MINUTES- WTSEA BOARD MEETING- AUGUST 8TH, 2020

Meeting Called to Order-9:00 AM- Alex via Zoom at David's house

A. We had a quorum  
B. No additions to the agenda

Members Present: Alex Hansen (President), Skeet Gaul (ESD #189/Website coordinator);   
Mike Hahn (President-Elect); Gerald Apple (Coordinating Secretary); Derek Hahn (Treasurer);   
Chuck Filippini (ESD #101); David Slipp (ESD #113/clock hour person); Mike Heinlen (ESD #121);   
Bill Haley (ESD # 179); Mike Shephard (Member-at-Large); Bree Ammerman (Membership Secretary).

1. Consent Agenda Items:

A. Minutes of April 25, June 4, June 9, and June 25th Board Meetings- Gerry

A motion was made by Bill Haley and seconded by Mike Hahn to approve the  
 minutes of these board minutes. The motion passed.

B. Alex went over the action items of the last major board meeting on April 25th

Gerry mentioned that he had not received any communication with Mindy or   
 Manny concerning when the next Teacher Standard Training meeting will be   
 held. We will need to meet when things improve concerning the COVID -19   
 epidemic. David stated he was denied a Public Disclosure report because OSPI   
 felt we wanted the report to use for commercial purposes. Mindy does have   
 the information that we need that is in this report. We need to communicate  
 this with Mindy at OSPI.

C. Coordinating Secretary's Report- Gerry

D. Senior Driving Report- Gerry

Derek, Skeet, Gerry and Dennis Robarsky had a ZOOM meeting and discussed   
 how the instructors would be paid. They talked about how to promote the   
 program and Skeet stated that he would develop a PowerPoint presentation  
 dealing with the concepts that are taught in this program.

E. Treasurer's Report- Derek

Derek mentioned that we had $748 in expenses. It was mentioned that   
 Constant Contact costs us $22 per month. Derek mentioned that we will have   
 approximately $4452 in our budget in August of 2021. That will increase if we   
 have a virtual TSE conference this fall and obtain many conference sponsors. A   
 motion was made by Gerry and seconded by Skeet that we approve the budget for   
 the 2020-2021 year. This budget includes the $1800 that are paid in stipends.   
  
 Skeet will contact Ty Cordova at State Farm Insurance to see if we can still obtain   
 the $500 grant that was denied the first time. It was decided by the board that   
 we would have four levels of sponsorships:

* Bronze- $100- three months of advertising on our website
* Silver- $200- six months of advertising on our website
* Gold- $300- nine months of advertising on our website
* Platinum- $375- one year of advertising on our website- Savings of$25 if paid in full.
* We will NOT charge non-profit organizations to be a sponsor and advertise on our website.

A motion was made by Mike Hahn and seconded by David that we okay these four   
 levels of sponsorship. The motion passed.

Skeet is working on the sponsor letter that he will send to Gerry. In the sponsor   
 letter, Alex mentioned that the WTSEA mission statement needs to be included.

Derek is basing the budget on the fact that we have 85 members in WTSEA.   
The only way we can maintain our membership is to put on a fall conference.

F. Website Report-Skeet/Teri & Bill Haley

Bill Haley will eventually take over as the website master. Teri, Skeet, Derek and   
Bill will form a committee to see if there are cheaper ways to perform these services.   
It was mentioned that we need to change WTSEA.com to WTSEA.org because we are a non-profit.   
It would take a lot to change the website format. We should wait until we have a report from   
our committee of four at the September board meeting before we make any changes to the   
website. Weebly at the current time cost us $300 per year and the contract is up in May of 2021.   
Constant Contact expires this September. A motion was made by Gerry and seconded by   
David we pay the $168 for a whole year for Constant Contact.

G. Membership Report- Skeet/Bree

The membership has NOT changed since the April board meeting. This fall will be the   
busy time for Bree when she processes the conference registrations. Of the 85 current   
members, 55 are commercial school teachers.

1. Updated Area lists to Board Members- Alex mention that Bill Hiblar in the past   
 would give out an area list to the 22 board members. This list would include people  
 who had been members in the past three years.

2. Reps to contact members and TSE Coordinators- The board reps would give a   
 friendly reminder to people to renew their membership. At one time we had   
 approximately 500 members in WTSEA. Alex mentioned that when each of the board  
 members contacted their five people on their list that it was greatly appreciated by  
 the public school TSE teachers to receive these phone calls. Some of these TSE  
 teachers were not even members of WTSEA.

Alex mentioned that we should develop a template for the board members to use in   
 contacting members and providing them information that should have been given by  
 OSPI. It was also stated that the board reps could host ZOOM meetings if they had a   
 lot of members in their ESD area.   
 Skeet will update the WTSEA board membership list and send it out immediately.

3. Posting election terms on the Board Membership List

A motion was made by Gerry and seconded by David that we approve all of the Consent   
Agenda items. The motion passed.

