

**DEC Board Meeting
Draft Minutes 12-11-07
Approved 2-12-08**

On the call:

Board Members: Mark Innocenti, Susan Maude, Virginia Buysse, Tweety Yates, Kathy Hebbeler, Rob Corso, Betsy Ayankoya, Donna Dugger-Wadsworth, Sharon Darling, Jim Lesko

Committee Chairs and Editors: Bonnie Keilty, Judy Niemeyer, Dale Walker, Cheryl Rhodes, Lise Fox, Chris Marvin, Linda Brekken, Carla Peterson

Staff: Sarah Mulligan, Bethany Morris

1. Welcome and establishment of quorum (Mark). Mark called the meeting to order at 11:05 EST.

2. Review and approval of the agenda (Mark)

Motion: A motion was made by Susan to approve the agenda. Tweety seconded and motion passed.

3. Review and approval of consent agenda and minutes (Kathy)

Motion: Tweety made a motion to approve the consent agenda. Rob seconded and motion passed.

4. Treasurer's report (Rob)

- See consent agenda for details
- Audit is underway
- F & O discussed how to make sure we are communicating priorities to executive office staff, i.e., what activities to take on.

5. Membership initiatives (Bethany for Donna)

- DEC had call with CEC where CEC shared some of the membership activities they do.

6. Updates on the Strategic Planning Work Groups (Mark and Susan)

- Now Group (Mark) developed an objective to engage all members of governance to promote DEC. Also, developed action steps for various things governance can do.
- Work group wants to continue so they can track progress toward the objective.
- Conference group (Susan) clarified its role, discussed professional development needs. No objectives yet.

Motion: Tweety made a motion to accept the objective of the Now work group. Susan seconded. Motion passed.

Motion: Jim made a motion to continue the work group as constituted (Mark, Rob, Jim, Donna N., Lise, Betsy). Tweety seconded. Motion passed.

Action Item: Mark will start work on the matrix of activities for governance.

Action Item: Sarah will post the revised Recommended Practices slides on the web site.

Motion: Tweety made a motion to construct a professional development work group to include the professional development work group, the conference revisited work group, and to include practitioners, students and family members as well. Donna seconded. Friendly amendment was made to combine the purposes of the previous work groups. Motion passed.

Action Item: Susan will try to have objectives for the new work group by the next meeting.

7. Posting minutes on the web site (Mark)

- Discussion about the need to have information available so anyone can review it. Need to have action items available so there is a way to see if things get done.
- F & O is recommending posting the board minutes on the web site and posting the F& O minutes on the protected part of the web site.
- Past presidents noted other organizations they belong to had summary minutes made available.
- Discussion about posting the consent agenda
- Question raised about how we keep people informed as to what is going on with committees; how to we keep dialogue started at the conference going throughout the year?

Action item: Mark will talk to some past note takers to get some input.

8. Update from the Recommended Practices Group (Dale)

Motion: Dale moved to approve forming a planning work group whose purpose is to create a plan for the future of RP. Tweety seconded. Passed

Action Item: Dale will get names to Mark of possible work group members.

9. DEC Business Plan (Mark)

- Discussion about whether to go to Brookes and/or others for general suggestions with our marketing plan
- Possibility of meeting with Heather from Brookes at CRIEI; talking to Joan Melner from CEC
- Questions raised about the acquisition of new products. What is our investment policy? Where do the dollars come from? Where do we go for new products?

Action item: Board will need more information on new acquisitions and budget implications for budget decision in April. (Not clear who will do this)

10. Practitioner Survey (Judy)

- Vickie Stayton and Andrea McDonald have pulled together the survey on training needs from RP.

Action item: Anyone with suggestions on the survey send them to Judy.

Motion: Susan motioned that the practitioners need assessment be approved with some suggested changes. Sharon seconded. Approved.

11. Update on Translation of Monographs (Mark)

- Korean publisher no longer interested

12. IDEA Part B Book Update (Rob)

- Mark reported the book is in preparation.

13. DEC 2008 conference tasks (Susan and Virginia)

- 2007 conference results will be available today.
- Strand chair lists have been updated.

Motion: Susan moved to adjourn. Tweety seconded. Approved.

Action Items Summary Table

<i>What</i>	<i>Who</i>	<i>By When</i>
Develop the matrix of activities for governance to promote DEC.	Mark	
Post the revised Recommended Practices slides on the web site (for governance to use).	Sarah	
Develop objectives for the new work group	Susan	Next Board meeting
Talk to some past note takers to get input on sharing information.	Mark	
Get names to Mark of possible members for the new Recommended Practices Work Group	Dale	
Board will need more information on new acquisitions and budget implications for budget decision in April.	Not clear who will do this	April Board Meeting
Send suggestions on practitioner survey to Judy	Anyone	