**MINUTES - WTSEA BOARD MEETING- August 17, 2019**

1. Meeting called to order by Alex Hansen at 9:00 AM by way of ZOOM.

A. We have a quorum - Members Present: Alex Hansen (President); Mike Hahn (President-Elect); Mike Shephard (Member-at-Large); Skeet Gaul (Treasurer); Gerald Apple (Coordinating Secretary); David Slipp (ESD #113); Martha Verhei (ESD # 123); Mike Heinlen (ESD # 114); Jack Coburn (ESD # 121); Bill Haley (#171);

B. No additions to the agenda

2. **Consent Agenda Items**:

A. Minutes of the Last Board Meeting - Gerry

Skeet made a motion and David seconded it that we accept the board minutes from April. The motion passed.

B. Action Items from the last board meeting - Alex stated that most of these action items had been completed or will be discussed later in the Agenda. Action items are highlighted in yellow in the minutes.

C. Coordinating Secretary's Report - Gerry

Gerry added that he went to Angie Ward's retirement party at the end of June.  She retired after working for the state and the Washington Traffic Safety Commission for over a thirty-year period.   A motion was made by Mike Shephard and seconded by Bill Haley to approve this report.  The motion passed.

D. Senior Driving Report - Gerry

E. Website Report - Skeet

  Skeet, Teri and Alex need to get together to work on the website.  Resources can only be put on the website if the group wants to be a sponsor.   The WTSEA News, our quarterly electronic newsletter, has not been published for a while. Skeet was in Hawaii in the spring and has been busy with conference business. He also needs more material in order to publish. The WTSEA News represents and informs our members. Board members are needed to send Skeet articles for this publication.  Jack, Gerry, Mike Heinlen and Alex will be sending in articles for the September Newsletter.  The reports are due by September 5th.

F. Membership report - Skeet/Bree

Skeet and Bree will provide area lists to each of the board members.

Thirty-one people have registered so far for this year's fall TSE conference.  Most of these individuals work for commercial schools.  We need to send the public-school teachers some fliers.  Next week the public-school teachers will receive several fliers.  One flier will be about the keynote speaker - Brett Robinson.  The other flier will be about how to register for the fall TSE conference.  This will be good timing because the teachers will be going back to school to get ready for the upcoming school year.

20 to 25 teachers from ESD #189 usually register for the fall TSE conference.  Gerry will call Joni Morrell concerning the upcoming fall conference and training potential behind-the-wheel conditional teachers for ESD #189.  Skeet will send Gerry the contact information for Joni.

Federal Way SD needs behind-the-wheel and classroom teachers.  Gerry and Jack volunteered to do some training for this school district.  They will give Keith Wright a phone call.

G. Treasurer’s report/ 2019-2020 Budget - Skeet

We made a profit of $10, 880 at last year's fall conference.  We will probably NOT make that much this year because we do NOT have as many public-school TSE programs.

The budget is divided up into 15 categories.  The budget for the 2019=2020 year is  $23,850.  The venue for the 2020 conference will be higher- $7000 to $8000.

The cost of this year's fall TSE conference at Renton will be approximately $3500.

We have made a commitment to the Confluence Technology Center in Wenatchee for the 2020 TSE fall conference.  We thought about CWU for this conference, but it did NOT meet our needs because there are NOT enough hotels available.

Mike Heinlen made a motion to approve the 2019-2020 budget; Mike Shephard seconded the motion.  The budget for 2019-2020 passed unanimously.  Everybody on ZOOM thanked Skeet for his hard work on the budget.

**3. New Business**

**A. New Clock-hour procedures/forms –**David

David mentioned that there have been some changes in OSPI policy concerning clock hour policies.  OSPI will now accept clock hours from another accredited institution, such as WOU in Oregon if someone attends the PNW conference held in the spring in Portland.  This may mean that we do not have to have a clock-hour representative attend and manage our OSPI clock-hour sign-in/out forms. Another change is that now we can do a one-hour workshop and get credit for a clock hour from OSPI. Previously, the minimum workshop was 3-hours.

