



California Association of Professors of Educational Administration

Executive Committee Meeting
Thursday, May 19, 2011
9:00 – 10:00 a.m. PDT

Submitted by
Susan Jindra
CAPEA Secretary 2010-2011

Present:
Don Wise
Chris Thomas
Susan Jindra
Dan Cunniff
Wayne Padover

Minutes

Welcome and opening

Don Wise

President Don Wise welcomed the Executive Committee to the May telephone conference. The agenda was approved. The minutes of the April meeting were approved with one change. The next Executive Council meeting will be June 16. Chris Thomas will conduct the meeting as our president will be out of state.

President's Report

Don Wise

Website: Don asked for any thoughts on our website. Although we would like to have an interactive website, we need to keep it at a manageable level. The idea of posting articles of interest to members may be difficult to keep up. Highlighting general areas of interest is feasible. Don mentioned that Mai-Yen can assist with the postings. Chris suggested we look at the UCEA website as a model. Wayne agrees with Don that we should update our website on a regular basis and have some ongoing resources and papers available. It was agreed that our goal is to update the website at least once a month, but more than that, except in special circumstances, may be beyond our capabilities. Don will work with the webmaster and Mei-Yan bring it up for discussion next month.

Bylaws: Don noted that changes in the bylaws were highlighted in red. We have not written a preamble. It was suggested that the diversity committee help us on this writing. Wayne remarked that the changes noted in the bylaws were right on. The bylaws will be presented to Executive Council for review at our June meeting, then to the membership in October.

Coordinators' list: Don presented a draft of the list of current coordinators/department heads /deans of Education Administration programs California public and private universities. He asked the Committee to review and update the list. The goal is to use the list for regular and selective mailings. Chris suggested that the selective mailing be carefully used so those persons do not have the impression they are on a list serve. If you have any changes or suggestions to make on the list send them to Don. He will send the list to Doris Wilson and Gay Roby when it's ready.

Elections committee: Wayne, as past-president is chair of the CAPEA nomination/election committee. He will choose two members for the committee. We want this to be a very open process. Nominations will go to Wayne for positions. Don will send out information in a CAPEA news announcement.

Journal: Franca has two articles for the journal to review. She has invited the diversity committee to send an article. Phil Mirci has two doctoral candidates who may be ready to submit articles. Franca has proposed to move the deadline to August 1st. We would like the journal published by the October conference. Don will inform Franca that the Executive Committee agrees with the new deadline.

President Elect's Report

Chris Thomas

Chris met with the small schools president and the board. They are interested in working with us. Questions: How do we connect doctoral students to do work with CSBA and small schools? What would that look like? They are interested in partnering together. The focus would be on research that takes a short amount of time due to time constraints. Wayne stated that we are at the courting relationship with this organization. We may not be ready for research outreach yet. Wayne suggested we let the relationship develop. One suggestion is to continue to invite them to our conference. Maybe have 1-2 people come gratis. Another suggestion is to come up with 2-3 opportunities to make presentations at their conference. Develop the relationship and credibility. Maybe we can work with the small school people in the San Diego area. Wayne would be happy to host them, introduce and talk about their needs. Dan will also work with Wayne. Building reciprocal relationships with organizations such as SSSA, ACSA and PDK is important to us. Chris stated that ACSA is looking for articles. He will send out an e-mail to the group.

Information on conference proposals for the Fall Conference will be going out. Chris needs a copy of the newest membership list. Dan asked if we are interested in having a high profile speaker at the dinner Friday. It was suggested that members want more networking time during dinner. The price for dinner will be \$40 and there will be an open cash bar.

Chris suggested we work on a message about CAPEA. We need a clear and distinct message about who we are. Integrated leadership was a suggestion.

Wayne suggested we work with someone like Tom DeLapp for technical expertise on communication messages. Wayne stated that he would talk with Tom about this opportunity. Don, Chris, and Dan will be on the committee with Wayne. Wayne will contact Tom and ask him first to review our website for information.

It is suggested that we market our organization to the state level and universities. We have a real opportunity to reach out. Charter schools are a current area for focus.

The diversity committee is working on preparation for the conference. Don suggested we have a steering committee within the committee such as Linda, Delores, Chris, and Thelma, that could really move things for the conference and be at the core of the planning.

Past-President's Report

Wayne Padover

No additional remarks.

Secretary's Report

Susan Jindra

Susan is working on updating our 10/11 membership list and will send everyone a copy.

Treasurer's Report

Dan Cunniff

Don reported that CAPEA currently has \$18,183.37. Dan provided us with the spring conference report and asked for any other receipts from the conference so he can bring closure to the report. Dan was asked if we filed our income tax return. Dan informed us that it is due on June 15. Wayne asked if the balance included the \$2,000 for Gary's reception at NCPEA. Dan said that amount has not yet been encumbered. When encumbered our treasury will be down to about \$16,000. We need to do make sure we maintain a solid balance of our funds. It was suggested that each bring an additional person to the conference.

Other items for the Executive Committee

Don Wise

Don asked us if we felt we are on track as an organization and as an Executive Committee. Wayne responded with a yes and stated that the surveys indicated that our communication level is up. He also said our diversity work is very impressive as well as our linkages to other professional organizations. The other members of the Executive Committee also agreed with those statements.

Adjourn (by 10:00 am)

Don Wise

The meeting was adjourned at 10:00 am.

Next meetings:

Executive Council – June 16

Executive Committee – July 21