

STAND EXECUTIVE BOARD MEETING

April 22, 2022

9:00 AM – 11:00 AM

AGENDA

OPENING

- I. Call to Order
- II. Review and approve minutes –

REPORTS

- I. President
 - Welcome Sarah Wood as our new Secretary.
 - STAND website Update:
 - We will continue to use the State STAND website.
 - We selected a new look and feel from links in the email sent from Amy Homa. The email with the links is attached in case we wanted to take a second look.
 - Also attached is an email from Allison in 2020 listing suggestions for necessary changes. Amy Homa will make changes after she updates the website.
 - Will continue to wait to speak with Amy about updates for website.
 - Looking for a new STAND President. Lindy is interested in the board Treasurer position. She and Kim are going to get together next week to discuss the duties of Treasurer. Kim provided an updated on her and Lindy—has not been able to connect yet for Kim to go over Treasurer's duties. Treasurer folder added in TEAMS. Color coding is for who the payee is for the account.
 - We now have a Teams group and can upload documents to the group. The group name is DOA STAND. An organization was required.
- II. Membership
 - Current Membership Numbers – 55 ?
 - New Members – No new members since 1st quarter
 - Membership Spreadsheet: Each Meeting we will go over the membership spreadsheet. Jaime or Kim can supply the spreadsheet to ADE to be distributed to the board members with the agenda. Jaime and Kim are going to meet to go over the membership spreadsheet. Jamie added new folder in TEAMS with Welcome Letter, Spreadsheet, etc. as it pertains to membership
 - We need to create a process for keeping our membership lists up to date.
 - Do we all want to share the same list? - We all keep a list, but we keep different information because we use this information for different purposes. I think that Deborah's list should definitely be different than the list that Jaime, Kim and I keep because the newsletter can serve as a mechanism to advertise to past members (at least until they ask to not be included anymore).

- If Kim, Jaime and Allison are all keeping the same list, how should we change the spreadsheet so that it's capturing the information that we each need?
- What should the process be for getting the list cleaned up and keeping it up-to-date? – Allison thinks we need to have a clear process to follow to make this process less confusing and messy. Then, at membership renewal time we can spend a bit more time looking at who needs to drop off – but the question becomes when should this happen based on the fact that sometimes it can take a while for the payment to be issued.

This was discussed briefly and we think that going over the spreadsheet at each board meeting and uploading documents to Teams will reduce confusion. Did anything come of that? List should be in TEAMS for all to view/have access to and to eliminate any confusion to the process. Waiting to discuss further with Jaime. Jaime joined meeting, list was uploaded to TEAMS. Jaime is hoping to meet with Kim at some point to discuss merging lists.

*Jaime will update her spreadsheet off of the information provided on Kim's spreadsheet

III. Program

March Meeting -Dr. Berke—Teaching Sensitive Material

Highlights

February Meeting Number – 29

May Meeting – Tracey Connolly presenting on Career Exploration training edition

July 8th- tentative--Harold Mack—Managing Generational Differences—Allison sent follow-up email during STAND Board meeting 4/22/22—poll members to gauge interest in returning to in-person meetings. Add a question to May and July evaluation pertaining to conference attendance. Allison will draft questions and send them out to board group for review.

***CONFERENCE (in-person)

September 9th, 2022

Ade has notes from 2019 from committee involved for the 2020 event that was cancelled due to COVID.

Location: Buena Vista, New Castle, DE

Topics of discussion: theme- "Gamification", giveaways, presenters, budget, logo ideas, catering, etc.

Ask members to be apart of conference planning committee

Allison sent out email with giveaway/raffle items for group to look at

***STAND UP FOR LEARNING

Put it out in May meeting for member to do STAND UP FOR LEARNING

Research training ideas/topics for a member to go to

Add to news letter and make an announcement at next meeting

People can apply May15th-June 30th

IV. Communications

- Website – Updated earlier
- Newsletter – April Newsletter:??—Deborah prepping newsletter for next week. Posed idea of discussing drafted newsletter at bi-monthly meetings to get approval prior to sending it out to members. Discussed adding “teaser” communications about upcoming conference!
- Is Deborah able to use Gmail?
- ASK Deborah about a need for a distribution list

V. Secretary

- Action Items

VI. Treasurer –

Current Account Balance – March Bank statement– Checking = \$475 Savings = \$6,120.89