



New Jersey Council of Education

AN ORGANIZATION DEDICATED TO ENHANCING THE PUBLIC SCHOOLS OF
NEW JERSEY

NJCOE Executive Council Meeting

West Windsor Plainsboro District Administrative Offices
321 Village Road East
West Windsor, NJ 08550

AGENDA

Thursday, AUGUST 3, 2017 at 10:00 AM

Meeting reminder of the Audit Committee: August 3, 2017 @ 9:30 AM
Audit Committee: Cheryl Simone, Ken King, Charles Ivory, Geraldine Carroll, and Charles Ford. However, any member of the Exec Council may attend.

Executive Council Meeting: 10:00 AM

1. Call to Order, Cheryl Simone

- New Address for NJCOE
- Personnel Changes – Pat Hollenstein will be our only secretary
 - Pat's email is: pat.hollenstein@plps.org
 - Work phone: 973-835-7100, ext. 2512
- Review and Updating of Council Stationery and information
- Database Updates

2. President's Goals for 2017-2018

- See Attached

3. Discussion on Improving Communication with the Membership

- Mailings
- E-blast to include home and work emails

- New brochure
- Newsletter
- Update Website and using Social Media
- Incentives for members to sponsor new members
- Direction for the new Communications Chair

4. Report of the Past Secretary, Geraldine Carroll

- Minutes of the April 28, 2017 General Meeting

5. Report of the Current Secretary, Charles Ford

6. Report of the Audit Committee, Charles Ivory

- Cheryl Simone, Ken King, Charles Ivory, Geraldine Carroll, and Charles Ford
- Presentation of the 2017-2018 Budget

7. Report of the Past Treasurer, Charles Ivory

- Treasurer's Report
- Update on 501c3 application
- Status of decision to increase or not to increase dues again?

8. Report of the Current Treasurer, Geraldine Carroll

- Update and discussion on issues on dues:
 - Billing changes (Pat Hollenstein and Gerri)
 - Ways to follow-up on getting dues from members
 - Need to have two separate letters to send to members – one on the meetings announcement and a separate invoice for dues collection.

9. Report of the Historian, Alease Griffith

10. Report of the Awards Chair, Janet Holdcraft

- Revisit the costs of the ribbons for name tags
- Incentive ideas for members who sponsor new members

11. Report of the Membership Chair, Piera Gravenor

- Status report: New members
- Status report: On-line application

12. Report of the Program Chair, Sandy Loewe

- Update on the October 13, 2017 meeting at Forsgate
- Update/discussion on the topic for the April 20, 2018 at Forsgate
- Sponsors for both meetings

13. Report of the Necrology Chair, Mel Persi

14. Report of the Web Master, Vin Przybylinski

15. Report of the Continuity Chair, Steve Blake

- Discussion/Ideas for Distinguished Educator Award Nominees for April 20, 2018

16. New Business

- Need a home for the organization's records and boxes
- Scan all documents?

17. Good of the Order

18. Meeting Dates for the 2017-2018 Year:

- **General Membership Meetings**
 - October 13, 2017 at Forsgate Country Club
 - April 20, 2018 at Forsgate Country Club
- **Executive Council Meetings**
 - August 3, 2017
 - November 15, 2017
 - January 24, 2018
 - May 23, 2018

19. Adjournment

The President's Goals for NJCOE 2017-2018 **For the Executive Council and the Organization**

- Each member of the Exec Council will bring in at least one new member in 2017-2018 who is still working, if possible. Additional candidates who are retired or serving as consultants are also welcomed.
- All Executive Council members will do their best to attend all Exec meetings.
- All Executive Council members will attend both General Meetings.
- We all will work on cleaning up the database.
- All Executive Council members will make personal phone calls to members to encourage their attendance at the general meetings.
- Our Goal is to have at least 70 people at each meeting.
- The **Vice President** will continue to work in conjunction with the Treasurer to explore making NJCOE a 501C3 or keep its status as a non-profit organization.
- The **Treasurer** will sharpen the collection of the dues process and put in a place a process to ensure that all members attending the meetings pay their dues.
- The **Secretary** will continue to be both the recording secretary as well as a corresponding secretary for written communications such as thank you notes.
- The **Historian** will continue to take photos of the meetings, send them to the Webmaster for the website, and share them with the Communications Chair for newsletter and brochure entries.
- The **Awards chair** will continue to seek excellent prices for the plaques and gifts given out during the year. In addition, if money permits, revisit the ribbons for the name tags for past presidents, Executive Council, and officers.
- The new position of **Communications chair** will write a newsletter or brochure that will be emailed to all members and placed on the website after each general meeting.
- The **Continuity chair** will work with the President and Past President to nominate Executive Council members and Honorees for the Educator of the Year Award.
- The **Membership chair** will work on an interactive membership application form to be posted on the website.
- The **Necrology chair** will seek information on all members who have died and write up a brief statement on their professional careers and contributions. (Hopefully he will have no work this year at all)
- The **Program Chair** will plan and implement two fantastic programs for 2017-18 which take into account the membership's suggestions for topics.
- The **Webmaster** will seek new members for Linked In and post relevant information on our social media site as well as on the website.