**Minutes - WTSEA Board Meeting – December 1, 2018**

**Note:** **Action items** are highlighted in yellow. They will be discussed at the next Board meeting.

1. **Meeting call to order** – 9:00 a.m. - Alex via Zoom (Trial run)
2. Roll call

Members attending the meeting via ZOOM: Alex Hansen (President), Skeet Gaul (Treasurer), Mike Heinlen, Mike Hahn (President-elect) , Bill Haley, Mike Shephard (Member-at-Large), David Slipp, Scott Calahan (University Representative) , Gerald Apple (Coordinating Secretary), and Jack Coburn.

Martha Verhei arrived at noon.

1. Protocols for Zoom - Teri and Skeet Gaul went over several items related to our decision to use Zoom for our digital board meetings.

We are saving money by using ZOOM instead of Go-To-Meeting. It’s the difference between $150 and $350 and it is just as easy to use. Board members were being reimbursed a stipend of $50 each for attending meetings. Since we are now able to attend meetings on line… from the comfort of our homes, we reduced that stipend to $25. This is because the board members are still committing at least half of a day of their time. Also, we don’t have to pay the average of $100 per meeting for lunch. That is a savings of $1,625 for meeting stipends and about $500 on board luncheons for an annual savings to our association of about $2,125.

1. Additions to agenda?
2. Skeet and Bree’s responsibilities. Skeet feels much more comfortable about his responsibilities now that Bree Ammerman has agreed to be the membership secretary and that the WTSEA executive board will be responsible for future elections.

A motion was made by Mike Heinlen and seconded by Gerry that those people serving the following positions be paid their stipend in August of 2020 after they have accomplished their duties:

Coordinating Secretary - $300

Treasurer- $300

Membership Secretary - $300

Clock-Hour Coordinator - $200

Webmaster - $500

The motion passed.

1. Alex mentioned that it would have been nice if the DOL would have provided the conference attendees sample forms that included a checklist of what they will inspect when they audit a public-school program. What type of educational training will they provide the TSE coordinators? We will hopefully get this assistance when the DOL begins their educational visits soon. David mentioned that we should be pro-active and provide the DOL with a list of suggestions for auditing purposes.
2. **Consent Agenda Items**: (Please read reports ahead of time)
3. Minutes of Last Board Meeting – Alex /Gerry
4. Action Items from last Board meeting – Update

Alex highlighted 12 items from the September 24th board meetings to be discussed at this board meeting.

1. Coordinating Secretary’s Report – Gerry

Gerry Stated that he has been responsible for taking the board minutes, helping with the agendas and that he will be attending the Target Zero meeting on December 13th. Plus, he sent a thank you letter to Yusuf for serving as President of WTSEA.

1. Senior Driving Report – Gerry

Gerry teaches one senior driving class every two months at the Lewis County Senior Center. Gerry also mentioned that the Makah tribe was very pleased with the training he did in August. There is an interest from other tribes to have such courses. Gerry will be looking into that possibility. But, more instructors will be needed to handle the load. Fred Kellogg and Mike Shephard are interested in teaching the senior driving courses.

1. Treasurer’s Report – Skeet

As of December 1st, we have $19, 880.91 in our account. We have spent $11,504.10 this year. Our income was $11, 283.00 from 9-16 to 12-01-18. Our present balance indicates we are in good financial shape. All bills are paid. All bank card statements are highlighted in color on Skeet’s Treasurer’s Report.

1. Website Report – Skeet/Teri

Teri mentioned that she will be adding photos of the 2018 fall conference to the website. The homepage to our website has been modified and the registration page will be changed. It was also suggested and agreed that Teri, Skeet and Alex meet to review the website pages in order to bring it up-to-date. We need bios and pictures of the new board members.

A motion was made by Mike Shephard and seconded by David to approve the consent agenda items. The motion passed.

1. **Old Business**:
2. ADTSEA
	1. Who is going in July 2019?

Jack Coburn, Gerald Apple, Alex Hansen, and Mike Shephard will be attending the national conference in Burlington, VT in 2019. We will pay all expenses for the president attending the national conference and the registration cost for any other Board members attending this conference.

1. **2018 Fall Traffic Safety Conference** –
	1. **Conference Budget report** – Expenses & Income – Skeet

Alex mentioned that all expenditures and income should be put on one page. Skeet mentioned that this has been done at the end of the budget proposal for 2018-2019, but that he would, in the future, include income as part of his report.

