

# Administrative Board Meeting

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**Date:** July 12, 2007

**To:** Bill Richard

**From:** Dell Self

**Attendees:** Bill Richard                      President  
Dell Self                                      Vice-President  
Jim Hivner                                      Treasurer  
Diana Choate                                  Director of IT  
Tim Williams                                  Legislative Liaison  
Carolyn Hooker                                Activities Director  
James Pierce                                  Athletic Director  
Judy Pierce                                      Conference Coordinator

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James Pierce opened with prayer at 6:38pm.

No minutes were available from the last meeting.

Bill opened the meeting and asked for reports. Activities was the first report given.

**Activities** - Carolyn Hooker stated that she had been working on securing the information for the annual report regarding the various activities. She turned in the completed reports to Dell.

Carolyn also suggested that perhaps Tipton H.E.A.R.T. would be interested in taking on the kindergarten graduation. It was decided that further discussion would be made at the upcoming Full Board meeting.

**IT** - Diana Choate informed the Board that she had purchased a new laptop computer for Judy Pierce as well as purchased a laser quality functioning copier for Liz Gallina. Diana suggested that since their usage of the copier was significantly less than what was initially stated, because the support groups would not be using it, we should consider returning the new copier

and instead giving Liz the all-in-one that came with Susan Crowson's computer. It was agreed that this would be a good idea.

Diana further stated that she had switched out computers and gave Jana a flat panel monitor.

Internet service for Judy's laptop was still being looked into. One for \$59.00 per month through Verizon was being considered.

Bill raised a concern for Diana to make certain there were no hidden fees and that we would be getting full coverage.

No changes have been made concerning PayPal.

**Conference** – Judy Pierce informed the members that the audios from the conference were still in the works and the CDs had not been done. She suggested that Polly from Life Church could help with the audio conversions. A question was raised as to how many attendees prepaid for the CDs. The audio request forms were eventually located in the office by Judy.

Regarding the 2008 conference, Judy informed the Board that we are set for the Agricenter. We have the west wing which will hold approximately 84 booths. We also have 6 additional rooms.

We will also have use of the ticker sign for two weeks for the rental fee of \$450. The Board agreed that it was a good deal and would greatly boost publicity.

Judy decided to use pipe and drape for the booths from Affordable Party Rentals. This would clearly give the conference a look of uniformity and sophistication. The booths would be priced at \$250. Additional tables could be purchased for \$19.00. Electricity would be available, but the vendors would need to secure that directly from the Agricenter on their own. Judy, however, would need to plan the exact layout to accommodate those using electricity.

Judy further stated that she had acquired an extensive list of vendors – approximately 250 names and addresses. Brochures/invitations are planned to be sent out to the vendors.

Additional facts/figures were given regarding the Agricenter:

- Refundable breakage deposit
- 1/3 of contract required to hold space

- Ample trash cans would be provided but there would be a \$350 fee for additional trash removal
- Estimating approximately 70 tables
- West Wing \$2700 for both days
- Six rooms @ \$132.00 each
- Combined total \$3480

Bill wanted to make certain we were all in agreement regarding using the Agricenter, the ticker, and pipe & drape – the Board agreed.

Judy raised the question that Tim's Great Stuff might not be so "great" and expressed significant reservation in using them again.

New pricing for the conference was suggested: \$15 per couple; \$20 per family (immediate family); grandparents and teens would remain \$5. Because of the size and layout at the Agricenter, children would be allowed for the entire conference. Workshops were being looked into specifically for teens and for children.

Pre-registration was debated as to its value.

Door prizes from this year's conference were not given out – just didn't work. Diana suggested that if Brenda wanted to do it again next year to let her handle the whole thing in terms of announcing the drawing, handing out the prizes, etc. Judy commented that her preference was to have a few big ticket items rather than several small ones.

Discussion was planned for the upcoming Full Board Planning Meeting on Saturday regarding the new format of having a conference committee.

Judy said she was considering Marilyn Rocket, author of "Homeschooling at the Speed of Life" not as a keynote speaker, but perhaps as a key workshop speaker. More details would be given later.

**Sports** - Judy informed the Board they were trying to buy new uniforms for the varsity and junior high teams and the current uniforms would be used for the 10 and under teams.

Judy raised the concern as to whether or not the teams needed the additional medical insurance since most people carried their own insurance.

Bill responded that if they chose not to, then a form needed to be signed stating they are using their own insurance.

James Pierce further commented regarding the sports that they were having clinics a couple times a month and they had been well attended.

**Graduation** - Tonya Richard stated she was still in the process of forming a committee. Tonya was pleased to announce that Jana Pierce had volunteered to head up the banquet.

Tonya further stated that she was looking at Germantown Baptist for the graduation, but nothing had been finalized.

**Finance** - no report given

Judy asked to schedule a time for review to create a budget for the conference.

**Nominations** – Bill Richard commented that Becky Palmer's recommendations were fantastic. He further commented that having done it correctly, all of the candidates had much to offer.

Bill led the discussion regarding the qualifications of the recommended At Large nominees. It was decided that Angela Thorne and Terri Weaver would be presented to the Full Board for an up or down vote. The following additional recommendations were given: Samuel Willcut - Deputy Director of IT, and Tamara Cunningham would be the new Board Representative for Ebony Homeschoolers.

Diana stated that Becca Erwin wanted to be nominated for Activity Director and that she has someone else to take over the Mid-South Classical support group.

