

OSPA | Agenda & Minutes

Meeting Date & Time: October 27, 2017 Meeting Location: Poblanos, OKC
6:30 PM

Meeting Called By: James Reynolds Type of Meeting: Board Recorder: Kathryn Moore

Meeting Attendees: Kim Hastings, Kathryn Moore, Trisha Goga, Kathy Quick, Ragan, Erika Olinger, Karen Fritz, Lori Parker, James Reynolds, Cade Brownell, Nestor Ruiz, Stephanie Beasley, Meggie Hunter, Sara House Rich

AGENDA TOPICS

**Scheduled
Time**

<ul style="list-style-type: none"> • Call to Order/ Quorum/ Sign In <p>James motioned to call the meeting to order and to make Kim Hastings a proxy so that a quorum could be present until Sara House Rich arrives. The motion was seconded and passed unanimously.</p>	
<ul style="list-style-type: none"> • Introductions of Members and Guests <p>All attendees introduced themselves by sharing their names and roles</p>	
<p>Approval of Executive Board Meeting Minutes</p> <p>Kathy Quick motioned to approve last meeting's minutes. Erika seconded, and the motion passed unanimously.</p>	
<p>Strategic Goals / Action Items Review</p> <p>Scroll to end and review action item progress from previous meeting</p>	
<p>Old Business</p> <ul style="list-style-type: none"> • Any final details for the conference tomorrow? <ul style="list-style-type: none"> ○ Money will be allocated to thank Ron and Nancy Martella for their willingness to present at the conference no charge ○ Ron and Nancy were invited to dinner this evening but were unable to attend ○ Registration begins at 8 am • T-Shirt Update <ul style="list-style-type: none"> ▪ Trisha suggested we have a flier at each table to estimate number of shirts needing to be ordered so a total cost can be determined • Kathy had posters printed for OSPA related to SPAW, and Kim indicated Kathy can obtain a form tomorrow for reimbursement • Erika is giving away her committee positions 	
<p>New Business</p> <ul style="list-style-type: none"> • NASP <ul style="list-style-type: none"> ○ NASP pays for regional leadership's travel and first three nights of hotel stay 	

- OSPA has budgeted \$6,000 for travel
- Erika explained that in the past OSPA has prioritized the President and NASP Delegate to be funded; however, as current NASP Delegate, Erika indicated she presently receives funding from UCO, so this frees funds for another board member to attend
- Erika recommended James would attend the Leadership Portion of NASP and OSPA funds could be applied to cover the portion NASP would not cover, and she suggested Sara would also be considered to attend with expenses covered by OSPA (expenses for two separate hotels would need to be approved); Discussion was held and it was determined that Sara also has her expenses covered by OSU; Erika mentioned that some of the expenses could be applied for a board member to attend PPI (registration is near \$400, and you are staying near downtown D.C., which is pricey but worth it)
- Erika referenced the Operations Handbook for guidance regarding order of priority for board members to attend with expenses covered; priorities were as follows: (NASP) 1st-NASP Delegate, 2nd-President; 3rd-President-Elect; Past President; Committee Chairs (PPI) 1st-President, President Elect, Past President, Committee Chairs
- Cade suggested for PPI that Advocacy Chair may be considered because of the natural fit in responsibilities; James raised the point that the Advocacy Chair may change prior to PPI (July 16th-20th), and the new chair may or may not be available to attend
- Discussion was held regarding whether we should prioritize the national- vs. state-level PPI conference and topics that have been covered at previous national PPI conference (how to talk to a legislator, ESSA, strategies for how to advocate from grassroots to federal level); Erika recommended sending a member to PPI since we have that opportunity this year due to our prioritized members having external funding sources
- Erika shared information that some states send other board members to leadership portions of NASP convention, discussions of how to have a healthy organization, and we can send additional people for the cost of meals (\$135/person) and travel expenses; Erika suggested we could also consider this as a possible option for utilizing budgeted NASP travel funds; Erika also shared that regional leadership meeting occurs just before convention, and this is where the good organizational strategizing takes place
- The discussion was tabled until Sara's arrival
- Erika updated Sara on the discussion upon her arrival. Sara shared that she feels having a member attend PPI would benefit our organization more so than sending a fourth person to NASP. PPI expense is near \$3000 (3 or 5 day).
- Erika proposed an alternative to divide travel funds and offer prioritized members a specified amount
- Kathy proposed sending the president and Advocacy Chair to PPI.
- Let's not send an extra person to NASP and then revisit our budget in January to determine who will be sent to PPI

