**WTSEA Board Meeting – September 28, 2019**

* **Meeting call to order** – 9:00 a.m. – Mike Hahn via Zoom
* Roll call – We had a quorum
* Members present: Skeet Gaul (Treasurer); Gerald Apple (Coordinating Secretary); David Slipp( ESD #113); Bill Haley (ESD #173); Mike Hahn (President-Elect); Scott Calahan (University Representative); Mike Shephard (Member at Large); and Jack Coburn (ESD #114)
* Additions to agenda- none
* Accepted the resignation of Des Campbell leaving ESD 112 vacant;
* **Consent Agenda Items**: (Please read reports ahead of time)
* Minutes of Last Board Meeting – Gerry
* Action Items from last Board meeting – See highlighted sections of the minutes
* Coordinating Secretary’s Report - Gerry
* Senior Driving Report - Gerry

 Gerry mentioned that Freedom Driving School will be doing senior driving

 programs in Pierce county starting in November.

* Treasurer’s Report - Skeet

 $15,413.69 is our present balance; Expenditures from 8-17-2019 to 9-26-2019

 $4,107.70; Income from 8-17-2019 to 9-26-2019- $3,365.29; Income vs.

 Expenditures- 9-17-2019 thru 9-26-2019 is (-$742.41)

* Website Report – Skeet/Teri
* Representing & Informing our members - **The WTSEA News! – Skeet**
* Soliciting articles from Board members to Skeet.

 Alex and Gerry have sent in articles for The WTSEA News. Skeet put

 more resources on the website and made some corrections on the

 website. Gerry promised to write more articles.

* Membership Report – Skeet/Bree
* Area lists to Board Members?- Bree will have that ready for the

 December board meeting

* Skeet sent a list of current board members; check accuracy of contact info
* Which areas are up for election? (101, 105, 112, 114, 123)- The elections will be held in the spring of 2020. Three board members are on the election committee.

 A motion was made by Gerry and seconded by Skeet to approved the consent

 agenda items. The motion passed.

* **Old Business**:
* **ADTSEA** –
* PNW Board Position – Gerry is running. Alex is submitting a letter to nominate Gerry for the Kaywood Award.
* ADTSEA Membership – Please consider joining - Gerry
* Next year’s conference – Wichita, Kansas; Jack, Mike Hahn, Alex, Mike Shephard and Gerry are planning on going to the ADTSEA conference next summer.
* 2022 proposal to hold ADTSEA conference in Vancouver, WA – Gerry

 Gerry will be visiting this conference site this fall. We definitely have

 the support of Brett Robinson from ADTSEA and Bill Warner from

 Oregon.

* **2019 Fall Traffic Safety Conference – October 11-12, Renton Vocational-Technical College**
* **Conference Budget** – Expenses & Income – Skeet

 Skeet mentioned that we will probably have about $10,000 in our

 account after the fall TSE conference. We will probably have

 another $6000 in expenses after the fall TSE conference- eg. cost

 of the website, ADTSEA and constant contact. That will give us about

 $4000 in reserve at the end of the budget year.

* Current list of registrations

 We have 71 registered for the conference so far-

 29 from public schools and 42 from commercial schools

* How will reduced membership and registrations impact our budget?

 Normally we have about 140 people register for this fall TSE

 conference. We will look at this concern at our December

 board meeting.

* **Agenda** – Skeet

 All of the speakers have been confirmed for the TSE conference

 Mindy Smith will be replacing Patti Enbody for OSPI at our fall TSE

 conference; Manny Gonzalez will be replacing Angie Ward for WTSC.

 The DOL, WTSC and OSPI will each be given 20 minutes to provide an

 update. Alex will be the Master of Ceremonies and Gerry will be the

 time keeper for this conference.

* **Exhibitors/Sponsors** – Gerry

 Gerry will call those exhibitors who have not responded if they are

 attending the fall TSE conference. We have a potential new exhibitor

 "Parents are the Key."

* **Registration process &** **packets** – Skeet/Bree/Gerry
* Registration fee for Board members – waived - Skeet
* Packets contents? Committee to help Gerry?

 We will put together the registration packets on Friday,

 October 11th at 10:00 AM before the pre-conference.

* Nametags: Skeet/Teri will number the name tags for the major door prizes.
* Survey questions on the back of the stamp card?
* Nominations/volunteers for Area rep/serving on Board
* Should we add a Commercial School position to the Board? (Tabled - major consensus was that it is not needed.

 It was decided by the board to NOT have any survey questions

 on the back of the stamp cards.

* **Clock-Hour procedures/Evaluation forms – David**
* Dave - Explained the process and assigned the Board members to help at check-out. Stu and his wife, Bill Haley, Jack Coburn, and Gerry will help with the sign out. One person will collect the evaluation and stamp card, several will ensure the sign-out and one will hand out the clock hour form. If people need to leave early on Saturday, they need to check out with David.
* Evaluations – Dave/Gerry/Skeet

 David is developing the evaluation forms and Gerry will tabulate the

 evaluation forms after the conference. We should NOT stamp the

 cards until after the speakers stop their presentations. One person

 will collect the evaluation forms at the end of the conference. The

 evaluation forms will be turned in at 9:00 PM on Friday night and 5:00

 PM on Saturday afternoon.