**B.  Elections** – Skeet

The following areas are up for elections to be held next spring:  ESD 101, 105, 112, 114 & 123.

The other positions were elected for a three-year term and are not up for re-election next spring.

We will need to have an election also for President-elect.

Appointments for unelected board members are for one year.  If no one is elected to a board area then a current-appointed member may be appointed to another one-year term, or another member may represent the vacant area by appointment until an election fills the vacant position.  Please try to recruit potential board members to serve when networking at the conference.

The elections will be held the first of March and the results will be posted the last of March.  We would like to have the new board members attend the April and August board meetings.

The election committee is made up of Alex Hansen, Mike Shephard, Mike Hahn and Skeet.  They will organize the ballots and get the candidate's bios.  The ballots will be sent out on March 1st.  The winners will be notified by April 1st and will be asked to attend the April and August board meetings.

Alex brought up the tabled item of considering creating a board position for commercial schools. They are members and pay dues, but have no voice or vote on board matters. Since our membership is now composed of about 50% commercial schools, is it time to consider creating a commercial school board position? Several members of our current board feel that it is important for WTSEA to keep our current policy of being a public-school organization.  PDSA is the association of commercial driver training schools. Martha Verhei suggested that we have two commercial school teachers on the board - one from the west side and one for the east side.  Jack mentioned that we should NOT have too many commercial school reps on the board because they have representation thru PDSA. Alex clarified that the Constitution requires that the elected officers (President and President-elect) must have public school credentials. Creating one or even two board positions for commercial school representation will still retain WTSEA’s traditional and necessary character as a voice for public school TSE programs.

It was suggested that we should have a survey question on the back of the conference name tag asking people what they think about creating a board position for commercial schools.  Skeet mentioned that we are being proactive by asking this survey question. We can also have a Constant Contact survey question with the next edition of WTSEA News.

Alex stated that if the Board approves this after receiving feedback from a survey, we would need to make this a constitutional amendment to be voted on at the fall conference.  Any WTSEA member can vote on this amendment.  Skeet can bring the ballot box if we approve the proposed amendment.

The following board positions are up for re-election:

A motion was made by Gerry and seconded by Mike Heinlen to accept the membership and election reports.  The motion passed.

4.  **Old Business**

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

The following people attended this national conference- Gerry, Jack, Mike Shephard and Alex Hansen.  WTSEA reimbursed the following amounts to these individuals:

Alex- $2500 for registration, airfare, food and hotel

Gerry- $300; Mike-$300 and Jack- $300 for conference registration.

Gerry mentioned that he was able to obtain four new vendors and sponsors by attending the ADTSEA conference.  He mentioned that "autonomous vehicles" was an important topic discussed at the conference.

Alex attended the State Presidents' /Directors' luncheon.  He stated that almost every state is facing the same issues as our state: teacher shortage and lack of funding.

Alex mentioned that he liked the technology workshops at the ADTSEA conference.  He liked especially the "Google Drive Instruction" workshop.  We should have this workshop at our fall conference next year in Wenatchee.  It should be a three-hour pre-conference workshop on Friday, October 10th.

Alex mentioned that he had a nice talk with Dr. Fred Motolla on the boat cruise host outing at the ADTSEA conference.  Later, Alex stopped at Fred's home in Connecticut and had an eight-hour visit.    Alex would like to have Fred speak at our conference in the near future.

Next year's ADTSEA president will be William Warner from Oregon.  Rich Hanson from Oregon received the Kaywood Award, which is the most distinguished award in Traffic Safety Education in the nation.  Gerry is running for the PNW board position.  The elections will be held next spring.

Gerry is encouraging all of the WTSEA board members to join ADTSEA and support his election as PNW board representative.  Gerry stated he would like the 2022 ADTSEA conference to be held in Vancouver, WA.  Bill Warner and Brett Robinson endorse this proposal from Washington. Gerry and Mike Shephard will be the conference co-chair-persons.  Mike Hahn made a motion and Mike Shephard seconded it that WTSEA submit a proposal for Washington to host the 2022 ADTSEA conference in Vancouver, WA.  The motion passed.

Next year's conference will be held in Wichita, Kansas and Gary Scott will be conference chairperson.

