



Massachusetts Vocational Association

Executive Board Meeting

Southeastern Regional Vocational Technical High School – Easton, MA

January 18, 2018

START: 3:18 P.M. – FINISH: 5:25 P.M.

MEETING MINUTES

1. (3:00-3:05) Welcome and Roll Call

Don Jarvis, Kyla Korytoski, Jarrod Lussier, Brian Cummings, Don Erickson, Jen Karamanian, Patrick Fogarty, Vicki Serra, Carol Hartnett

2. (3:05-3:10) Approval of Meeting Minutes

Meeting minutes approved.

3. (3:10-3:20) Executive Director Report

IRS: For 2 years no EZ form paperwork was filled out. We have been revoked, but we can still be reinstated. \$270 is the fee to go through this process. Individuals will have to fill out W9 forms for the stipends received for the year. Each individual that receives a stipend will have to claim the amount earned on their individual taxes. New tax software will have to be purchased for non-profit/tax exempt organizations. Don Jarvis will look into whether, as an organization, we need to complete forms for the past 2 delinquent years.

4. (3:20-3:30) Finance Report

Bank of America was NOT closed yet. MVA has an amount that needs to be transferred for ACTE memberships.

ACTE/MVA membership funds need to be transferred to each chapter fund (\$6)

MVA balance: \$33,151.69

Eastern balance: \$9,126.66

Central balance: \$2,653.42

Southeastern: \$1,960.98

Western balance: \$506.88

**Pat makes motion to approve the finance report, Carol Hartnett seconds*

Month of December PAID:

Eastern new members: 144

Central new members: 5

Southeastern new members: 13

Western new members: 0

5. (3:30-3:40) Membership Update

- *Jen needs a fax number for the ACTE membership ONLY forms. (Don will provide # to Jen) Jen needs to be reissued access to emails from ACTE.*
- *September-July: Eastern - 34 • Southeastern 6 • Western 0 • Central 0*
- *BayPath is BACK on BOARD!!*

6. (3:40-3:50) President's Report / Website Information

Website/Communications (student assigned to site for support)

What got done:

- *Agenda and meeting minutes are now posted*
- *FB and Twitter are live*

What needs to get done:

- *Sept approved minutes*
- *Database creation linked to application for report generation*
- *Autofill based on school selection*
- *Paypal setup*
- *Zoho email accounts setup*
- *Loretta "Speaker" email/downloadable brochure to go out soon! To include agenda*
- *We would offer MAVA to ability to use our website to communicate happenings*

7. (3:50-4:20) MVA Convention

7.1 Agenda

Jen passes out draft framework. SEE Agenda handout

Kyla suggested to focus "Best Practices" to meet in cluster groups based on program types

CHANGES TO BE MADE:

- *Add: Stephen Dewitt, ACTE; John Quatman, Region 1; Dave Keaton, past Region 1 to 11-12:30 session*
Add "Mike" Shea - Teachers as leaders
- *Change Exec, meeting to 3:30-5 p.m.*
- *Cash bar 5:30-6:30 p.m.*
- *Dinner 6:30-11 p.m.*
- **Don will send out contact for hotel to group*
- *We will need presenter forms for ALL presenters for the Saturday event*

*BRIAN - Additional speaker: Ingrid Centurion (equity in the workplace) * we would like to after room since Loretta will not be needing a room*

Brian presents Ricks Friday leadership schedule (SEE packet)

Next communication for Conference

JARROD - email out gift email with attached flier

KYLA - email to go out with information for AD book and COVER design competition form

RICK - leadership agenda with description

DON - Conference agenda for Sunday leadership, Saturday and things to do for families

WHAT WE NEED:

- *Workshops with titles and descriptions*

** KYLA - Informational poster needs to be designed for the event*

BEST OF SHOW - Jarrod

Birthday Wishes fundraiser and 50/50 raffle (1 color for 50/50; another color for other; keep same price) Table for raffles

Vendors gifts?

Glasses to be etched: for football and MVA logo (KYLA: Logo ideas for glasses (MVA logo, football and '18)

7.2 Speakers (Keynote & Leadership)

Ingrid Centurion, Vision Planning (room?)

Loretta LaRoche - Keynote (allset for 2-3 p.m.)

7.3 Presentations

See above notes (reference handout for details)

7.4 Ad Book

Everything sent out prior to December break

7.5 Leadership

Notes provided by Rick

8. (4:20-4:40) Chapter Reports

8.1 Central Chapter

Jan 30 next chapter meeting at Keefe Tech

8.2 Eastern Chapter

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8.3 Southeastern Chapter

Wednesday, April 4, Awards Banquet, Alan Vaughn will be recognized and Dave Ferreira

40 ppl event and gained new members

33 new Blue Hills

8.4 Western Chapter

Dawn Bowler is collecting updated emails and is in the beginning planning process of scheduling her first meeting. I will have her first communication be an announcement listing conference workshops and details

8.5 Region I

Awaiting Conference call for updates

9. (4:40-4:50) Committee Reports

9.1 Awards

Applications per Chapter were handed out for reviewing and narrowing. Chapters need to decide and get names to Exec. board prior to the next meeting. Decision needs to be made by next meeting.

KYLA - asks that people look for trends in difficulties. Items missing etc.

*Alan Vaughn - Lifetime achievement award
ADD: Best of Show plaque and certificates for participating students*

9.2 SkillsUSA

District events up through March

States: April 27-28

Nationals: June 25-30

10. (4:50-4:55) Old/New Business

Card going out to Kathy Canole

10.1 MAVA/MVA Outstanding Student Awards Ceremony – Mechanics Hall

Thursday, April 12, 2018

Bob Packard is closer to letting go of the event planning and paperwork. Don and Michele are looking further looking into what it takes to running and organizing the event.

11. (4:55-5:00) For the Good of the Association

Notes

12. (5:00) Adjourn