* **Board Responsibilities** – Skeet/Gerry

 We assigned various board members to introduce the general session

 and workshop presenters. The speaker's bios are on the WTSEA

 website. Thefollowing people will be helping at the registration

 table: Skeet, Stu, Teri, Gerry, and Mike Hahn.

* **Luncheon – Board Members sit with Area members – Bree/Skeet/Gerry**
* **Discuss elections/solicit nominations for areas 101, 105, 112, 114 and 123**
* Informal discussion of impending crisis of declining membership?

 We decided NOT to not have the conference atendees sit with their

 respective board members at lunch because of the configuration of

 space in the auditorium.

* Door prizes – Dave will send 125 door prize tickets to Skeet. Dave said

 that people want more technology items as door prizes for their

 vehicles. We will again offer a major door prize to be offered to a

 conference attendee for next year's conference in Wenatchee.

* Certificates of Appreciation/Gifts – Gerry/Skeet

 The certificates of appreciation have been completed by Gerry to

 thank all of our exhibitors and speakers. Skeet will be providing gift

 certificates to the speakers.

* **Board Member – Vests/shirts?-**

 **We will NOT be purchasing vests this year for the board members.**

 **But we will purchase polo shirts for those board members that do**

 **NOT have one.**

* Food/snacks – Skeet/Mike

 Mike will purchase items from Costco for the conference. We will

 have coffee, water and cookies for Friday night; muffins, bagels, fruit

 for the continental breakfast; coffee, water, pop and trail mix for the

 breakout sessions on Saturday.

* **Cliff Boyce Teacher of the Year Award/Distinguished Service Award – Plaques?**

 **The Distinguish Service award will be given to Dr. Greg Baker who**

 **is the superintendent of the Bellingham School District.**

 **. Printing- Jack mentioned that Freedom Driving School is willing to**

 **do alot of the printing for the conference packets. Dave will go to a**

 **place in Tumwater to print some items for the conference.**

* Other Issues – How do we discuss these issues at the conference?
* Addressing the Teacher Training & Retention Crisis in public schools
* No courses by CWU this summer?
* Then what?
* Conditional courses- Gerry is willing to teach a BTW

 conditional class in ESD #189 during January or

 February of 2020. Snohomish SD needs a classroom

 TSE teacher.

* Addressing the Ageing Leadership Crisis on the WTSEA Board
* Begin the conversation about ending WTSEA?
* Next year’s conference?
* Can we afford Wenatchee?

 We will discuss the answer to these questions at the

 December meeting when we look at the budget after

 the fall TSE conference.

* Maybe a one-day conference with no hotel, no meal?
* Proposed Constitution/Bylaws Amendments –
* Pending issues
* Clock hour issues – David
* **New OSPI Clock-hour policies – David**
* **OSPI changed some of the clock hour policies.**
* **OSPI will accept out-of-state CEU or PDU hours from an out-of-state accredited college or university. It must be listed as such on the certificate.**
* **PNW Oregon Conference: WOU is an approved clock hours provider. Tonya East was not aware of the requiremnt to complete and hand out the OSPI 1125 clock hour form. David is working on that. We should not have to issue OSPI clock hours for that conference.**

* Amendments to Constitution/Bylaws
* Creating a board position for commercial schools?
* Survey? (Constant Contact or clock-hour evaluation form?)

 This item has been tabled to the December board meeting.

* **New Business:**
* **Important Meetings - Updates**
* **DOL/OSPI Standardized Instructor Training Project – 3rd Meeting – Saturday, September 21**. Gerry/Skeet/Dave/Scott

 The next meeting will be held on November 16th at the DOL from

 9 AM to 1 PM. The meeting held on September 21st was fairly

 productive. We listed the good qualities of a DOL trainer of trainers.

 At the next meeting on November 16th, the assignment is for each

 member of the committee to develop a story line that they can take

 to their representatives in the state of Washington this winter. We

 got more accomplished at the September meeting because we had

 16 people in attendance at the meeting.

* **DOL Updates/Bulletins** –
* Curriculum Phase 2? This is being done internally by the DOL
* 2019-2020 Audits? (Anybody been scheduled?) Jack mentioned that they did an audit of Freedom Driving School in January and they looked at their written and skills DOL tests. They did NOT do an educational orientation. The audit went very well.
* PNW Conference in Portland – March
* They are asking for workshops from Washington

 It was mentioned that Gerry should call Tonya East from WOU to see

 what type of workshop presentations they needed.

* Meeting was adjourned at 11:21 AM.
* Next meeting – First Saturday in December

Minutes Respectfully submitted by

Gerald Apple

WTSEA Coordinating Secretary