the Board of Trustees shall act as President until such time as the new President has been elected by the Executive Board."*
 - *"5. The Executive Board shall, within ninety (90) days, fill any vacancy on the Board occurring during the year."*
 - Remember to put the vacancy for office of President Elect on the ballot

Question; when is the voting held?

- February is normally the time to vote and officers installed in June
- Without website this will not be possible due to time constraints
 - Nominations may be taken in February at LRC Conference from the floor for regions 1, 3, 5, 7, & the Vendor Representative.
 - Nomination committee will take these nominations
 - Responsibilities of details logistics etc. for election in June is placed with this committee
 - Vote to be held in June @ CSPTA business meeting in Pueblo
 - Installation of newly elected/re-elected officers & Vendor Representative will occur during that meeting

Financial Report (Verbal)

- Outstanding check to Stewart Stevenson has not been cashed
 - Amount of check is \$1089 for catering
- President directs Treasurer - Issue stop payment on this check and write a new check
 - Treasurer - Kathy Swier will contact them (Stewart Stevenson)
- Outstanding check to Academy 20 for \$353.45
 - Mark Wilbur will contact them
- Two checks written website reconstruction
 - One for \$185 (monthly fee)
 - One check for \$701 (set up charge)
- President stated – financial records must include accounts payable and accounts payable
 - Fewer checks being written & debit card used instead
 - When President, President Elect, & Treasurer, go to bank; the status & terms of debit card will be determined
- \$19821.86 is reconciled balance.
 - With outstanding checks this balance is down to \$17, 858.73 **approx.**

Question - have notifications been sent to members informing of membership dues needing to be paid.

- The Jim Dale fund is supposed to be \$20,000.
- CSPTA owes Jim Dale \$3,000 and will be paid off as funds are available
- LRC conference should break even

Paul Balon recommends electronic December financial report is sent to E board.

Motion and 2nd – Electronic Financial Report for December will be accepted via email to all E-Board members as soon as possible.

Duties of bus manager

Question - Should **All** financial management fall to the Treasurer?

- President Bob Young determined he will accept the duties and responsibilities of the CSPTA cell phone
- Address for CSPTA should be permanent Post Office Box

Discussion around the location of the Post Office Box

Status of transition of Business Manager's responsibilities

- KanoeCockett & Theresa Anderson met with Barbara Broadbrooks
 - The list of CSPTA members has been sent to Theresa and will be distributed to the E-board.
 - Financials have been sent to Kanoe
 - Website is under construction
 - Suggestions
 - Nominations for persons of the year must be done no later than February at LRC conference
 - Scheduling of booths for the vendor show
 - Assessment of the Vendor Show as well as other events must be completed after each event & submitted to E-Board for review and assessment
 - Follow-up contact (Thank you notes, acknowledgements, etc.) must be improved
 - A list of caterers will be given
 - List of all locations available to CSPTA for meetings (with no charge involved) will be given
 - Where, When, & to Whom is the transfer of information from Barb Broadbrooks going to be?
 - Information will be given to the Auditing Committee
 - An attempt to get all information transferred by the 17th of December will be made
 - Membership management should go to the Secretary with continuous communication to the treasurer.
 - Treasurer and Secretary should be at registration table for the LRC and
 - Other CSPTA functions in June (Road-eo, Vendor Show, & SPED Confluence)
 - LRC will be responsible for advertisement and getting the entire LRC Conference together
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Much discussion around E-Board communication to the constituency

- General Membership is concerned about the status of the CSPTA
- More communication the membership is a key to maintaining/retaining and recruiting new members
 - Send continuous emails
- Conference planning is a large responsibility

Question; should a Conference Planner be hired?

- The conference committee should take on the responsibility of putting on conferences and meetings.

- Conference Committee should approach the LRC and let them know of the availability of help to the LRC when planning the conference.
 - The Conference Committee should approach other committees responsible for putting together events such as the LRC conference and let them also know of the availability of help to them
 - Theresa Anderson is the contact for the conference committee
 - Profit and loss statement will be supplied for period January 1 through December 31, 2010 at the LRC Conference in February
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Discussion regarding the website – is there a way to expedite the construction of same?

Question - what do we really need?

Suggestion - Put it before the membership and see if anyone is there that could set it up.