Diana suggested Lynette Daugherty to work with Judy on the conference.

Tim Williams made the motion regarding the appointment of Terri Weaver and Angela Thorne. It was seconded by Dell Self.

Bill asked Dell to call the nominees to inform them of the Administrative Board's decision and make certain they would be at the meeting on Saturday.

**New Business** – It was discussed that Jana would like to change her hours to 9am to 2pm to better accommodate her game/practice schedule. The days would remain the same. The Board was in agreement that this would be ok.

An email from Susan Crowson and Becky Sater was distributed and discussed regarding guidelines for the submissions in the News & Views. The following is what Becky planned to present at the Full Board meeting:

- Purpose: to promote the mission of MHEA
- To promote and provide follow-up for MHEA sponsored events and services
- To celebrate MHEA member student accomplishments
- To list MHEA support groups and some of their key monthly activities
- To serve as a community service to our members to provide information about other area events and services of interest to home educators that are not provided by MHEA

It was further stated that all news submissions must be received by the 10<sup>th</sup> of the month prior to publication;

Editorial privileges would be used when necessary without changing the intention of the submission content;

Submissions may or may not be printed

A discussion was raised by James Pierce regarding the last statement of the email – “We do not promote activities or functions that are in direct competition with MHEA sponsored activities. As a perk of membership and to support activities we have tremendous investments in, we promote our own activities.” James’ concern was that there were people who were indirectly trying to advertise conflicting sport programs.

It was suggested that if it was to be “advertised” or “promoted” it would have to be completely MHEA or in no way in competition with MHEA.

Jim Hivner suggested that we simply exercise the right of the newsletter editor to print only that for which we have room; hence some submissions may not be able to be put in.

The Board was in agreement with the spirit of the email.

Bill introduced the email submitted by Liz Gallina – see below.

Bill,

I had some questions regarding the planning meeting.

many years ago, we used to have time, meaning the support group leaders, to turn our chairs around and share with each other. I have missed this. We spend only 4 meetings a year seeing each other.

I would like to see that come back. 15-30 minutes is a great time spent recharging our batteries. support group leaders need to bounce ideas off each other.

more thoughts;

I would like the board to spend more time this year 'checking' up on the support group leaders.

An email, a phone call, or a letter expressing interest in how their group is doing, how the board can help, or anything that can be done. Even the seasoned homeschoolers need encouragement.

I can't imagine how 'new' support groups would need the support.

I would like to see a time, a timed time even to let the support group leaders to speak up and let others know what is on their minds at each meeting.

more thoughts:

If we are at a planning meeting: what are we really planning? Or is the information given to us on a plate to look at and take back. What can the support groups really plan? We hear what is going on in our groups and maybe there are needs of what our groups would like to see to start and express that in our larger board meetings.

thank you

Liz Gallina

going on 16 years going to board meetings and only missed a handful.

Significant discussion was given to this matter. Diana Choate suggested Jana send cards and call the support group leaders to see how they were doing or if there was anything they wished to have addressed by the Administrative Board. This would give the support group leaders a forum.

Additionally, Diana mentioned the Support Group Leader's Forum she and Liz Gallina had hosted recently.

Judy questioned as to whether we could have this a few times a year.

Further discussion was made regarding Liz's email. It was decided that additional discussion concerning the support group issues would be made at the Full Board Planning meeting.

Tonya Richard raised the issue as to whether or not the Admin Board was planning to do something for Carolyn Hooker.

It was determined that it would be a financial decision to be reviewed by Jim and John.

Tonya reminded the Board of The Memphis Messiah 2007 sponsored by the Orphanos Foundation. The Cannon Center has been reserved for a private performance for MHEA's homeschooled students on Sunday, December 16. There are 1,850 tickets available to us for \$5 each. The option of whether or not to treat it as a fundraiser would be left up to MHEA. Tickets could be sold as high as \$9. Tonya raised the question to the Board as to whether or not this would be a fundraiser.

Additional information was given for clarification.

Tickets are to be printed via Ticketmaster. Tonya also said she would find out if we had general seating or actual seat assignments.

Tonya also requested that a self addressed stamped envelope be sent in along with payment. Tickets would be sold for \$6 with a 10 ticket limit on the 1<sup>st</sup> come 1<sup>st</sup> serve basis offered to the Admin and Full Board first.

Diana brought up the matter of the swim team hosting a fundraiser.

Jim expressed a few concerns on the details. He felt that fundraisers needed to be better coordinated. He further stated we shouldn't have a lot of people signing off on monies.

Both Bill and Jim stated the Board needed to be in agreement with the bylaws that the fundraisers are to be submitted to the Admin Board for approval.

Jim briefly discussed the development of the three types/levels of support groups: 1) integrated, 2) church related, and 3) independent.

Tonya informed the Board that the Honor Society decided against the petting zoo and dunk tank for their carnival. However, they did decide in a favor of a pie-throwing contest.

Jim said he would work with them regarding their budget.

Bill suggested that Len and John would be participating in the pie-throwing contest.

Jim raised concerns regarding insurance as it related to the petting zoo and dunk tank and agreed that the pie-throwing contest would be much better.

Diana suggested they call a Navy recruiter to have them bring their NASCAR simulator.

Jim and Bill agreed that the event should be placed in the News & Views.

Jim made a motion to adjourn. Diana seconded.

Meeting was adjourned at 9:42pm