WTSEA BOARD MEETING - APRIL 13, 2019

1. **Meeting called to order by Alex Hansen at 9:15 A.M.**

1. Roll call - We had a quorum. (14 of 16 members present; missing ESD #101 and #114)
2. **Members present:** (**At Gerry’s**): Alex Hansen (President); Gerald Apple (Coordinating Secretary); Bree Ammerman (Membership Secretary); David Slipp (ESD #113); Jack Coburn (ESD #114); Martha Verhei (ESD #123); Stu Soderquist (ESD #189); (**Electronically through Zoom**): Mike Hahn (President-Elect); Scott Calahan (University Representative); Skeet Gaul (Treasurer); Mike Shephard (Member-at-Large); Kara Bartlett (ESD #105); Des Campbell (ESD #112); Mike Heinlen (ESD #121).
3. **Appointing new Board Members:** Des Campbell, ESD 112; Chuck Filippini, ESD 101.

Des teaches TSE at White Salmon HS, which is in the ESD 112 area. Approximately sixty students go thru this program each year. Chuck taught TSE and health at North Central HS in Spokane and has been a long time member of the WTSEA board in the past. Martha Verhei will serve as an appointed member of ESD #123, switching from ESD #112, for one year. Mike Hahn made a motion and Jack Coburn seconded it that these individuals should be appointed to the board. The motion passed unanimously. ***This is the first time in anyone’s memory that all nine ESD regions have been filled on the board!***

1. **Clarification - Representation by work or home address?** A motion was made by Mike Hahn, seconded by David Slipp, that the WTSEA members will be represented by the ESD area they work in, even if they live in another area. When initiating and renewing membership, members need to indicate the ESD that they work in on the conference registration. If they work in multiple schools that are in different areas, then the primary school they work at shall determine representation. The motion passed unanimously after a good discussion by the board members. Plus, each member needs to give their home and work contact information. Gerry will help Bree identify the ESD that each current member works in, and distribute an Area membership contact list to each Area Rep. We need to talk to various ESD TSE coordinators (e.g. #189) to put in both the personal and work contact information if they submit the conference registrations. (Skeet, Gerry, or Bree)

To encourage members to get to know who their Board representative is, and visa versa, Bree mentioned that we should make placards for each of the nine ESDs and place them on different tables for the luncheon on Saturday, October 12th at the fall TSE conference. Some ESDs would need to utilize several tables whereas other ESD members would share the same table. Each of the nine board members would then get a chance to meet the members in their own ESD area and listen to their concerns directly.

Alex will check the By-laws and write up language to clarify that Area Representation will be based on the work address, not home address.

**Note**: Action items in the minutes to be completed are highlighted in yellow.

2. **Consent Agenda Items**

 A. **Minutes of Last Board Meeting** - Gerry

The December 1st board minutes were sent out by Gerry a week ahead of time for the board members to read. Alex highlighted the action items on the board minutes in yellow. Mike Shephard made a motion that the board minutes be approved and it was seconded by Stu. The motion passed.

B. **Coordinating Secretary’s Report** - Gerry

 C. **Senior Driving Report** - Gerry

 Gerry summarized the main points of his two reports, which he also provided electronically.

D. **Treasurer’s Report** - Skeet

• Our account balance peaked after the fall conference to a high of $25,000. After conference and other expenses were paid, our current balance is $14,040 in the checking account. We will drop to about $10,000 after the expenses for this Board meeting and the ADTSEA conference are paid. (However, registration for the fall conference will begin in May, so we won’t see that low of a balance on paper)

• Skeet explained that he switched banks (from Bank of America to Pacific Crest Savings Bank) because the new bank is much closer to his home, and we get a better interest rate on our checking account. Plus, with BOA, he wasted a lot of time whenever he called going through the robot-menu; he could never talk to a live person. With PCS, he can always talk to a real person; service is more efficient and personal.

