

**May 10, 2017**

**Subdivision Leaders Meeting**

**Meeting Minutes**

**4:30pm eastern time**

**IN ATTENDANCE**

States- AZ, CO, IN, IO, KS, KY, MI, MN, NV, OH, OR, TX, VA, & WI

Executive Office- Peggy Kemp and Ben Rogers

Executive Board- Dave Lindeman

* **Executive Office and Board Updates**
  + Peggy shared
  + Encouraged to nominate for [executive board](http://www.dec-sped.org/single-post/2017/03/02/2018-DEC-Executive-Board-Call-for-Nominations) and for [awards](http://www.dec-sped.org/single-post/2017/04/20/2017-Awards-Nominations---Open-Now)
  + Encouraged members to visit DEC website- [News section](http://www.dec-sped.org/news)
  + Reminder for feedback on the [challenging behavior position statement](http://www.dec-sped.org/single-post/2017/04/28/Call-for-Input---DEC-Position-Statement-on-Identification-of-and-Intervention-with-Challenging-Behavior)
  + Reminder for call out for [joining VOICES](http://www.dec-sped.org/single-post/2017/04/17/DEC-Call-for-VOICES-Members) (Valuing Our Individual Children and Families through Equity and Social Justice Council)
  + Ben shared
  + Conference updates
    - Notifications will be sent out week of May 15 for presentation and poster acceptance
    - Theme- Mountains of Opportunity
    - Keynotes each day including a 20 year anniversary presentation by Janice Fialka on Day 1, an interview by Susan Connor with Diane Bricker on Day 2 and a Multidisciplinary panel on day 3 with M’Lisa Shelden, Winnie Dunn, Rosemarie Allen, Steve Warren, and Kristie Pretti-Frontczak.
  + Board updates
    - The board finalized budget proposal for 2017-2018. There is now a budget line item for subdivision start-up funds. This is designed as a mini grant with a specific outcome needed for demonstration of appropriate use of funds.
  + Dave shared
  + Board is supportive of start-up funds for subdivisions
  + Board is focusing their work on
    - professional development- products/resources/conferences
    - professional home/members/networks
    - policy and advocacy
  + Board met at national CEC
    - Received updates on:
      * Professional standards from Vicki Stayton
      * High leverage practices from Deb Zigler
      * CEC updates from Alex Grahm and Mikki Garcia
  + Subdivision guidelines review (Peggy)
  + Document attached to meeting minutes and meeting reminder email
  + Draft 1 and seeking feedback to Peggy at [peggy@dec-sped.org](mailto:peggy@dec-sped.org) by end of May
  + Subdivisions may be most interested in
    - Incorporation, Non-Profit Status, and Bank Requirements
    - DEC Ends
  + Questions/Comments
    - Applying for nonprofit status and this document is helpful
    - Are states required to have 4 or more for state board meetings?
      * Peggy stated- 4 meetings are encouraged. Could be creative- 1 face-to-face, telephone, web meeting, other ideas?
      * Peggy stated- may need to define what is meant by *member meeting*
    - Suggestions for how to support member meetings came from several states:
      * Use freeconferencecall.com and are looking at possibly sharing this with ALL members to increase engagement and attendance
      * Monthly executive office meetings, membership meetings that coincide with conference in the state
      * 4 executive meetings, 1 annual retreat, and 1 formal membership meeting
      * Reserve lunch time for a brownbag meeting at statewide EC conference for an open/member meeting
  + Membership campaign updates (Ben and Council)
  + Continuing to work the *Because it Matters* campaign
    - Calling on all states / members for ideas, data to share, connecting to current, new, and potential members
    - Will speak to a larger audience than ECSE / EI
    - Goal is to be larger than a membership campaign and share the greater purposes of DEC and ECSE/EI
    - 5 day roll out within 3 weeks leading up to the 2017 conference
    - Ideas- please send to Ben at [ben@dec-sped.org](mailto:ben@dec-sped.org)
  + CEC campaign is also initiating a membership campaign that DEC’s *Because it Matters* is not related to
    - Target past attendees and “customers” from previous conferences to win and win-back members that may have lost engagement with CEC
* **Subdivision Annual Report and Action Planning** (Megan and Council)
  + Template has been updated
  + The form itself can be saved once completed – print or share with others
  + A Word document will be sent to know what needs to be prepared for completing the report
  + Ideas for the action plan will be shared
  + June / July due date for the report to allow plenty of time for the Executive Office and Council to review and plan for Leaders’ meetings beginning in the fall including the conference meeting

**Future meetings all but October at 4:30pm eastern time**

September 27th

October 4th – 6th Annual Conference in Portland!

November 8th

**If you have ideas/suggestions for discussion topics, please let the Membership Council know!**