**December 2, 2024 Meeting Minutes via zoom**

Attending: Nancy, Jen, MaryBeth, Sarah, Carol, Amanda, Liz, Kelly, and Terra.

| **Topic** | **Discussion** | **Next Steps** |
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| Approval of November 4, 2024 Minutes | Motion – once there was a quorum (to accept the November 4, 2024 minutes written as is) by Carol, Liz seconded.  | Motion Passed; minutes accepted |
| Financial Balance and Update  | TD Business Account - $8,074.67 2 year CD - $4,814.30 (matures on 3/23/25)Carol asked about the CD and what the plan for March when it matures. Nancy stated that it will gain more interest in the CD than in the checking account. Nancy stated that this was a 2 year CD and to make sure that it does roll over into the highest paying CD. Jen brought up the possibility about breaking up the money into different accounts. Jen asked if there were any upcoming expenses that would be coming up. We aren’t doing teacher of the year this year, so she wasn’t sure. Kelly mentioned the March 2025 events and if we would be doing a raffle or a basket. She stated in the past, we have done membership. The CEC national conference after Baltmiore will be in Salt Lake City.  | Nancy and Brianna will look into options for the funds for when we meet in February. In January, the group will talk about the vendor tables and raffles for the March conference.  |
| NHASEA Winter Conference Vendor Application | Jen stated that she submitted the vendor application for the March conference. She stated that she put Nancy as the contact person. Carol asked Nancy if this was the time that Nancy would be requesting the swag from National. Nancy stated yes and that she could start that process. Nancy stated that we don’t get to choose and she puts the numbers as high as possible and it’s a nice surprise for Jen stated that she has tons of the high leverage practice (1st edition) and Ann Banninghoug specially designed instruction books that she will donate for the basket. Kelly talked about how different the two books are. Carol stated that the first book was very accessible. Jen stated that Amanda sent communication to Jane regarding Teacher of the Year and received a nice communication back. Jen stated the need to start this earlier than during the summer retreat.  |  |
| Committee Updates | **Membership and Communication**Mary stated that the committee met last in October and did not meet in November. It was discussed for what will be added into the January edition including tips. During the January meeting, January 30th will be the next webinar. MaryBeth shared that during South Central. MaryBeth stated that people need more help in writing goals and drawing the connection between the goal and the benchmarks. Amanda stated that she hasn’t been able to pull the numbers so the report is Amanda is emailing members who have expired so they know what they are missing to entice people with the information that they can get. Communication meets again on December 16th. Nancy stated that when the PD Committee puts together the blurb for sending it out, that it would be helpful to add information winning a book or membership. Carol stated that she emailed the membership of the winner, and she wasn’t able to hear back from the winner, she contacted the supervisor who returned the email by saying that the person was no longer interested in getting the membership. Jen asked Amanda who has access to the website and Amanda stated that it was her and Nancy. **Professional Development**Jen stated that professional development will be meeting on Thursday, December 5th. Kelly has created the powerpoint andCarol asked to have the title of the presentation and a summary of it for the webinar sent out so that the PR committee can send it out.  | Amanda will send an updateAmanda and Nancy who will be submitting it.  |
| Other | Carol asked if there are any other topics for the newsletter in January and discussed that there are at least seven slots on the board that could be turned over. She asked if we are planning on communicating this out through NHASEA or other ways. MaryBeth was looking into if there were descriptions to share on what the members at large do. She also stated that this information can be shared out during the January and February NHASEA monthly meetings. Amanda spoke about looking into getting teachers to join the committee. Carol spoke about getting building Coordinators to join the CEC board. She talked about a succession plan to ensure that there are people in place to continue the work that we are doing. She talked about building Coordinators working closely with teachers. MaryBeth stated that Elaine Dodge does the building Coordinators. She volunteered her support. Carol stated that if anyone had any objections to reaching out to Elaine to see if this would be appropriate. Amanda stated that we also do not have representation from the private providers. MaryBeth spoke that Toby is the regional contact for Private Providers. Jen stated that this could also be brought up for the regional contacts with NHASEA. Carol stated that the NH CEC Board has directors and consultants, but we do not have teachers. Nancy stated that we have a mentor/mentee time coming up and Terra could be asked if the words can be spread through this meeting. Kelly shared that this would be a great idea to talk with the Directors to share the information with the teachers and shared that this is a great opportunity to build your teachers within your district. Nancy stated that tomorrow night she has a meeting with Irv and the other mentors, she can share this information. Kelly asked about what happened with Abby and a student chapter. MaryBeth stated that in June, she had changed her position and was unable to continue to do it. She also wasn’t able to use a room at Ester came to a meeting with Abby, and Ester requires her students to become CEC members. Carol brought up a thought for future decision which was discerning between being on the board or being an active participant.Kelly brought up the concern about retaining high quality teachers as we are seeing multiple teachers leaving now due to the demands that they are going through. Jen asked if it was reasonable or feasible to have a handout for the Directors on December 13th. Kelly stated Amanda had a great blurb that she said earlier that would get people’s attention. Amanda stated that she could work on a draft to get to Carol tomorrow. MaryBeth asked a question to confirm what members or share information. Carol stated that the position may not entice teachers to join, but the mission behind joining the committee.  | Carol and Amanda will work on creating a document to share information regarding CEC. Kelly will reach out to Ester to see if there are other students who would be interested to join and take on a leadership role.  |
| **Future Meetings** | **January 6, 2025 at 3:45 PM.**  |  |