• We are saving money by using ZOOM for our Board meetings, instead of everybody traveling to CWU. (Zoom costs us $200/year; At five meetings/year, that is a net of $40 per meeting) We have eliminated the expenses on travel and food (about $600 per meeting, or $3,000 per year). We are still providing a $25 reimbursement to each board member that attends the ZOOM meeting. (16 x $25 = $400) This reimbursement is a thank you and perk for attending the meetings. So, we are saving $2,400 on Board meetings per year by using Zoom. Moreover, the ZOOM program encourages more people to become board members because they can attend electronically and avoid wasting a whole day on travel. Members also retain the option of going to Gerry’s if they prefer to meet face-to-face. Scott no longer has to reserve a room at CWU. If Board members choose to travel to Gerry’s, however, they will no longer receive the travel reimbursement of $25, unless the travel is necessary. If Board members do NOT want to be reimbursed they need to email Skeet and let him know.

• There are 27 members of WTSEA that worked in the ESD #113 area. Some of them will not renew their membership next school year because they are currently not working in the public school TSE programs. It will have about a $2,000 negative effect on our budget, according to Skeet and Gerry. Many (about half), however, have found jobs in the commercial driver training schools, so we will retain some as members. We will need to make an adjustment on our 2019-2020 budget after the fall TSE conference in October.

• The income taxes – 503-C –non-profit organization - are completed each year by Skeet. He has submitted our taxes.

1. **WTSEA.com - Website Report** - Skeet/Teri

• Teri cleaned up the website by eliminating some pages because we had reached the maximum page limit. For example, she removed the information on the 2018 PNW TSE conference in Portland. She added some resources, our newsletter (***WTSEA News***) and cleaned up the Home Page. Teri periodically reviews and updates our website, with input from Skeet, Alex, etc. Please inform Skeet if you see a change that should be made.

• Des and Martha need to send Teri a bio for the website Board Member page. Plus, we need pictures from Des, Jack, Bill and Martha.

• Skeet is now writing a quarterly newsletter (***WTSEA News***) to send out to our members to let them know what WTSEA is doing. Each quarterly report will have survey questions for the members to answer, so we better understand the needs and thoughts of our members. Skeet encouraged the board members to write articles for this quarterly newsletter and send in sample survey questions. Gerry mentioned he would be very happy to contribute to this newsletter.

• We had 23 of the 132 members answer the three survey questions from our first newsletter:

*1. “How important is it that our state implement a “TRAINER OF TRAINERS” program that would involve uniform and comprehensive training for both commercial and public-school programs?”*

*2. “How important is it that our state implement a “TSE TEACHER TRAINING” program that would involve uniform and comprehensive training for both commercial and public-school programs?”*

*3. “It is important for both OSPI and DOL to maintain the standards of an integrated, concurrent curriculum between BTW and classroom instruction in all TSE programs. Agree or Disagree?”* (Can we include the numbers from each survey question? Comment by Dave Slipp)

This actually is a very good turn-out as far as surveys go, according to Teri. Over half of those that answered the three survey questions felt that these three questions were extremely important for us to consider.

• We need to encourage the board members to contact their members and encourage them to read the quarterly newsletter and to regularly browse the WTSEA website. Gerry stated that we need to showcase the website at our next conference. Only 54% of the members have looked at our website.

A motion was made by Jack and seconded by Martha to accept and approve the consent agenda items.

3. **Old Business**

A. **ADTSEA - Burlington, Vermont- July 18-24, 2019**

 1. Total Budget = $3,800. After we pay the ADTSEA expenses, we

 will have approximately $10,000 in our checking account.

 2. Who is going?

a. Alex – President’s Budget is $2,900 ($400 for registration, $1,000 for travel, 1,000 for hotel, $500 for food)

 b. Gerry - $300

 c. Mike Shephard - $300

d. Jack Coburn - $300

B. **2019 Fall Traffic Safety Conference - October 11-12- Renton Technology Center**

 1. **Conference Budget**- Expenses and Income - Skeet

Next year’s budget picture will be different with less members due to the loss of ESD 113 teachers. We should plan for that, and perhaps look at items we should trim from conference expenditures. Plus, the rental of the Confluence Technology Center in Wenatchee will double, so our expenses will be much greater at the 2020 conference if we choose to return to Wenatchee. Gerry and Skeet are going to look at other conference sites in eastern Washington for 2020, such as CWU.