* 1. **Evaluations** – Gerry/Skeet

Gerry looked at 104 evaluation forms. The evaluations were excellent. The first aid presenter received a perfect 4.0 on the evaluations.

The WSP speaker and Shelley Campbell received the highest evaluations.

* 1. **Issues: What we did well/what we can improve on**?
		1. **Registration process & packets** – Skeet
		2. **Update on Exhibitors/Sponsors** – Gerry

We had three sponsors for our 2018 fall TSE conference: AAA ($300); Trucking Association ($200) and State Farm Insurance ($500).

Our goal for the 2019 year is to have $2000 in sponsorships.

* + 1. **Clock-Hour procedures/forms**

David and Alex will get together in early February to work on the clock hour procedures. Some evaluations indicated that the process for getting the clock hour forms was inefficient and took too much time, standing and waiting. We need to have more board members at the registration tables at the end of the conference on Saturday to hand out clock hour forms and collect evaluation forms. In Renton in the fall of 2019 we will have a bigger area to do this.

* + 1. **Food/snacks** – Skeet/Mike

The luncheon received high marks. It was suggested that we have more fruit for snacks.

* + 1. **Question on back of evaluation card – Interest in serving on Board**?
		2. **Other Conference Issues**? – Skeet/Gerry/All

The board gave Skeet and Gerry direction to have a two-day conference on Friday 1 to 4 and 5 to 9) and Saturday (8 to 5). These two conference co-chairpersons will go to the Renton Technology Center in January and talk with their event and catering chairperson.

* + 1. **Ideas for next year?** – Skeet/Gerry/All

Gerry will talk to Rob Kaufman of Harborview and Brett Robinson of ADTSEA and ask if they would be willing to be general session speakers at our 2019 fall TSE conference.

* If Brett can make it, we will schedule Brett Robinson’s general session just before the DOL presentation.
* Have Alex and David do a general session on “Rules-of-the Road.”
* Have someone from the ADED national organization speak on how to work with students that have special needs.
* Have Melissa Sager, reporter of a road safety column for the Everett Herald speak at our conference.
* Since she has already agreed, have Shelley Campbell speak again.
* Have an insurance agent speak
* Consider having all “general sessions” on Saturday.
1. Approval of Budget for 2018-2019 – Skeet

The 2018-2019 budget will be for $20,800. Alex stated that we need to have a true budget which should include projected expenditures and income “totals”. Skeet mentioned that he was on the conservative side when he was figuring out this budget. It was recommended that he NOT stick with the exact numbers from last year’s budget. Our biggest expense on the budget is food and venue costs for the fall TSE conference. The 2019 costs for Renton will be similar to Wenatchee’s. Plus, we will be under-budget in some categories such as coordinating secretary and board meetings. Conference expenditures are much higher when you have it at a hotel.

 Mike Shephard made a motion and it was seconded by Mike Heinlen to accept the 2018-2019 budget. The motion passed.

1. Proposed Constitution/Bylaws Amendments – Alex
	1. Pending issues (to be tabled for now until the February meeting)
		1. Amendments to Constitution/Bylaws
			1. Elections – Skeet
			2. Creating a board position for commercial schools – Alex
			3. Limit number of conditional members - Stu
		2. Clock hour issues – David/Alex (To be tabled until the February meeting).
			1. WTSEA official clock-hour policy – Alex & David will meet to review and update the clock-hour application packet and draft written procedures to be added to our Bylaws
2. **New Business:**
3. Closing of ESD 113 TSE Co-op programs – Gerry/David
	1. Implications

ESD #113 has twenty-five school districts that offered TSE. All of these programs will be closing down in the next several months. Approximately sixty instructors will be looking for other work to supplement their regular employment. Several of these instructors have already found work at commercial schools. ESD #113 will put the textbooks and vehicles on surplus. School districts will be able to buy these items for a low price.

* 1. WTSEA’s role?

Several of the board members mentioned how much their school district is paying their in-classroom and in-car instructors.

Mike Hahn mentioned that there has been a big decline in enrollment at Granite Falls. Snohomish HS is doing okay and Glacier Peak is doing much better because they are better off economically.

Mike Heinlen mentioned that the Federal Way program needs more TSE teachers and that they are running between 550 and 570 students thru their program.