- Bob Young will take responsibility for the website
 - This includes getting it up and running as quickly as possible.
 - After that a 'webmaster' search will commence
 - More discussion around cost of website maintenance
 - Go to membership and see if anyone wishes to be webmaster if no one interested then find an individual with skills.
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LRC Conference

- It has been mentioned previously not many use or access the website. However, online registration is now the standard for getting signed up for events such as the LRC conference in February.
 - Send out electronic form (via e-mail) – fill it out, mail it (snail mail) or return it via e-mail.
 - What about payment
 - Suggestion - no credit cards accepted
 - Time is critical get the Post Office Box as soon as possible.
 - Be prepared to receive money/checks at the door of the LRC conference
 - What does prepared mean?
 - 'At-the-door' registration will be available at the LRC Conference
 - \$20 for pre-registration and \$25 at the door
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Finance Committee

- President Elect (Nicole Portee) is Chair-person of the finance committee
 - Finance Committee meeting at Falcon 49 on Monday, December 13, 2010.
 - Cece (Falcon 49) will be invited to the next E-board meeting to visit with the board.
 - Theresa Anderson will create the registration form – Post Office Box will be made available this PM
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Audit Committee report

- Kanoe Cockett reviewed the progress of the committee
- This included an organizational audit and financial audit copies of same sent to E-Board
- The committee chairs need to submit their written reports (monthly meeting notes) to respective Directors prior to the E-Board meeting.
- Copy of determination letter from IRS (501c3) given to President & Treasurer at this time

Question - is copy of hard check sufficed as a receipt.

Answer – President – prefers receipt is sent to payee for membership with dates of payment & expiration of membership included on the receipt

Road-eo Committee – presented minutes of the RC meeting

- **All** committees are to be reminded and admonished to refrain from soliciting vendors for prizes and cash.
 - **All** committees are responsible for coming up with meal, t-shirts (if wanted), etc.
 - Whatever the committee comes up with that costs money; the respective committee must determine how such items will be paid for.
 - Mark Wilbur suggests a letter listing the entire year of events with financial needs contained therein be put out to the vendors. Thereby giving them a choice of events/items the respective vendor would be interested in sponsoring/buying.
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CDE Report

- Workshop information is on the CDE website
- Tuesday, June 14, 2011 is the date of the CSPTA Road-eo
- CDE BBQ is Tuesday evening
 - Awards may be presented at that time

Discussion

- Road-eo Committee wants to do an awards dinner following the Roadeo
- Vendor show is directly tied to this dinner.
- The location for the dinner is still under consideration
- Discussion of format for the vendor show

Discussion of the events of workshop and what days certain events will happen and costs for all the events

- Discussion around eliminating the reimbursement for attending National Road-eo to pay for a sit down dinner in the ball room at CSU
- Option – eliminate prize money for winners and pay for winners going to nationals
- Increase registration fee by \$10
 - Use the increase to fund the dinner
- Find creative ways to reduce spending in other areas so dinner can be funded

Decision Road-eo on Tuesday

- BBQ in park that evening
 - Awards presented at that time
 - Efforts to improve venue for presentations will be made
 - By a show of hands the consensus of E-Board is Vendor Show will be on Thursday night June 16th location to be determined
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Membership committee

- Survey suggested being sent to members to find out what the members are looking for from us (E-Board)
 - January 6th a flyer will be sent inviting members to sit down and talk about why they left or why they remain.
 - Time & place to be determined
 - Survey will be sent asking for any questions to be sent to the Membership Committee
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Tech committee is working on new tech manual

- It is nearing completion
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Sped committee

- Have goals set for next year
- Time line for events for State Road-eo
- Working on a pocket guide manual outlining basic sped information
- Goal is to have it completed by February 2011.
- Working on Colorado certification

- 11th & 12th of April – mini conference in Brighton
 - No cost to attend the conference
 - Lunch is on your own
 - Panel with nurses and legal council discussing concerns and questions transporting SPED students
- SPED holding Road-eeo prep day for anyone interested

Discussion regarding the administering of *Diastat* by bus drivers/Paras/bus attendants.

Future meeting dates

- Fixed day?
 - Alternating months – example odd month Friday even month Monday
 - Consensus - odd months 2nd Friday
 - Even months 2nd Monday
 - January 14th (Friday) Douglas County at the West Service Center
 - February 14th NE Terminal – Denver Public Schools
 - Host district will furnish lunch with all members contributing toward the cost.
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Motion to adjourn – Mark Wilbur

2nd - Kanoe Cockett

Motion Carried - Unanimous

Meeting adjourned – 2:20 PM