It was stated by Skeet that those WTSEA board members that attend the ADTSEA conference need to write up a formal article for the WTSEA website and Newsletter.

**B.** **2019 Fall Traffic Safety Conference** - October 11th and 12th- Renton Vocational-Technical College-Skeet and Gerry

1. Conference Budget - expenses and income - Skeet

A reduced membership will have an impact on our conference budget.

2. Agenda - Skeet

On Friday, October 11th we will have our pre-conference workshop from 1 to 4 PM .  Brett Robinson from ADTSEA will be our keynote speaker.  We are NOT sure if Rich Hanson will be able to attend.    Brett's topic of discussion will be ANSTSE teacher training.

There was considerable discussion on how much time should be provided to the exhibitors to talk before the first break out for conference attendees to visit the vendors.  The general consensus was ten minutes for the vendors to introduce themselves.

Skeet mentioned that all of the speakers have been confirmed for this year's fall conference.

3. Exhibitors/Sponsors - Gerry

Last year, we had fewer sponsors than in year's past.  Gerry anticipates we will have at least ten sponsors/vendors at this year's fall TSE conference.  He will send out a reminder to all of the vendors concerning the agenda and how they will be involved.

We definitely need to invite Patti Enbody from OSPI to the conference to provide an update.

Skeet mentioned that Shelley Campbell was not able to speak at our fall conference.  The good news was that Morgan Chihak was able to take her place.  She is presenting a workshop entitled "DriveitHome."  She will also be an exhibitor.

4.  Registration process and packets - Gerry and Skeet

We will obtain materials from Allstate insurance for the packets.  The registration fee for the board members will be waived.  Gerry will need to go to Office Depot this year to do the printing.

5.  Clock-hour procedures/Evaluation forms - David

David mentioned that 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.  These board members need to be trained on the protocol.  David will develop the evaluation form and Gerry will tabulate the evaluations.

6.  Gerry and Skeet will assign board responsibilities for the fall TSE conference at the fall board meeting on September 28th.  Bill, Jack, Stu and Gerry will help out at the end of the conference when we collect the evaluation forms and hand out the clock hour forms.

7.  Luncheon - In the auditorium at the Renton Technology Center we will have area members sit with their board members.  The board members will discuss the election process for new board members.

8. David will be in charge of door prizes.

9. Certificates of Appreciation/Gifts - Gerry/Skeet

Gerry will make the certificates of appreciation for the speakers and vendors.  Skeet will obtain the gift certificates for each of the speakers.

10.  Board member vests - Gerry/Stu

Gerry will send out an email to each of the board members to see what size vest they would like to have for the fall conference.  It will take Becky Adams from Shelton at least three weeks to purchase these vests and design them.

11. Food and Snacks - Mike Shephard

Mike again will obtain food and snacks for the breakout sessions and breakfast on Friday and Saturday by going to Costco in Renton.

C.  **Cliff Boyce Teacher of the Year award/ Distinguished Service Award** - Gerry

Gerry mentioned that we should nominate the Bellingham School District Superintendent for the Distinguished Service Award.  Gerry will talk to Stu and Bree from the Bellingham School District about his suggestion.  Gerry also received a suggestion from David for the Cliff Boyce Teacher of the Year award.  Gerry will initiate the paperwork and send the nomination forms to Chuck Filippini.

D.  **Teacher Training** - Gerry/Skeet/All

There were no TSE endorsement courses offered by CWU last summer, but there is a critical need for training at several school districts. Gerry trained eight new behind-the-wheel conditional teachers for the Bellingham and Arlington SDs two weeks ago.  He plans to do another training for Lake Stevens, Arlington and Snohomish SDs in February of 2020.  He will call Joanie from ESD #189 in Arlington concerning teacher training. Federal Way, Issaquah and Snoqualmie school districts have also expressed a need for training of TSE instructors for both classroom and BTW.

The next board meeting will be held on Saturday, September 28th by way of ZOOM.

The meeting was adjourned at 1:05 PM by Mike Hahn.

Minutes submitted by

Gerald Apple

Coordinating Secretary