2. **Agenda** - Skeet and Gerry

Skeet wants to have everything lined up for the fall conference so that people can register for the conference by May 1st before Skeet leaves to go on vacation to Hawaii.

1. **Friday afternoon pre-conference (1:00 – 4:00 p.m.)** - Our original concept was to have a summit on the topic of implementing the NHTSA Assessment recommendations regarding teacher training. We invited Brett Robinson to be our facilitator. However, we could not get a confirmation from him, and the WTSC has taken on that project. Therefore, Alex suggested that we could use this time to help prepare our members for the coming DOL audits. Discussion indicated great interest in doing that. Stu, Gerry, Bree and David are willing to help Alex with this three-hour workshop. We could have a panel on Friday afternoon and have several WTSEA board members be facilitators. One of the topics could be what to expect on the audit when the DOL auditors come to the public schools. Alex will send Skeet an email on the details of the Friday pre-conference workshop.
2. **Friday evening pre-conference** (6:00 – 9:00 p.m.) - Skeet will send a conference agenda to Brett Robinson, who is the CEO of ADTSEA, and ask one more time for a commitment. Brett will hopefully be able to be the Keynote speaker at our fall conference if he receives an extension on the NHTSA grant which ends in September. If Brett is able speak at our fall conference, we would have him speak on Friday night and Saturday morning for a total of 3 ½ hours.
3. **Saturday Conference**. Gerry will contact Sgt. Wright, WSP, to see if he would like to be a speaker. Plus, we always have the option of James Brooke doing a second break-out workshop at the conference on parent involvement. James Brooke and Sgt. Wright would always be good backups if Brett Robinson is not able to be at our fall conference.

3. **Registration process & packets** - Skeet/Bree

4. **Clock-Hour procedures/Evaluation forms** - David

We need to streamline this process so it is more efficient. We need

more board members to help with this at the end of the conference. We

need to be trained on the protocol. Maybe we could have up to four

lines available at the registration table when handing out clock hours and turning in evaluation sheets. David will confirm the process at the August board meeting.

5. **Exhibitors and sponsors** - Gerry

Last year, we had fewer sponsors than in year’s past. Gerry and Skeet will see about getting more exhibitors and sponsors for this year to offset the anticipated loss of memberships.

6. **Evaluations** - Gerry/Skeet and David

David will reformat the evaluation sheet with the help of Skeet and Gerry

7. **Assigning board responsibilities** - Gerry

At the August planning meeting, Gerry will assign board responsibilities for the fall conference.

8. **Door prizes** – David. The budget remains at $600

9. **Food/Snacks** - Mike/Skeet

10. **Question on back of evaluation card** - Interest in serving on the board-

 This might NOT be as critical of a situation now that we have a full board.

11. **Other conference issues** - Gerry/Skeet/All

a. **Stu** mentioned that we should look into vests with the WTSEA logo on it for all of the Board members to wear at the fall conference. We will not put a date on the vest.

b. **Gerry** will check with Becky Adams on color and size availability. We will budget $500 for the purchasing of the sixteen vests.

c. **Kara** mentioned that the board members should discuss the need for people to run for election when we have our luncheon on October 12th at the fall TSE Conference.

d. **Gerry** will make sure that he gets enough bags for registration from Allstate Insurance.

C. **Proposed Constitution/Bylaws Amendments** - Alex

 Tabled to the next meeting.

4. **New Business**

A. **Closing of ESD 113-TSE Coop programs** - Gerry/David/Alex

1. WTSEA’s role? What can we do to help?

a. We can place needs for employment in the Want Ads section of the website for teachers that worked in the ESD #113 TSE coop.

b. Jack Coburn mentioned he would send a message to Skeet and Teri about job openings at Freedom Driving School.

2. Other Points of Discussion:

 a. DOL’s generous accommodation to become licensed.

The DOL is to be thanked and commended for their decision to wave the written and skills test for certificated public-school TSE teachers so they can become licensed to teach in a commercial driver training school. It makes it much easier for these individuals to transition to working in the commercial schools.

 b. Surplus textbooks, cars, and equipment?

