

ACE/OWHE NY State Board Committee Meeting Minutes - December 16, 2010

12/16/2010
2:30 PM to 3:30 PM
Phone Conference

Meeting called by:
Patricia Burlaud

Type of meeting:
**Plenary meeting of the
NYS Executive Board**

Attendees:

Donna Amiraian , Marguerite Buseti, Kristen Ford, Maryruth Glogowski, Marta Newkirk, Peggy Burke, Lori Quigley, Linda Shatzer, Clara Wajngurt.

Excused: Marguerite Buseti, Kristen Ford, Maryruth Glogowski, Marta Newkirk,

Unable to attend: Jeanne Plecenik, Usha Palaniswamy.

Invited: Concetta Stewart

Documents provided: 10/28/10 Minutes; Web site update (LS), Web Designer Job Description (LS), Report on potential webmasters (MB); Potential Professional Development Topics and Presenters (DA);

Agenda

1) Welcome to our National Board **PB** Liaison (Concetta Stewart) and our new Board member (Peggy Y. Burke)

Discussion: Introduction of our National Board Liaison, Concetta Stewart, and our new regional Coordinator for the Western region and Board member, Peggy Yehl Burke.

Action items: None

Person responsible: None

Deadline: None

2) Approval of 10/28/10 meeting **PB** **5mn** Minutes and approval of the 12/16/10 Agenda

Discussion: review of the minutes and agenda

Conclusions: Minutes unanimously approved. Agenda unanimously approved.

Action items: None

Person responsible: None

Deadline: None

3) Roles and responsibilities of

a) the National Board

Discussion: Concetta Stewart described the roles & responsibilities of the 16 National Board members. Each of them coordinates the work done for several states. They meet twice a year (generally in early year and in June); they liaise with their state coordinators monthly; they work in sub-committees (for example: Strategic Plan). She also mentioned that no states are alike re their structure, or their work.

Conclusions: None

Action items: None

Person responsible: None

Deadline: None

b) the Board members (By-Laws)

Discussion: From the discussion, the notion of the responsibility of the State Board to establish the regions and monitor their initiatives was reassured, ensuring an overall coordination for the state network.

The role of the State Presidential Sponsor was clarified. CS mentioned that, in large states, it may happen that more than 1 State Presidential Sponsor are working together to support the State Board. It is not the case for NY.

Conclusions: None

Action items: None

Person responsible: None

Deadline: None

c) the NYS Regional Coordinators and their Chapters

Discussion: The role and responsibilities of the Regional Coordinators were shared with the new members and new RCs. The discussion underlined that no section of the current By-Laws defines such role & responsibilities. The discussion also clarified that a Region within a State may also look for the support of a (or several) Regional Presidential Sponsor (s); however, the RC should obtain the approval from the Board and the State Presidential Sponsor before approaching identified presidents.

PB proposed a motion to amend the By-Laws to include a section on the Roles and Responsibilities of the Regional Coordinators.

Conclusions: Motion was seconded and approved unanimously.

Action items: The proposed section of the By-Laws will be drafted, discussed and proposed to the vote of the Exec. Board.

Person responsible: PB

Deadline: 01/30/11

d) the IRs

Discussion: The role and responsibilities of the Regional Coordinators were shared with the new members and new RCs. The discussion underlined that no section of the current By-Laws defines such role & responsibilities.

PB proposed a motion to amend the By-Laws to include a section on the Roles and Responsibilities of the Institutional Representatives

Conclusions: Motion was seconded and approved unanimously.

Action items: The proposed section of the By-Laws will be drafted, discussed and proposed to the vote of the Exec. Board.

Person responsible: PB

Deadline: 01/30/11

4) Update on the work on the NYS web site			LS, MG, MB	10
Discussion: Linda Shatzer gave an update on the work done on the OWHE-NYS website project, and on the student internship initiative to support this work.				
Conclusions: This is a work in progress. More updates to come.				
Action items: Linda, Maryruth and Marguerite to follow-up.			Person responsible: LS, MG, MB	Deadline: On-going
5) State Conference/Event/Workshops			PB, DA	15
Discussion: It seems to focus on a “Training the Trainers” leadership event to equip the IRs in the state with a toolkit to use for their own workshops (skill building/simulation exercises). It could then be considered as a faculty development initiative relatively easy to fund by the institutions. A full day (i.e. 9:00am to 4:00pm) is preferred, with a possible gathering of the Board on the evening before.				
Donna Amiraian will help in identifying people to provide expertise and facilitation. To be able to do so, the Board needs to come up with potential themes, and also potential presenters/facilitators as well. CS suggested to liaise with groups such as HR units, CUBA, faculty, Chambers of Commerce, etc.				
PB proposed a motion stating that each member of the Board will send Patricia, Lori and Donna preferred themes and/or presenter/facilitator names by Jan. 15.				
Conclusions: Motion was seconded and approved unanimously.				
Action items: Themes/names to be send to PB, LQ and DA who will coordinate the work for the State event.			Person responsible: Each Board member	Deadline: 01/15/11
6) AOB and Wrap-up		PB	5	
Discussion:				
Conclusions:				
Action items: Next Plenary meeting scheduled on Feb. 24, 2011. Meantime, discussions and votes will be pursued electronically.			Person responsible:	Deadline:
Additional Information				
Resource persons:				
Special notes:				