2. Old Business

A. President's Time (What have I been up to?)

1. Instructor Training Project -Where Are We?

` A. Inquiries about training opportunities- Alex has received several inquiries   
 from school districts and the Sedro Woolley Job Corps for the need to train   
 teachers. He has been encouraging these instructors to send letters to Mindy   
 at OSPI. Alex would like to approach the legislature about the need for   
 training of TSE instructors.

2. Return to BTW training (DOL vs. OSPI)  
 A. Downside- Agencies let us down again

B. Upside- Phone tree and connecting with TSE Coordinators

3. Public Disclosure Request- Dave

Alex mentioned that he would help David to get a list of TSE teachers and  
 their contact information from the Public Disclosure Office at OSPI.

4. ZOOM meetings- June 4, 9 and 25th- These ZOOM meetings were successful in  
 allowing public schools to get the BTW portion of the TSE class done.

5. WTSEA News- Membership MEMO- June Skeet, Gerry, Mike H & Mike S

6. ADTSEA Conference- Gerry, Skeet, Alex, Mike H and Mike S.

7. Virtual Conference Decision- Agenda and Sponsors

Alex mentioned that we are going to have a 8 hr. virtual conference on.  
 October 10th instead of a two day conference. Later on, maybe WTSEA can  
 sponsor a ZOOM meeting with the help of the three agencies-DOL. OSPI and  
 the WTSC. Part of the reason for this is that DOL does NOT use ZOOM.  
 Several proposals were made on the dates and times for our fall TSE fall  
 conference, but at the end a consensus was made to have a one day 8 hr.  
 virtual conference.

8. Alex is cleaning out his TSE "stuff"- Any takers

Alex mentioned that he will stay on the WTSEA board until the ADTSEA   
 conference is completed in July of 2020 in Vancouver.

B. ADTSEA Conference Report

1. Attendees- Alex, Gerry, Skeet, Mike Shephard, Chuck and Jack Coburn

2. 1st Virtual ADTSEA Conference- Takeaways, Many lessons learned and overall  
 the evaluations were very good.

3. Potential Sponsors- Gerry shared a list of ADTSEA sponsors and past sponsors for   
 the WTSEA conference. Tim Beckman and Leslie Robinson shared some   
 valuable information with him.

`` 4. Best Presentations- Gerry and Alex

Tim Beckman-

1. BTW Medicine- Symptoms, Diagnoses & Prescriptions

2. Generation Z- Teaching TSE to Generation Z kids

Ryan Pietrich- National Safety Council- My Car Does What?- Preparing students  
 for the future of vehicle technology (autonomous vehicles)

Dr. William Tassell- AAA & current ADTSEA President- Virtual Reality & its application   
 to TSE.

Richard & Wendy Green- Oregon- Driving Into the future about VR. A Teen's   
 perspective within the online learning environment. The Greens talked about  
 structure & consistency, communication and connection.

Brett Robinson- CEO of ADTSEA- Discussed how DE has responded to COVID-19. He   
 also talked about the new ADTSEA website, webinars and resources

Teacher of the Year Presentations

Regional Meetings

Bishop Forum- Karen Williams- "The Science behind Teen's Increased Risk."

ADTSEA Business Meeting

1. There is a carry-over of offices and no new elections

2. PD opportunities

Informal Networking & Sharing Best Practices

State Association President's Roundtable- Alex, Gerry, Mike Shephard, Mike Hahn &

Skeet Gaul. Alex did an excellent job in discussing what is happening in   
 Washington State related to TSE.

3. New Business

A. Yes, there will be a fall TSE Virtual Conference on October 10th from 8 AM to 5 PM  
 Then the WTSEA board made many decisions concerning hosting this conference. The   
 cost of the virtual conference will be $40 for the WTSEA membership and $10 for   
 registering for each of the four ZOOM meetings. The total conference of this virtual  
 conference would be $80 if an attendee wants 8 clock hours. There will be a 15  
 minute break between each two hour presentation for award presentations and  
 honoring our sponsors and promote the 2022 ADTSEA conference.

Gerry and Skeet will need to assign tasks for each of the board members on Saturday,  
 October 10th: Take attendance, monitor the chat room, designate who will be the  
 hosts and the panelists, monitor the poll questions, and determine who the host is.   
 The hosts and moderators need to be on the same page as the presentation especially   
 if they need help moderating the handouts, videos, power points, etc. Ideally,   
 the presenter should be able to put up their own slides.

We will have four 2 hour presentations on October 10th. The last thirty minutes of   
 each presentation will be a Q & A session. Tim Beckman will make the first two   
 presentations because they are closely related. Mark Butcher and Pam Myers will do  
 the third presentation on the GDE Matrix format and Sgt. Darren Wright will be the  
 last presenter.