The ESD #113 board of directors met earlier in April and okayed the selling of these items. Public schools have first choice on these items. Freedom Driving School is interested in buying the textbooks.

c. Assist instructors to find new jobs? - WTSEA website

 Skeet will post job openings for teachers on the website. Jack Coburn

 from Freedom Driving School will send an email to Skeet concerning

 openings in their six locations.

1. Helping school districts transition to offering their own program?

No ESD 113 TSE Co-op schools seem to be interested in filling the void and offering their own program, though Dan Steward is available to provide assistance and advice for a short time to come.

e. Contact the press (editorial)?

There is no need at this time to write this article. This is now “old news.”

f. Contact legislators to make them aware?

Alex and several members of our board need to meet with Representative Kilduff concerning the state of TSE in public schools, highlighting the closing of the ESD 113 TSE coop as an example. The state of availability and access to TSE is deplorable; the state of teacher training is at a crisis stage; and the spirit of ESHB 1481 (TSE uniformity bill) is not being met with the recent decision of DOL to drop its integration requirement, while OSPI maintains it. We need to anchor that standard in statute so the DOL cannot decide that it isn’t important.

Once a bill becomes a law, the DOL can NOT change it, and must enforce

the standard.

g. Implications for Target Zero - Should the WTSC be concerned?

Yes, the WTSC needs to listen to the TSE experts more about the state of TSE in public schools. Education still receives a minimal role in the Target Zero plan, as pointed out by Gerry at the December 13, 2018 Target Zero planning meeting.

B. **DOL Updates** - Alex/All

1. **Required Curriculum** - Video - Gerry

Gerry mentioned that the DOL has created a video on the new Required Curriculum. Gerry will give the DOL a call and check on the availability of this video. He will give an update at the summer planning meeting.

2. **Education Visits by Auditors - Feedback?** - All

Board members who had experienced a DOL Education Visit talked about the auditors coming to their school this year. Most TSE coordinators had a positive experience. It seems to depend on the auditor. Several individuals felt that Dane Kringstad was a very thorough and good auditor. Alex mentioned that we should invite him to our pre-conference session on Friday at the fall TSE conference in Renton. It was mentioned by several board members that when you are audited, you should have a school Administrator attend. One of the board members stated that he did NOT have a good experience because the auditor did NOT seem to know what she was talking about. Statements made about the Required Curriculum did not jive with information the DOL has published and announced. DOL auditors need to be on the same page, communicating consistent information to all.

3. **The Traffic Safety program at DOL has moved to a new department**. Dave Slipp commented that we should send our members (thru Constant Contact) the email bulletin from DOL so they have the current information, and post it on the web site.

4. **DOL projects**

• The Required Curriculum Project - Phase 2? – With the resignation of the curriculum specialist at DOL, and the transition to a new division within the DOL, it seems that the project to develop lesson plans, activities, videos, etc. to support the required curriculum is on hold.

• The DOL intends to create a new knowledge test for instructor licensing in the next 18 months; but, there is no plan to create a practical test that measures ability to teach a student in a BTW setting. The practical test remains simply passing the basic license test at 90% or better.

• “***Focusing on What Matters***” - December 13, 2018 DOL Bulletin. It was mentioned that the DOL is focused on measuring outcomes based on teaching the new required curriculum, NOT on scheduling (integration) or teacher training. Quoting from the Bulletin:

*“Over the last year, we’ve spent a lot of time discussing the relevance of integration and contiguous instruction. Previous to this discussion our regulatory focus* ***was*** *on the course structure and not the student learning experience related to integration and contiguous instruction. As a result, we made significant rule change to WAC 308-108-150 to remove some of the regulation around course structure. Reducing that regulation allows us to focus on the student learning experience.*

***What’s next?***

*The Driver Training School program filed a CR-101 on September 5, 2018 to notify the industry that we will be writing new rules regarding the required curriculum and the audit process. The focus of these new rules will be based on teaching the required curriculum and the student learning experience. Before we start writing these new rules, we want you to think of ways DOL would know if instructors are teaching the required curriculum and measuring the student learning experience.”*

While measuring outcomes is a great concept, we are concerned that without a curriculum specialist, and no subject matter specialist, the DOL does not have the expertise to properly define outcomes or to evaluate instruction before a teacher training system is developed. How can anyone measure outcomes of instruction when no uniform standards of instruction exist, and if teachers have not been uniformly trained to teach according to a set of “required” curriculum standards? It seems as if the DOL has the cart before the horse.

