

Minutes
FAEDS Board Meeting
December 7, 2004
Hilton Hotel, Ocala, FL

In Attendance:

John Opper	Patsy Warmack	Betsy Hacker
George Vensel	Bill Strait	Keith Parsons
Tim Nesler	Victor Ferreros	Candy Garcia
Marsha Cole	Joe Duggan (Visitor w/Victor)	

Welcome and Introductions

The meeting was called to order at 11:05 by President John Opper, who then welcomed all attendees. John mentioned that David Jasa and Bill Piotrowski were not going to be able to attend this meeting.

Approval of Board and Business Meeting Minutes

Meeting minutes were distributed by Keith Parsons for the

- Business Meeting on 9/28/04 at the 2004 Conference. Special thanks went out to Patsy Warmack in covering for Keith during his absence at the Business Meeting. T. Nesler motioned to adopt the minutes as presented. G. Vensel second and the motion passed unanimously.
- Board meeting conference call on 10/12/04. There were two changes noted to the minutes. First, the date of the 2005 annual conference was changed to September 18-21st. Second, under Board Vacancies, was that Patsy Warmack's title be correctly reflected as Local Arrangements Chair. B. Hacker motioned to adopt the minutes with the two amendments as discussed. T. Nesler second and the motion passed unanimously.
- Report on Financial Audit for Fiscal Year 2003-2004 was distributed. K. Parsons discussed there were no outstanding findings and to see the document for its findings, which is that there appeared to be no irregularities in any of the reported transactions for the fiscal year reviewed. The committee asked if this required action and it was believed that all that was necessary was the report be presented and accepted.

Presidents Report

J. Opper gave an update on conference insurance which was filed. He is awaiting the final quote on conference insurance and Board liability insurance for the Board of Director's.

Treasurer's Report

- Treasurer made a suggestion that since it was very hard to track expenses across fiscal years with Quicken (current software used) that they go to Quickbooks instead that allows for this feature and gives other options that are desired. K. Parsons motioned for the Board to give permission to the Treasurer to purchase the software as long as it does not exceed \$300. M. Cole seconded the motion and was unanimously passed.
- Handout of the Conference report. There were only three requests for refunds. Discussion about pens. Do we need to spend the money on these in the future? We still have a box, they're out of date with the writing that is on them; they're costly. Decision was to wait for the conference chair to make a recommendation for this and other promotional ideas.
- FAMIS funds were officially transferred out of our accounts to complete the separation of funding sources. The tax filing fee wasn't taken out but G. Vensel is to bill FAMIS for \$75. The board expects to maintain a close relationship between the groups. If FAMIS is wanting to assist with FAEDS conference as co-chair then more participation is required.
- Tax-exempt status for FAEDs has been applied for. IRS paperwork says it's a go. Accountant helped and thinks it will be good and save us a lot of money.
- FY budget report. We're ahead by \$8,000. Hope to have better report with new program. We're doing well. Taxes submitted for last year ahead of schedule.

Membership

Patricia Durant at UF has transferred membership program to J. Opper. J. Opper has worked to get the last two years into an Access Database. J. Opper to create current and past list of members. Patsy suggested not just memberships list but a mailing list of all interested parties to send the conference information out to. J. Opper reported that FETC had asked for a mailing list and it was provided.

By-Laws

J. Opper asked for help to update the Handybook, which is outdated. It was suggested that each member look it over as to their own section that they're responsible for and make suggested revisions.

Historian

- J. Opper didn't receive any updates from B. Piotrowski before leaving.
- There will be a FAEDs booth at the FETC conference. A. Pither has booth materials. T. Nesler to get booth from A. Pither to see if there was any work that was needed. There were two things that needed discussing re: FETC conference. One was that in the past, FAEDs provided printed labels for all FAEDs members. It was discussed and decided that this isn't a real need anymore due to the electronic scanning that most vendors do at the conference. The other discussion item regarding the FETC conference was how to staff the booth at the conference. J. Opper is going to post one hour sessions and will ask FAEDs members (not just the board members) to volunteer staffing it during this time.

Webmaster

T. Nesler reported that the new look for the website was redone one year ago and that domain still resides at NERDC, while the data is at SF and the listserv is hosted at UF. T. Nesler was asked to look at other ISP offerings that would allow for a comprehensive package for all of our needs. His research has found that most ISP's offer a webspace, database space (SQL or MySQL), e-commerce (credit card authorization & online registration w/forms in order to pay membership online), redundancy in infrastructure and cost being between \$300-\$500 per year. T. Nesler and B. Hacker will look into and recommend a solution. There will be additional money needed to do whatever application development is required by FAEDs. V. Ferreros (NWRDC) offered to host this for us. K. Parson pointed out the original desire of continuity and it being a contractual relationship. V. Ferreros (NWRDC) said that they've done it this way before (contractual relationship) and would be willing to explore this option with us. Question as to whether they've done e-commerce before and they replied negative. There was a motion to allow us to go forward with the selection of a vendor based on these criteria, not to exceed \$500/year and that it would come to the Board for final approval. There will be additional funds budgeted for Application Development and listserv functionality.

Scholarships

- The 2005 committee is made up on M. Cole, G. Vensel and J. Opper. Notices have been sent out. Inquiries are already coming in. FETC has advertised the scholarships prominently in their bulletin. Other options for marketing were explorer, trying to get direct access to students. One suggestion was to do a press release to student newspapers. Another option is to have an article in the newsletter, Connector. Also, timeline for deadline needs to be put up on the web.
- M. Cole proposed that the 2006 timeline for application due date be moved back to 2/15/06.
- Suggestion was made to add vendors to the selection committee. Recommendation made that they would have to have been a conference participant for at least five years to be eligible. Eligible vendors will be pulled 'lottery' style and a minimum of two (2) vendors will be selected.
- J. Opper will investigate the 'Florida Scholarship Foundation' which matches funds allocated with legislatively funded monies. The assumption is that we get to maximize our scholarship money while continuing to set criteria for which it is awarded.
- We have budgeted \$14,000 for scholarship money. Discussion entailed about increasing the amount allocated. There was a motion by B. Strait to increase the funds to 10 scholarships for \$2,000/each. It was seconded by K. Parson and unanimously voted in favor.

FAEDs 2005 Conference

- There are a few groups that would like to join FAEDs in the conference. FICTL, FAME and NWRDC. Board discussed that if we add these groups there needs to be some pre-requisite (ie. Two platinum level sponsored vendors) to cover expenses
- K. Parson read the update notice that will be posted on the Website and discussed the 2005 conference theme 'Partners in Educational Technology' which focuses on vendor partnerships. Desire to intertwine the vendor area and class area. Bring the focus back to the Expo area. Focus the entire day (at different levels, for example, the first day being a full day of sessions for attendees, the second day being a full day of Expo (vendor sponsored sessions) and the third day being a half day close-out. Location is still at the Innisbrook Resort for \$99/night. 2/3 of the rooms available are for suites and the other 1/3 is for a standard room. There is space available at the Resort for the Expo in the Inverness Hall. There will be a new link to the hotel registration off our website

Vendor fee increase was proposed since it hasn't changed in over three years.

- Silver level from \$600 to \$750
- Gold level from \$1000 to \$1250
- Platinum level from \$2000 to \$2500
- Platinum Plus level from \$2500 to \$3000

Discussion about change in price structure for pre-paid vs. onsite registration costs. The prepaid registration will increase to \$75, which includes \$10 for dues but the onsite registration will increase to \$100.

Discussion about how to keep folks circulating on Tuesday (Expo day); significant prize (maybe non-business oriented, ie. a cruise) or something like a stamped card from the vendors and then drawing from those that have put their card into the pile. There needs to be a big draw to encourage folks to be there on Tuesday, such as a big speaker at lunch. (anchor so that folks will come). Prime time event discussion surrounded the theme of a 'Casino night'. Maybe vendors could sponsor a table. May have the prize structure been token based. Looking into the possibility of something for Sunday night as a Family opportunity like last year where some folks chartered a bus to Dunellon.

Other topics:

Renewal of Contract for Executive Assistant was discussed.

In the past it has two different roles: (1) focal point for continuity of the organization and (2) conference support. It was decided that we need to pause and redefine the scope of work for what the role of this position should be and to allocate money for administrative support for the President-elect or conference committee. There was a motion by G. Vensel and seconded by J. Opper that a maximum of \$6500 be allocated to facilitate assistance with the conference. This money would be under the discretion of the President-elect. The motion passed unanimously.

2006 Conference

P. Warmack is looking into potential locations for the 2006 conference. She is in discussions with the Caribe Royal in Orlando. They can meet the \$99/night cost and provide all suites. There will be a site visit before the January board meeting by P. Warmack/J. Opper and K. Parsons.

FAEDs Shirts

Question as to where are the shirts that were ordered? It is the understanding of the group that B. Piotrowski has them since once member was able to get theirs from him at the conference. P. Warmack volunteered to hunt them down. Also, would take care of ordering additional shirts for the new board members, if need be.

Training

The web conferences in the Connector. MindLeaders courses on Website, six different tracks. What do we want for the fee we're paying?

Next Meeting

January 26th, 11:30-2pm prior to FETC at the Orlando Conference Center.

There was a motion to adjourn the meeting at 3:10pm by B. Strait. Seconded by T. Nesler. The motion passed unanimously.