

**CAPEA Executive Committee
February 17, 2010**

Approve (March 6, 2010) Notes

Present:

Dr. Wayne Padover, President

Dr. Don Wise, President-Elect (note taker)

Dr. Thelma Moore-Steward, Treasurer (joined for Treasurer's report)

Agenda:

1. President's Report: Wayne reported on the following:
 - a. Delores cannot attend due to travel. She needs a printer for the conference. Don will attempt to obtain one. (Note: Just found out our tech department will loan me one!)
 - b. ACSA Superintendent's Symposium – Contact with the program chair has been favorable in terms of getting on the agenda to provide breakout sessions at next January's symposium. Delores will follow up with the program chair.
 - c. ACSA membership services consultant - Rich Malfatti contacted Wayne asking how he could assist the ACSA/CAPEA relationship. Rich is a former CA Superintendent and Adjunct faculty member at Pepperdine U. who has recently joined CAPEA and will attend our conference. Wayne asked Rich to see if ACSA can provide a special ACSA membership offer to our members. and if he can coordinate efforts with George Manthey and the ACSA-CAPEA Committee Co-Chairs Tony Avina and Frank Tyrrell and the ACSA-CAPEA Committee Members as related to the Committee Goals for 2009-2010.
 - d. American Association of School Administrators (AASA) – Gary Kinsey has a link with AASA and has a meeting with the leadership this month. He will share our interest in partnering at that meeting. Wayne also has a conference call with the Executive Director next week.
2. Debrief of January 21 Executive Council meeting – Despite some malfunctions of the teleconference equipment at the end of the meeting, all items were covered on the agenda.
3. Treasurer's Report: Thelma presented the updated financial report.
 - a. 2007-08 journal is paid (\$3,700) and \$1,560 taken in for conference, leaving a total of \$24,713.63 in the bank. Another \$3,700 will be paid out for the 2008-09 journal in the next few weeks.
 - b. Thelma will prepare a financial report (October-February) for the March conference to go in the packet.
4. President Elect's Report: Don reported on the following:

- a. As of last Monday: Delores reported 29 registered, 19 paid dinners, and 4 registrations for the preconference. Since that time, several additional registrations have been received. It appears we will be close to our projection of 40 at the conference and 25 for dinner. If numbers are lower the week of the conference, Don will contact the hotel to see if we can reduce the guaranteed number from 40 for meals.
 - b. Due to Phyllis' inability to present the preconference and only 4 persons registered, it was decided to postpone the preconference to the Fall conference in Pomona. Those who paid for the preconference will receive full reimbursement at the conference.
 - c. Dinner will be at the Rio City Café with three menu choices. We'll be on the second floor overlooking the river.
 - d. We now have eight breakout sessions.
 - e. Don extended thanks to Donna Elder for doing the program and the breakouts.
 - f. The ACSA Professors' Academy currently has low registration numbers for attendance. If it is cancelled, Donna will invite them to attend our conference anyway and will provide support to them.
 - g. Don will pick up gift cards for presenters and asks that each board member bring a gift for the raffles. Wayne is trying to obtain a night at the Sheraton Los Angeles (site of the fall conference) as a final raffle gift.
 - h. Don will work with Wayne and Ron Leon to prepare a brief explanatory note to accompany the proposed bylaw changes that have already been commented on by the Executive Committee. These will be sent to members next week via email, then copies will be made available at the meeting. Don will lead the session on the proposed changes at the conference.
5. Journal report: Phyllis was not in attendance, however, both the 2007-08 and 2008-09 journals are expected to be ready for the conference. 2007-08 is now paid. 2009-10 is expected to be sent to the printer soon. Don has asked Steve Davis if the journal is indexed and Steve is looking into that issue. Don asked if a sample copy of each of the journals can be brought to the conference to show members who may not yet have received their copy.
 6. Preview March 6th Executive Council meeting: Reports are agendaized on the following Action Plans: ACSA-CAPEA (Tony Avina), Technology and NCPEA (Gary Kinsey), CSBA (Ron Leon), Assisting Those New to the Profession (Phyllis Hensley), and CAPEA Awards Program (Deb Erickson and Louis Wildman).
 7. Revisit CAPEA Goals: The CAPEA goals appear to me moving forward. Informal formative reports will be provided at the May Executive Council Meeting by Ad-hoc Committee Chairs. Don will ask the committee formed to analyze the use of the CAPEA email list (Don, Wayne, Ron Oliver) to take this up after the March conference.

8. CAPEA Coordinators feedback March 6: Chris Thomas will be asking the coordinators (utilized as a focus group to collect data) about our communications effectiveness goal and suggestions to assist the Diversity and Membership Committees with their goals of increasing our under-represented members of color.. Don suggested including some survey questions similar to those discussed in the CAPEA Coordinators' Meeting in an electronic evaluation that will be sent the week after the conference. The survey would be disaggregated among those members who attended the conference and those that did not.
9. Other Items: Don suggested asking at the next Executive Council meeting if someone wishes to take the lead in organizing the October 1-2 conference in Pomona. It is Don's job, but someone at Pomona may want to take it on.

Next Executive Council Meeting: March 6, 2010, immediately following the conference. Meeting was adjourned at 10:25 AM.

Notes submitted by Don Wise, President-Elect