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# CECNH Meeting Agenda & Action plan

3/15/18

1. Review last meeting notes and summarize
2. Vote on roles.

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| Note taker: | Jen Katz-Borrin | Time Keeper: |  | Facilitator : | Jodi Gutterman |

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| **Agenda Item** | **Notes/Task** | **Who** | **Timeline** |
| Norms  1. Speak one at a time.  2. Arrive/Start/Leave on Time.  3. Stay on Topic and have an agenda.  4. Mutual, Professional, and Unconditional Respect. | Follow Meeting Norms | All | Ongoing |
| Teacher of the Year | Call to order @ 3:1   * Windham High School Mike Welch * April 11 presentation at WHS * June 9 Edie’s Jen and Mary |  |  |
| Financial Report | * Balance: $13266.70 * Will have an expenditure for Edies * CD $4486.28 |  |  |
| Annual CEC Conference | * Aug. 2 Ross Greene * NHTI 9-3 * Capacity: at least 100 Esther will confirm, discussion of cap of 100 * Charging $75 members/$100 non-members/Students $50 * Menu was sent, Esther will send again.   + Email list needs to be updated to include everyone   + NHTI will do a lunch box   + Discussion of doing breakfast and boxed lunch     - Total food cost could be $15. * Does Ross need copies made?   + We can all make copies * Jen will do save the date & send to everyone to approve * Lois will do registration * Esther’s company for insurance and she will contact NHTI re: room * NHTI will be a co-sponsor, needs to be on all literature. * Other marketing opportunities   + Save the date through NHSAA/NHASEA/CEC * Raffle * We can buy and have him sign them   NO Save the date – just do registration. PO, Checks, or Cash to Lois @ PMHS. Checks payable to CECNH   * One quick email to save the date * Law day: registration materials there. | Jen/Esther |  |
| Election of Officers | Discussion of bylaws and length of terms. Where they guidelines or in stone. NH by laws where are those housed – with Lois? We can change our bylaws. A two year change for president was suggested. Does a bylaw change need a majority. We discussed CEC national changes.  President: Jodi Gutterman  President Elect: Kelly Mask  Treasurer: Lois Stevens  Secretary: Jen Katz-Borrin  Past President: Mary Paradise  Membership at Large: Nancy Fournier, Pat Eddy, and Teri Gaston  Membership Committee: Kelly & Donna Lehman |  |  |
| Other:  Next meeting 5/18/18 @ 11:15  Put link in for NHCEC  Membership & Summer Get together | * Jen will send with minutes and update the email group * Kelly and Donna will take over this responsibility. Jen will send to them * Chuck will do summer reception, TechTown are interested in sponsoring with us   Ajorned at 3:50 |  |  |

Highlight present: Separate sign in was collected

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| Other: |  |  |  |  |