Further, we do not understand why the DOL feels they cannot uphold an integrated curriculum requirement at the same time while they begin a new focus on delivery of the new curriculum and measurement of student outcomes. We don’t see this as an either/or equation. The DOL and OSPI should require both. Further, outcomes of student learning will decrease if an integrated curriculum is not required as part of the instruction program.

5. **Proposed DOL Rule Changes – January 10, 2019 Public Hearing Update**

Alex, Gerry, Mike Shephard and Skeet attended this hearing in Tumwater

at the public library. Each spoke against the DOL rule change to drop the integration standard from DOL rule.

Three representatives from commercial driver training schools (CDTS) spoke in favor of the rule change. Each testified that they do not support “integration” because the DOL has NOT been very flexible in making exceptions for students who are NOT able to finish the program or to meet the schedule according to the approved flow chart.

Skeet, Gerry and Mike provided good analogies from education and sports as to why integration is critical to best practice. Alex mentioned that both ADTSEA and NHTSA advocate an “integration” standard for all states. Dropping the standard runs contrary to the NHTSA Assessment of Driver Education for Washington State as well as the spirit of uniformity in ESHB 1481. Alex commented that Patti Enbody, TSE Program Manager at OSPI, supports integration, and that OSPI will not be dropping its integration standard, regardless of what DOL does.

Because the only real complaints mentioned against integration were the horror stories of unreasonableness by DOL in audits, Alex testified that the problem is not an integration standard, but how the DOL enforces the rule. That is the only thing that should be changed. Getting rid of the rule is like “throwing the baby out with the bath water.” Alex spoke last and was very convincing in changing the minds of two of the commercial school personnel who said they agreed with Alex’s comments.

 Despite the fact that one CDTS CEO changed his official position from supporting to opposing the rule change, the DOL has announced it is going forward with the proposed rule change.

Jack Coburn mentioned at the board meeting on April 13th that the DOL has, in fact, been very flexible in several situations, and he has NOT had a problem with students fulfilling the requirements of an integrated schedule. He believes in “integration” and is against the DOL going forward after the hearing and NOT enforcing “integration.” Jack will send an email to Alex explaining his stance on “integration” and the need for DOL to enforce this concept.

C. **Proposed Legislation**?

1. DOL-proposed legislation - tabled (IDL law upgrades, Train-past-age 18, subsidy for low-income students, online training, & moving to online knowledge testing system)

2. Amendment to ESHB 1481 language – clarifying “required curriculum” language.

a. Rep. Hayes lost his re-election bid. Thus, we need to get other legislators’ support on this issue and to re-introduce it next session.

3. Other legislation? Gerry/Angie Ward

 Gerry has been working security at the state senate and has been

closely watching for any bills that would have an effect on TSE, and he

has not heard of any. Alex will ask Angie Ward and Shelley Baldwin (WTSC) for a report on any TSE bills that have passed this legislative session. April 28th is the last day of the regular session.

D. **Important Meetings:**

1. **WTSC- Autonomous Vehicles’ Group** - Skeet

Skeet has attended all of these meetings in Olympia, except the last one.

 Skeet will put something in the next “WTSEA News” about the goals of

this group, and what they have accomplished so far.

2. **ANSTSE Stakeholder’s Assistance** - Alex

ANTSE is a branch of NHTSA. These two groups did an assessment of the TSE programs in the public and commercial schools in the state of Washington in 2016. WTSEA has been speaking with Brett Robinson (ANSTSE/ADTSEA) and with stakeholders in WA about the possibility of holding a summit to implement the recommendations on teacher training, our biggest need. Angie Ward was very willing to call for a meeting of important stakeholders concerning “teacher training” after she heard that Patti Enbody had contacted Brett Robinson asking for help with this issue. Alex will get an update on progress from Angie Ward, Patti Enbody, and Brett Robinson concerning speaking on this topic at the fall TSE conference.