- Erika motioned to cover James' uncovered expenses to NASP using allocated OSPA travel funds. James prompted discussion. Kathy asked if a limit should be placed on James' expenses. The motion passed unanimously.
- Erika motioned that we reexamined the budget in January to review the budget to determine whether we can send up to two people to PPI and how much remaining funding is available. Kim (Kari) seconded. The motion passed unanimously.
- SPAN Coordinator
 - NASP recognizes this as its own independent position for the purposes of communication and action related to advocacy efforts, but we don't currently have a person assigned as SPAN coordinator
 - Erika suggested one of the Advocacy chairs could be appointed as a SPAN coordinator
 - Erika and James recommended Kathy Quick be considered for the position
 - Erika motioned that SPAN coordinator be combined with the Advocacy Co-Chair position, and Karen seconded. The motion passed unanimously. Kathy will serve as the SPAN coordinator in addition to Advocacy Co-Chair.
- Scholarships
 - Erika raised the issue of increasing the budgeted scholarship amount back to previous level (\$1,000 per scholarship, instead of current \$500) and this could occur at once or gradually over time
 - Karen asked about our present financial standing, and Kim (on behalf of Kari) indicated that in the summer we were able to submit profit to savings, which is now at \$2500 (goal is to increase to \$10,000); as a non-profit we cannot exceed \$10,000 in profit or savings; all budget items are adequately funded at this time
- Membership Fees
 - Concern related to automatic renewal via Pay-Pal; we need to update Pay-Pal settings to prevent automatic renewal and instead require opt-in
 - Discussion was held regarding the optimal time for membership renewal due to an issue of some members paying a few days in advanced of October 1st and then being automatically charged by Pay-Pal again after October 1st
 - James suggested we discuss these issues further at the January board meeting
- Spring Conference
 - Tentative speaker: John Kelly (president of NASP) to attend for free plus travel expenses
 - Tentatively scheduled for the first Friday in March
 - James is trying to get the state department to cover expenses for Sam Ortiz to attend
 - Same venue as last year
 - Kathy Quick mentioned Dr. Sara Coffee again (who was considered for fall conference) as a possibility for break out sessions during the spring conference; Meggie and Stephanie mentioned the importance of advertising ahead of time to bring a large crowd

and also invite counselors	
Adjourn Erika motioned to adjourn. Karen seconded. The motion passed unanimously.	

Committee and Officer Reports

<i>President</i>	• Accomplishment(s):
	• Work Item(s):
	Meeting Notes:
<i>President-Elect</i>	Accomplishment(s): •
	Work Item(s): •
	Meeting Notes: •
<i>Past President</i>	Accomplishment(s):
	Work Item(s):
	Meeting Notes:
<i>Secretary</i>	Accomplishment(s): Notes
	Work Item(s): Notes
	Meeting Notes: •
<i>Treasurer</i>	Accomplishment(s): • We are in the black
	Work Item(s): • Figure out how website is charging people
	Meeting Notes: • We have no outstanding POs at this time
<i>Central Region</i>	Accomplishment(s):
	Work Item(s):
	Meeting Notes: •
<i>Eastern Region</i>	Accomplishment(s): Contacted Tulsa Public Schools supervisor of school psychologists to schedule a meeting to take membership information. Informed her of our Fall conference.
	Work Item(s): Really need a list of districts in each region to facilitate communication in

	addition to needing membership list by region.
	<p>Meeting Notes:</p> <ul style="list-style-type: none"> • Karen reported concern that she does not know what schools are in her region, and she has attempted to find this information on the state department website, but she is not able to find this information • Karen knows some contacts in Bixby, Collinsville, Broken Arrow • Meggie shared Karen Knepper was previously Eastern Rep who is now in Sand Springs and may be a good contact person to collect needed information • Meggie suggested contacting SPED directors to obtain school psych contact info
<i>Western Region</i>	Accomplishment(s):
	Work Item(s):
	<p>Meeting Notes:</p> <ul style="list-style-type: none"> •
<i>NASP Delegate</i>	Accomplishment(s):
	Work Item(s):
	<p>Meeting Notes:</p> <ul style="list-style-type: none"> •
<i>University Representatives</i>	Accomplishment(s):
	Work Item(s):
	Meeting Notes:
<i>Student Representatives</i>	Accomplishment(s):
	Work Item(s):
	<p>Meeting Notes:</p> <ul style="list-style-type: none"> • Cade will be seeking volunteers to speak to UCO students
<i>Communications Committee</i>	<p>Accomplishment(s): Emailed voting board members to collect bio information missing from Dropbox; Created bio pages on website with background info, photos, and email links; Edited website home page with OSPA Fall Conference and MTSS Conference information; Created Event pages for upcoming fall events including OSPA Fall Conference, MTSS Conference, OSPA Board Meeting dates; Contacted Drs. Martella to obtain details about conference topics and bio information for fall conference flyer; Created OSPA Fall Conference Flyer; Updated Facebook with announcement of OSPA Fall Conference and posted conference flyer</p>
	<p>Work Item(s):</p> <ul style="list-style-type: none"> • After Fall Conference and MTSS conference, update website with pictures from conferences. • Request collaboration from other board members with Twitter updates

	Meeting Notes:
<i>Operations Committee</i>	Accomplishment(s):
	Work Item(s): •
	Meeting Notes:
<i>Professional Advocacy Committee</i>	Accomplishment(s): Accessed NASP resources on this year's SPAW Theme. Uploaded 2017 SPAW resources to Advocacy folder in DropBox. Selected specific items to assemble a packet of information to be given out at Fall conference. Items selected include: <ul style="list-style-type: none"> • Color Copy of 2017 Poster • Color Copy of 2-page Handout: "Who are School Psychologists?" • B&W document that introduces theme and suggested activities • B&W Sample Letter to be sent to district Administrators/School Boards Cost of printing 60 6-page sets of Handouts: \$100.56
	Work Item(s): • OSPA Shirt designs, options (Trisha) •
	Meeting Notes:
<i>Professional Development Committee</i>	Accomplishment(s):
	Work Item(s): •
	Meeting Notes:
<i>Other</i>	Accomplishment(s):
	Work Item(s):
	Meeting Notes: •

Action Items	Strategic Goal (1-6 or NA)	Committee/Person Responsible	Timeline	Date Completed
Make a 'cheat sheet' on Robert's Rules for the board to have at each meeting.		Erika Olinger	Due by next board meeting, Aug 26	

Estimate expense for T-shirts		Trisha Goga	Due by next board meeting (January)	
Develop a list of districts by region		Karen Fritz		
Meeting Notes:				
<ul style="list-style-type: none"> • 				

Other Notes/Discussions/Comments: