**GSIS Minutes**

**March 19, 2015**

**Members present:**

Theresa Beckum, Denise Epperson, Donna Beam, Twanda Banks, Carolyn Oliver, Jesse Peavy, Debra Flanders, Anna Tarleton, Steve Phillips, and Kathy Davies

**Opening** – **(Theresa Beckum)**

The meeting was called to order by the President, Theresa Beckum.

**Minutes – (Twanda Banks)**

The President asked for the minutes from the last meeting. Twanda Banks, for the Board Members to read, passed out the minutes. One correction pointed out by Anna, “Flora should be listed as President-Elect not Vice President.” and Carolyn, pointed out the misspelling of Jesse’s name on the second page. Minutes motioned by Carolyn, 2nd by Denise, the body agreed. The minutes were approved with the necessary corrections.

**Finance Report - (Donna Beam)**

On January 28th we had to move $15,000 from the money market account to cover conference expenses. The reason - Regonline bounced there on checks. A company called Lanion last year bought them out. Lanion has a rule that a company name can be no longer than 35 characters, but they never told anyone. We deposited a check in good faith but the company bounced their own check. As of March 18, GSIS has been reimbursed for all expenses that have occurred because of the buyout. We received over $13,000 back from the company, which is very close to what we took out on January 28th. **(Anna gave a very detailed explanation of this occurrence)**

As of March 18, 2015, the checking account balance was $23,524.25. Donna presented the board with a detailed print out of the board’s finances. All conference bills that have been received are paid. One refund check in the amount of $135 has not cleared. A $50 annual registration fee is due to Georgia Secretary of State Corporations.

Money market account as of March 18, 2015 - $35,325.46

Anna has a $271 check to deposit.

Last year on February 1st, we had a balance of approximately $18,000 after we paid all of the conference fees.

Carolyn motioned that we deposit $10,000 back into the Money market account instead of $15,000, 2nd by Debra, and agree by the board.

Carolyn motioned the finance report be approved, Denise 2nd, the motion the body agreed.

**Registration Information - (Anna Tarleton)**

Total attendees – 446

Cancellations – 24

Regonline Fees $1668.50

Credit card Fees $1078.28 (never had this fee before)

Collected $20,050 from Credit Cards

(Please review the documents on the GSIS website in the Google folder for a detailed list of registration information.) Anna feels that we should leave the credit card option open. However, we can limit the credit card to just the vendors if the board desire. (4.95% of whatever money is collected; on the registration side it is $3.55 per registrant)

**Vendors - (Debra Flanders)**

The Vendors were quite pleased this year. However, we received a complaint from one Vendor, “Tyler” on the first day, regarding little to no attendees visiting their booth upstairs. It was revealed that Tyler was the last vendor to pay; however Carolyn stated, “that she would do much better with the schedule next year”, she made the mistakes of scheduling all presentations downstairs on Wednesday. Pearson stated, “as soon as the registration is opened they will be paying”.

We received no complaint from Vendors regarding the Conference fee. LearnSprout was very happy this year. The vendors enjoyed the designated times for vendor visits.

Linda Constello expressed an interest in coming next year to present on Special Education.

Kaushal said that they would be interested in hosting an after hours affair/gathering

**Evaluations (Steve Phillips)**

Steve Presented the board will very detailed survey feedback information regarding the overall conference. A group discussion took place regarding the Evaluation forms. Attendees enjoyed the GaDOE presentations.

Anna suggested everyone read over the comments and bring back suggestions to the next meeting, to include whom do we need to invite back.

**Old or New Business**

* **Vote for 2015-16 Officers**

Theresa indicated that while reading she noticed that GSIS officers are only good for a one-year term. She asked if the current officers would like to keep their positions, the officers agreed. Carolyn motioned for all Officers to remain as is for a term of 1year, Debra 2nd, the body agreed.

* **Member Resignation**

One member, Anthony Swain, has resigned from the board. Applications will be put up on the GSIS website. An email will be sent out to conference attendees announcing the vacancy. The deadline for applications is May 1st. Board members are to present their top 3 recommendations at the next meeting.

Username: gsisusergroup

Password: Gsis2013

url http://doc.google.com

* **Extensions**

The Board approved the 5-year extensions of Priscilla Willis and Theresa Beckum last year.

