

## MINUTES OF THE NJCOE EXECUTIVE COMMITTEE MEETING

August 3, 2017

10:00 AM

West Windsor Plainsboro District Administrative Offices

Recorder: Geraldine Carroll

### Call to Order

President Cheryl Simone opened the meeting at 10:15

Present: Cheryl Simone, Charles Ivory, Geraldine Carroll, Kenneth King, Frank Borelli, Sandra Loewe, Martin Smith, Janet Holdcraft, Melindo Persi, Vincent Przybylinski

Absent: Charles Ford, Stephen Blake, Alease Griffith, Donna Marable, Deborah Evans, and Dolores Szymanski

### President's Comments

Cheryl thanked everybody for attending and for their efforts. She indicated the new PO Box address listed on our stationery. Pat Hollenstein will be our only Secretary this year. Her contact info is [pat.hollenstein@plps.org](mailto:pat.hollenstein@plps.org) and her phone is 973-835-7100 ext. 2512. She also reviewed the updated stationery and contact information. The database will be updated to include ID numbers and sponsor information to help with contacting members. A more formal invoice will also be introduced. Cheryl also provided her President's Goals for 2017-2018 as well as responsibilities for each officer (see attached). A discussion was held re: improving communication with members. Mailings will include a separate form for Membership and Attendance at the Meeting to improve clarity. E-blast will include home and work emails. Other communication will include an updated brochure, and newsletter. The website will be updated and social media will be used. All of these strategies will include the new Communications Chair.

### Secretary's Report

Cheryl reported the minutes of the Officers' Meeting on July 21, 2017 as provided by Charles Ford. He also sent thank you notes to presenters and sponsors from the Spring Meeting on April 28, 2017.

### Report of the Audit Committee

The officers reviewed the 2016-2017 Audit provided by Charles Ivory.

### Past Treasurer's Report

Charles provided the Treasurer's report. He also indicated that we are already a non-profit so it was agreed that we would no longer pursue the 501c3 status. It was agreed that we would not increase dues at this time as the previous dues increase and sponsorships provided sufficient funds.

### Current Treasurer's Report

A discussion was held regarding dues collection. Billing changes will include a separate form for dues payments. Additionally, Pat and an officer will check payment status at the meetings

including a reminder bill to attendees who have not paid. Follow-up invoices will be sent out to any members who have not paid. PO's will be discouraged.

#### Report of the Awards Chair

After discussion of the costs and the interest, it was decided that we would not purchase ribbons at this time.

#### Report of the Historian

No report at this time

#### Membership Report

Piera reviewed new members. A discussion was held about the possibility of online membership applications.

#### Report of Program Chair

Sandy reported that Link-It would sponsor the meeting. She reported that she had organized a panel discussion on using data. Panel members were contacted and secured. A lively discussion was introduced by Piera and Mel that programs should be more relevant and interactive to encourage more attendees from among current practicing educators. Cheryl reported that topics were selected based on the survey results. After much conversation, Sandy graciously agreed to contact the panel presenters as the topic was being changed to issues related to addressing diversity among staff. Future suggestions included a possible series of round-tables addressing careers (job gap), the achievement gap, opioid addiction, and schools as a safe harbor.

#### Report of Necrology

None at this time

#### Website

Vince reported the first round of updates. He will add minutes of the spring general meeting and contact info. Active members will be on the website with a list provided by Pat Hollenstein. Copy of Brochure and updated meeting dates will be listed.

Nominees of the Distinguished Educator should be sent to Steve Blake and Cheryl as soon as possible for April 20, 2018 meeting.

#### Meeting Dates for 2017-2018

Membership Meetings are October 13, 2017 and April 20, 2018 at Forsgate.

Executive Council Meetings are November 8, 2017, January 23, 2018, and May 31, 2018 all at West Windsor Administrative Building.

The meeting was closed by Cheryl Simone

Minutes respectfully submitted by Geraldine Carroll

**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.