3. **WTSC Target Zero Meeting, December 13th at the Great Wolf Lodge** -

Every 2-3 years the WTSC holds a meeting of stakeholders to review and update the state’s strategic highway plan, Target Zero. WA state must maintain this plan to qualify for federal funding. The funding is managed by the WTSC. Mike Hahn, Gerry Apple, Jack Coburn, David Slipp and Skeet Gaul attended this event as representatives from WTSEA. There was a Zoom meeting on Saturday, December 8th at 10:00 a.m. with Alex, Skeet, Gerry, Mike Hahn, David, and Jack to discuss what we wanted to say at the Target Zero stakeholder’s summit meeting. Alex prepared guiding documents and a Power Point presentation. Only one opportunity was available for anyone from the audience to speak, however.

Gerry seized the moment to mention that the WTSC only focuses on two of the three “Es.” He stated that the WTSC does NOT put much emphasis on “Education.” Target Zero has a focus on enforcement and engineering, but the revised plan should include more emphasis on education. Disappointedly, there was no response to Gerry’s remarks.

The WTSEA members at this summit did NOT feel heard by the Target Zero panel.

During a break in this summit meeting, however, Skeet, Gerry and David had the opportunity to talk to Darrin Grondel, Director of the WTSC, for about fifteen minutes. They had a great discussion, and it seemed that Grondel took an interest in our policy agenda concerns.

4. **PNW TSE Conference in Portland, March 1st-3rd** -

WTSEA Board members (Alex, Gerry, Skeet, David, Mike Hahn) networked with Brett Robinson, ANSTSE/ADTSEA, Rich Hanson, OTSEA/WOU, Angie Ward, WTSC, & Patti Enbody, OSPI.

We discussed the NHTSA recommendations on teacher training and the need to have a summit in Washington with all stakeholders to map out a plan to begin implementing them. After these discussions, a committee was formed. Angie Ward agreed to spearhead the effort and organize an initial meeting. That meeting will be scheduled in April to begin discussions on this important topic of teacher training. Funding is available through ANSTSE to help facilitate a plan to move us forward. But, the funding sunsets in September. So, we hope to have a summit by August.

At the end of the conference during the “Meet and Greet” event, Alex met briefly with Darrin Grondel, Director of the WTSC, and shared a bit about our concerns.

Alex talked to Darrin about how public-school TSE programs would have a positive influence on the results of Target Zero if their ideas were heard and given more consideration in the Target Zero plan. Grondel agreed to meet with representatives of WTSEA to further discuss our concerns. See item #6 below for the date, time and place of the meeting.

5. **April 3rd meeting at the WTSC on the topic of teacher training**.

The purpose was to begin developing a plan for implementing the recommendations regarding teacher training made by the 2016 NHTSA Assessment of Driver Ed in Washington. They are:

*3.1.2 Develop standardized instructor training that applies to instructors and teachers in all public and private driver education training programs.*

*3.1.3. Standardize and require training in best practices for all licensed instructors in both public and private driver education and training programs.*

Alex, Scott, Gerry, and Skeet attended this meeting. Many stakeholders were at this meeting, including WTSEA, PDSA, DOL, OSPI, WTSC, and several others. It was a productive meeting that held promise for moving forward. At the end of the meeting Angie asked “Where do we go from here?” and “Who should be the next facilitator?” Angie will ask Brett Robinson and Rich Hanson if they can help facilitate the discussion at a summer summit. Everybody agreed we should have a second meeting prior to the summit. A four-hour meeting will be scheduled in the Tacoma area later this spring.

Sometime this summer we will hold a full-day summit on the topic of “teacher training.” Alex asked Mike Heinlen from the Federal Way School District if his facilities could be available if needed. Alex was very willing to offer this suggestion to Angie if she is having trouble finding a facility. Alex asked the WTSEA board members if they were willing to be on this task force. Please let him know if interested.