Skeet mentioned that Arlington SD is doing pretty good and they are NOT dependent on ESD #189. Arlington pays their instructors $32 per hour. The classes are always full.

Mike Shephard mentioned that the TSE program in Arlington and Lake Stevens will die out when their coordinators retire.

It was stated that school boards are more willing to listen to the concerns of the community than school district business managers. Plus, young teachers are not very willing to be traffic safety coordinators. TSE public school programs can NOT run in the deficit and there needs to be long range planning.

It was mentioned by several board members to get our speakers and people who have signed up their students for the class to go to school board meetings and to testify on how important it is for the public schools to support TSE in their school districts. School board members will listen to community members more than they will the TSE coordinator. Plus, community members need to send emails to their school board members. The TSE coordinator needs to come up with a long-range budget for the school board.

1. Proposed Legislation?
	1. DOL proposed legislation tabled (IDL law upgrades; Train-past-age 18; subsidy for low-income; online training)

Alex will call Angie at the WTSC concerning any future legislation related to Traffic Safety Education.

* 1. Amendment to ESHB 1481 language – “required curriculum”?
1. Important Meetings - Updates
	1. WTSC - Autonomous Vehicles Group – Skeet

This group will meet again in January. Skeet has been attending all of their meetings in Olympia.

* 1. ANSTSE Stakeholder’s Assistance – Alex and Mike Shephard

ANSTSE offers to provide free technical assistance to help states who have had a NHTSA assessment of their driver education program. They provide advice and resources to help implement two of the recommendations. Ours was done in 2016. Patti Enbody of OSPI has had some conversations with Brett Robinson (CEO of ADTSEA) about teacher training concerns. But, it was the WTSC and DOL, who jointly requested the assessment, and who need to lead in making the request.

* 1. WTSC Target Zero Meeting, December 13 at Great Wolf Lodge.
		1. Who’s attending? Gerry, Mike Hahn, Skeet, Jack and David
		2. WTSEA’s “agenda?”

On Saturday, December 8th, Alex will be doing a ZOOM meeting with those WTSEA board members who are going to the Target Zero conference at the Great Wolf Lodge on December 13th. Alex mentioned the DOL is not taking “Target Zero” seriously as long as they fail to attempt to address the recommendations of the NHTSA Assessment of Driver Ed in WA. There is no serious commitment to improving traffic safety education or teacher training/certification in the current Target Zero Plan. We will be advocating for that at the Target Zero summit. It is important that the DOL and WTSC take the fourteen recommendations made by NTHSA when they did our state TSE assessment two years ago. Further, the DOL’s intention to strip the integration requirement from their WACs should not be allowed to go forward. We discussed the importance of integration as fundamental to best teaching and learning practice. A few analogies were presented. It is similar to teaching someone how to shoot a gun in the classroom and then go out on the range six months later to practice shooting a gun. Scott mentioned that it is similar to a basketball coach teaching a skill and then applying it on the basketball court in a game three months later. Alex wants the board to think of ways to counteract the responses made by DOL for NOT enforcing some of the WACS. Skeet will compile these responses for the presentation we do at the Target Zero Meeting. Skeet will call Angie Ward at the WTSC to be put on the agenda to speak on December 13th at the Great Wolf Lodge. We should also take some handouts to this conference explaining our responses to the DOL not auditing certain WACS.

Alex mentioned that we should use our Constant Contact program and email all WTSEA members on their thoughts of the DOL not auditing certain WACS. According to Bree we usually get about a 35 % response from members when we send out a survey.

Mike Heinlen mentioned that half of our membership is made of up small commercial schools and that we need to get their input.

The WTSC is missing the education piece. The WTSC is more concerned with the other two E’s: enforcement and engineering. The WTSC and DOL need to look more carefully at the NHTSA recommendations and include them in their policies.

1. Decision - Go-To Meeting or Zoom?

We will be going with ZOOM for the February meeting because it is cheaper and easier to put documents on for everyone to see.

1. Good of the Order?

Alex stated we should go onto Constant Contact and ask our members their thoughts on the DOL NOT auditing certain WACS. There will be public hearing at the DOL in January and WTSEA needs representation at this meeting and we need to voice our opinion of why certain WACS are NOT being audited.

1. Next meeting – date- 3rd Saturday in February

The board meeting was adjourned at 2:21 PM.

Minutes Respectfully Submitted by

Gerald Apple

WTSEA Secretary