* **Committees and Duties**

Theresa Beckum passed out a 2016 GSIS Committee Responsibilities’ List. If a member is not happy with his/her assignment please contact Theresa. Carolyn stated that she likes doing what she is currently doing, putting the conference schedule together, like ordering the shirts, and door prizes.

Denise suggested we only order the conference shirts that are needed instead of ordering one for everybody every year to save money. Denise stated in 2014 we spent about $520 on shirts; we spent more on shirts this year.

May be additional updates to the committee list at the next meeting. Twanda asked if the person that is designated for a specific duty could have 1 or 2 backup persons in the event that something happens. The Board stated it would not be a problem to do this.

* **Conference Insurance Rate**

Conference insurance check went from $1 million to $3 million.

Jesse explained that**,** before we had insurance in the amount of $1million that covered the conference and our other meetings. With the new change, the $3 million will only cover the conference. We can get the other insurance to cover the additional meetings if the board desires, which will be about another $1,000 more. The cost for the insurance will be about the same price that we are paying for the $1 million. The Savannah Conference center was purchased by the State of Georgia and the $3 million insurance is their policy. The insurance is due in July. We are currently paying around $2700 for insurance, Jesse believe the new premium is about $2,000. Jesse will follow-up with the gentleman regarding the insurance.

**Registration/vendor rates, and registration opening**

Hotel Room $155

Resort Fee $12.00 to include Internet & Parking ($21 is the normal fee)

Attendees will pay $167.00 before tax + $1.75

Make sure we indicate to the attendees that the city occupancy tax is not waived with the tax-exempt form. The board picked up the city occupancy tax last year and the remainder of the resort fee. Carolyn stated that some attendees paid this tax out of their pockets last year. We raised the registration last year from $165 to $185 to take care of this added cost.

A total of 250 rooms have been reserved at the Westin. We can bump this up if we feel we need to. We can discuss the room information more in detail when Priscilla is present. We have reserved the same rooms at the Conference center for next year’s conference.

Registration fee currently:

$185.00(early bird) $230.00 (December 31) $250.00 (walk-in)

Last year we had a total of 379 attendees that paid by December 31st. We had a total of 91 registered after December.

Carolyn suggested we raise everything by $5, Anthony suggested $10

The rooms went down, however, the attendees will be paying a little bit more because the Board will not be picking up the resort fee at the conference.

Twanda motioned the conference fees be the following:

From $185 to $195.00 (early bird); from $230 to $235.00 (by December 31) and from $250 to $255.00 (walk-in) and Vendor fees will remain as is $650, $750, and $850. Carolyn 2nd the motion, the body agreed.

Anna can now open registration.

* By-Law Changes

Carolyn received feedback from the attorney. Anna will post the recommended by-law changes on the Board’s website for members to review.

1st recommendation – Under Article III, Section 1: Active Associates – the lawyer recommended ending (b) at other state agency, and add (c) Other Associates as defined in Section 2 below.

2nd recommendation – under Article IV, Section 2, (We were proposing changing that from 8 – 6, additional at large associates of GSIS.) The attorney recommended that we don’t use the word minimum, but we say 8 additional or a maximum of 10 at large, and that would give us room to grow.

3rd recommendation – we have a numbering issue, under Article IV, Section 3, the (1) after f, should be (g); the (a) should be (1); (b) should be (2); and the (g) should be (h). Anna indicated that it shows up differently on the website, it is a formatting issue. The attorney felt that whoever had previously did the by-laws did an outstanding job. All of the changes that we had crossed through look good.

In reference to Recommendation #2, Anna suggested that we say a maximum of 10.

Denise motioned that we accept all of the proposed changes to the by-laws and that the new changes be posted to the website and be placed on first reading for a period of 30 days. Anna 2nd the motion, the body agreed.

**Other**

* SLOs

The committee had a group discussion on SLOs. Jesse will send everyone a presentation link regarding SLOs/Race to the Top requirements.

* Next Meeting

Next meeting will be held on May 6, 2015 at 10:00 A.M.

**Adjournment**

Theresa Beckum called an Adjournment, Carolyn motioned, Twanda 2nd, the body agreed.