David has $300 in his budget for door prizes. This $300 will be used to purchase $25  
 and $50 gift certificates. Plus, maybe a free registration will be provided for next   
 year's fall TSE conference. A motion was made by Chuck and seconded by Mike Hahn  
 to a lot $300 for door prizes. The motion passed.

Alex mentioned that Gerry and Skeet need to provide tasks for each of the board  
 members to help with this fall TSE conference. Gerry and Skeet need to make sure   
 that each speaker provides a bio, summary, three objectives and a title for their  
 presentation.

WTSEA members could also obtain clock hours by looking at these presentations on   
 the website after the conference is over. A motion was made by Gerry and   
 seconded by Chuck that we sponsor a virtual conference on October 10th.   
 The motion passed.

B. Alex mentioned that we have no-president- elect nominee yet to learn the ropes  
 during Mike Hahn's Presidency and take over in 2022.

C. We need to fill the Clock Hour Coordinator position and door prizes guru. David  
 Slipp is retiring from the board after our fall TSE conference. David stated the job  
 obligations of the clock hour chairperson and stated they were extensive. Nobody   
 has stepped up to the plate to take David's place. One of the duties of the clock hour   
 chairperson is to fill out a clock hour form and send it to OSPI.

D. Presenting the 2020 Cliff Boyce & Distinguished Service Awards. It was decided   
 that Gerry will visit the winners and have the presentations videotaped for the fall   
 conference.

E. What is our election plan for the 2020-2021 year?

A. We will cancel elections for this year and appoint people to the open ESD  
 board positions. Mike Hahn will appoint the non-elected positions at  
 the September board meeting. We need to encourage new people to be on  
 the WTSEA board such as Bud Raisio, Greg Hewitt and Rodger Anderson.

F. What can we do to provide services to our members during this COVID -10   
 pandemic?( clock hours/ virtual in-services

G. Our dues for being a WTSEA member will continue to be $40.

H. Projects- Instructor Training- Alex will be our legislative liaison and would like to  
 work on this project with Mindy and Manny.

I. Gerry is going to strongly encourage more groups to be sponsors of WTSEA.

G. We plan on having a fall TSE conference in 2021. We hope it is a in-person conference at

at Renton Technology Center.

H. Hosting the ADTSEA Conference in 2022 in Vancouver, WA at the Hilton Hotel. Mike Shephard and Gerry will be the co-chairpersons for this conference. They will be visiting this hotel site along with Jack Coburn on August 19th. They will also be talking to the Vancouver Visitor's Bureau concerning host activities.

I. 2022 will be our last year for the WTSEA association. Many of our officers and board members made a commitment to stay on the WTSEA board until the ADTSEA conference in July of 2022. Many of the board members want to help with this ADTSEA conference.

I. Stipends for the new year-2020-2021

a. co-conference chairs- Skeet and Gerry  
 b. coordinating secretary- Gerry  
 c. Webmaster- Teri Gaul  
 d. Treasurer- Derek Hahn  
 e. Membership Secretary- Bree  
 f. Clock Hour Coordinator- ?  
 g. Legislative Liaison- Alex

Each of these individuals will receive a $300 stipend at next year's summer planning meeting. It was mentioned by Mike Heinlen and Alex that all the stipends should be the same. With the additional stipends, it will have an impact on the 2020-21 budget.

A motion was made by Skeet and seconded by Gerry to raise the clock-hour chairperson's stipend from $200 to $300 so that all of the stipends are equal. The motion passed. Teri stated that the webmaster's stipend should be reduced from $600 to $300 because there has NOT been much activity completed on the website. A motion was made by Mike Hahn and seconded by Chuck that we provide a $300 stipend for the fall conference co-chairpersons. This stipend would not be retroactive. The motion passed.

Finally, it was brought up that we need to pay a stipend of $300 to the legislative liaison. Alex volunteered to take on this position and felt it should NOT be the duty of the new president and thus a stipend should be provided. The legislative liaison will always be working with the three major agencies and be the parliamentarian at our board meetings and working with the constitution and the by-laws. A motion was made by Mike Heinlen and seconded by Skeet that the legislative liaison would be part of a Ad-Hoc committee in our constitution. The motion passed.

Good of the Order-

Mike Heinlen mentioned that the Federal Way School District is closing their TSE program on January 1, 2021. Thus, Mike stated that he will be resigning from the WTSEA board immediately. He stated he would continue to be a WTSEA member and sign up for the fall virtual TSE conference.

It was mentioned by Chuck that we should let Mindy at OSPI know that 2022 will probably be the last year for WTSEA.

David, Bree, Skeet and Alex made a request to Gerry to call Leslie and Brett at ADTSEA for help on several tasks that need to be accomplished for sponsoring our fall virtual TSE conference.

J. Next Meeting- 3rd Saturday of September- 9/19/20

Minutes Respectfully Submitted by

Gerald Apple

WTSEA Coordinating Secretary