

CSPTA EXECUTIVE BOARD MINUTES

09/27/2010

Respectfully Submitted

By

Chuck Clopine – Secretary CSPTA Executive Board

Members in attendance

Mike Kennedy, Greta Bleau, Cyndi Lovell, Dodie Hunker, Greg Jackson, Ed Dingledine, Paul Balon, Kathy Swier, Nicole Portee, Kanoe Cockett, Theresa Anderson, Barbara Broadbrooks, Bob Young, Mark Wilbur, Cindy Hardin, & Chuck Clopine.

Meeting called to order – 10:08

- Overview of the agenda by Bob Young
 - Minutes are to be posted on the website of CSPTA
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President Elect

- Does the Board wish to appoint a President Elect or wait until June for the General Election?
- An appointment can be made until June
- Special election doesn't have to occur in June if E-Board appointment is made
- Consensus of E-Board is to appoint a President Elect

Motion

Ed Dingledine – Appoint a President Elect until next general election
2nd by Dodie Hunker

Discussion

- Pick a person from the E-Board or general membership

Motion – passed unanimously

Nicole Portee volunteered to serve as President Elect

President Bob Young accepted Nicole's offer – now President Elect Nicole Portee

Motion

Paul Balon – Accept the minutes from the last E-Board meeting
2nd by Kathy Swier

Motion – passed unanimously

Financial Report

Discussion

- Discussion of the Business Manager's position
 - Is the position necessary or not
 - Must be a business decision to have position or do away with it
 - Business Manager is an 'anchor' position
 - Constant & consistent contact and has retention of records of E-Board business
- Dissolving the position is a step backward
 - Website is critical piece of the position's responsibilities
 - The maintenance of the website is a 'big' job

- If the position is resolved then members of the E-Board will have to assume the additional responsibilities
 - Review the job description of the Business Manager
 - Define Duties
 - Assess the cost of the position
 - Negotiate a contract with the person who is to hold the position.
 - Business manager's job description to be defined by the CSPTA E-Board and current Business Manager in order to negotiate.
 - Perspective must come from both entities and written in the form of a contract
 - E-Board is not responsible for paying payroll taxes
 - Theresa Anderson will contact other states for job descriptions of Business Managers in similar positions
 - Nicole Portee will begin work on draft of Job Description of Business Manager
 - Continue business as usual with present Business Manger until contract is signed
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Discussion

- Is it time to merge with another organization?
 - CSPTA can scale back to cut expenses or grow by finding ways to expand
 - This is a great time for finding ways to market CSPTA
 - Begin by asking sub-committees of CSPTA
 - What will bring value to 'you' and members of your district?
 - E-Board serves as 'watch-dog' group
 - Important to build relationships locally
 - President Bob Young charged the membership committee to obtain overall view of CSPTA
 - Are the right amounts being charged for membership, functions, etc?
 - Is CSPTA doing all it can to recruit new members?
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Website

- Time to look at changing the website
 - Present site creators was recommended by NAPT
 - Now finding out NAPT is not happy with company responsible for the site either
- One company under consideration
 - Set cost if done by CSPTA = \$900
 - If site managers do cost = \$1900
 - Dues are \$185 per month (based on membership)
 - Bottom line is \$3000 per year approximately
 - First year set up is \$4000

Motion by Cindy Hardin – to change website as presented

2nd by Nicole Portee

Motion carried – NOT unanimously

- Still one month left on present website (till Nov 1st)
 - Nov. 1st CSPTA website will 'go down' and be 'under construction' until new site is completed.
 - Estimated 'down time' is approximately 2 weeks in November.
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Discussion

- Regarding association with NAPT

- Cost is \$2500 maximum per year
- Rebate based on new members signing up
- Rebate is small if at all as most who are members are not new members

Motion – by Kanoe Cockett – suspend membership association with NAPT and re-assess annually

2nd by Dodie Hunker

Motion carried unanimously

Discussion of number of annual meetings for general membership of CSPTA

- Article IX, Section 1 – requirement for 3 annual meeting.
 - Provision made in Constitution and By-Laws to modify number of annual meetings
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Discussion

- Regional Directors are assigned task of updating and adding contact information regarding who is responsible for safe operation of school buses in each district
 - Information to include
 - District name
 - Contact name/Title
 - Mailing address
 - E-mail address (if applicable)
 - Regional Directors are charged with responsibility of knowing what CSPTA subcommittees are doing
 - Reporting to the E-Board with information
 - Keeping an up to date list of names of individuals on the committees
 - Make certain all members are current with CSPTA dues
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Discussion

CSPTA Road-eo committee

- Barb Broadbrooks will send general e-mail to CSPTA membership asking who would be willing to serve on the Road-eo committee
 - Committee needs a 'Point Person' – To Be Determined
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Discussion

- Responsibilities of Committees
 - Letter sent with seven (7) bullet points outlining these responsibilities
- E-mail sent to committees informing them a budget must be submitted containing projected income and expenses
- Committees may not go over budget
- Committees Chairs are to report to President Elect (Nicole Portee)
- Agenda item of E-Board
 - Update reports of all CSPTA Sub-Committees

Motion – by Paul Balon – To amend minutes of previous meeting. If you are a CSPTA committee member, you shall not solicit CSPTA sponsors for funds or prizes

2nd by Ed Dingleline

Motion passed – NOT unanimous

President will send Administrative Bulletin outlining Sub-Committee responsibilities

Discussion

CSPTA Memberships – Past due

- Business manager
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CDE Discussion

- Feedback concerning CDE BBQ was in favor of CDE BBQ being held on Wednesday
 - This day is in conflict with Vendor Show
 - Firm dates will be discussed and determined at a later date
 - More discussion regarding dates and events on those respective dates
 - Decision finally made in this meeting by E-Board to stay with Wednesday evening as the Vendor Show and meal
 - CDE BBQ will remain on Tuesday Evening
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Motion – by Greg Jackson to adjourn meeting

2nd – by Paul Balon

Motion passed unanimously

Meeting adjourned 1:40 PM