6. **May 14th Meeting at the WTSC with WTSEA and Darrin Grondel. 3:00 – 4:30 p.m.**

The topic of this meeting will be “The State of TSE in Washington State - A crisis of lack of Leadership and its implications for Target Zero.” Dan Steward (former ESD #113 Coordinator) has been invited to this meeting. The meeting is scheduled for ninety minutes. All interested Board members are invited. Please let Alex know if you plan to attend.

E. **Public School TSE and WTSEA’s Future - “Heading for a Train Wreck.”**

1. **Teacher training crisis**.

There are several school districts that may not be able to remain in existence if they do not get more instructors: Federal Way SD, Issaquah SD, Snoqulamie SD, and Bellingham SD have all made inquiries to OSPI and WTSEA about training opportunities. CWU will not be able to run the courses this summer because qualified instructors are not available.

2. **Aging Board member crisis**.

We are having a crisis of aging instructors with no young bloods entering the field. The WTSEA Board has several members that will be retiring from involvement in TSE in just a few years. If new members do not step up, then WTSEA will most likely fold as an association. We should make an announcement at the fall TSE conference. Perhaps we need to block some time to discuss the crisis as a whole.

3. **Representing and informing our members**.

Skeet is producing a quarterly newsletter entitled “The WTSEA News.” That will keep our members informed on what WTSEA is doing, but it will not solve our crisis.

**President’s Note**: There has been some constructive criticism provided that the WTSEA Board is not truly representative of the membership. The feeling conveyed was that we simply listen to ourselves, and do not inform the membership of issues, nor seek their input before making decisions. That criticism has been well-taken. With that in mind, here are the steps our Board is specifically taking to become more representative of our members:

1. The **WTSEA website** itself is informative and allows our members to know what the issues are regarding TSE in our state, and even the nation. On that webpage is a **“Contact Us”** standing invitation to reach out to your WTSEA Board at any time there is a question, need, concern, or suggestion. Also, on our website is a **“Want Ad”** section in which members might post openings for jobs or post surplus equipment/books for sale. We also will post if there are other relevant member needs, such as available for hire, or to make requests for needed supplies.
2. Our NEW **quarterly newsletter (*WTSEA NEWS*)** is a timely update of issues condensed in one communication, in case the website is too wieldy, or information posted is dated.
3. **Surveys**. Contained in each quarterly newsletter will be timely **survey questions** on pertinent issues so that we might know what our membership feels on an issue before we vote at a Board meeting, or take action in a public hearing, etc. We might send out a separate survey through **Constant Contact** at any time we need timely feedback from our members before deciding our official stance.
4. **Personal Touch**. Each Board member Area representative has been provided the contact information of all members in her/his area. At least once per year, the Area Representative will be communicating directly with each member in her/his respective area, and may also hold area meetings from time to time on important issues to solicit direct feedback.
5. **Fall Conference Area Tables**. At each fall conference, we will be encouraging members of each area to sit down with their respective area representative during the luncheon. Placards will be placed on the tables so members will know where their Area Rep is sitting.
6. **Annual Conference**. We host an annual fall conference in which our entire Board is present and accessible to discuss any issues of concern. We also provide expert speakers on topics of interest in an attempt to keep our members up to speed on the best practices in TSE.
7. **Open Board Meetings**. Our Board meetings are open meetings in which any member may attend and listen to our discussions and provide input, make requests, inquiries, etc. We post our meetings on the website. Further, the Board minutes are posted on our website. Any member may contact an officer or their Area Representative at any time.

If there is any other way that we can better serve or represent you, please do not hesitate to contact us via direct e-mail or phone. Your WTSEA Board wishes to be accessible and responsive to your needs and concerns

1. **Good of the Order!**
2. Thank you to Gerry and his lovely wife, Helen, for providing lunch to those who came to Gerry’s.
3. **The next WTSEA meeting will be held on August 10th at Gerry’s home**. We will have a barbecue.

The meeting was adjourned at 2:00 PM

Minutes Respectfully Submitted by

Gerald Apple

Coordinating Secretary