**Georgia Student Information Systems**

**(GSIS) Users Group**

Board Meeting

November 17, 2015

Minutes

Members in attendance: Twanda Banks, Samantha Mimbs, Flora Contreras, Anna Tarleton, Theresa Beckum, Kathy Davies, Jesse Peavy, Denise Epperson, Steve Phillips, Debra Flanders, Carolyn Oliver and Donna Moseley

**Start Time: 10:06 A.M.**

1. **Opening *(Theresa)***
2. **Minutes from last meeting *(Twanda)***

The Minutes was read by each member individually. Denise stated instead of the Kindle she is donating the Fire HD. The additional door prizes will be a Kindle and a Garmin.

Where we have (Cherokee) on the last minutes, let the minutes reflect Christina Clayton from Cherokee County.

The minutes were motioned by Denise Epperson and 2nd by Anna Tarleton. The members agreed.

1. **Financial Report (Donna)**

Still have not been able to get the Trion Check cleared**.** Anna indicated Dianne Bryant has registered from Trion County. There is $135 check that has not cleared from Trion County. Anna stated, “We have in the past written off bad debt, this will balance off what we have done in the past”.

Dense asked, “What is the policy on cancellation” Anna answered, the attendee has to notify GSIS, we have received a check from 10 years ago.

We have tried several times to contact Trion County

Checking account balance: $25,039.12 as of 11/17/2015 $37,554.62

Money Market account balance: $50,323.76 as of 11/17/2015

Balance as of 12/2/2014 was $36,224.89

Donna went and got her name changed at Bank of America. Theresa has to sign the signature card for Samantha’s name change and get it notarized. Theresa and Carolyn are on the Money Market account and Theresa and Donna are listed on the Checking Account.

Anna has checks totaling $3,120 for Deposit.

Philadelphia Insurance has been paid in the amount of $529.00.

(Anna) $2,163.94 – Will be receiving a check from Lanyon for Credit Cards. We have seen an increase in the number of payments by credit cards.

Checking account balance ($42,837 estimate) with the additional pending deposits.

 Financial Report was motioned by Jesse Peavy, 2nd by Carolyn Oliver. The members

 agreed.

1. **Corporate (Debra, Twanda, Carolyn)**

Sponsors Update? Infinite Campus in Minnesota will sponsor the Board Shirts

 Vendors? USHA paid after the last Board Meeting (September 2015)

Priscilla will contact Jon Mark Glen after he has settled back into his job at Pearson regarding the bags. Dan and Amy Cox are the two that are registered from PowerSchool. They also signed up to do lunch.

Steve asked, “How many registrations come with the vendor”? 2, They will have to pay for the third. Steve will be emailing Wendy with this information. Lee Clark is signed up by that’s all. Anna stated we will discus this further when we get down to registration.

**VENDORS**

Priscilla spoke with Greg from Focal Point last week. He indicated that they were going to come. Priscilla reminded them about the fees.

Steve is contacting Tyler

Someone needs to contact LearnSprout, Parchment and Follett (Debra will contact them)

Bridgeway is never shown because they offer the badges

Debra will contact the Jewelry Vendor.

Anna asked, “Has anybody heard anything from EduTrack’? They were TextTrack in the past.

Priscilla informed the Board that InfoSnap has been purchased by PowerSchool. InfoSnap do online registration.

Theresa asked, “Is Brock bringing anyone with him”? Anna, stated she is assuming that he will probably be bringing Alicia.

Samantha asked, “Is there a letter or template that we send out to Vendors inviting the to participate in the conference? “Debra answered– We usually send out emails to vendors. Pretty much everyone that we have had in the past is coming back.

Samantha has contacted Edgenuity She wants to extend an invitation to them. She can send the link out to the vendors from our webpage.

Theresa stated, “If anyone know of a particular vendor please send them the link”.

Carolyn stated she would look into the emails that she receives from Vendors.

Denise will check out other Vendors from her LinkedIn Account.

1. **Public Relations (Anna, Flora, Steve, Kathy)**

1st Paid – Bobbie Stapleton – Columbia County (Credit Card). Will receive the free registration for February 2017. Anna will email a link to the attendee

Shavon McKinney, received the free registration for February 2016.

Danny Burks, was the winner of the free registration from GaDOE Data Collections conference. He was squared away on yesterday.

 Anna is updating the map and spreadsheet every time someone registers.

1. **Conference (Theresa, Priscilla, Denise, Flora, Carolyn)**

 270 was registered – now 269. (1) Cancellation - Kelly Stewart from GaDOE passed

 away. She was on the SLDS team. Priscilla wanted to know where we were this time last

 year. In November 2014 we had a total of 274 registered.

 Twanda, asked about Randolph, Clay and Stewart. No one has registered from those

 districts. Twanda will contact them.

 **Notepads**

 Leather Notepads - $4.43 – quantity 500. We have a sponsor for the notepads in the

 amount of $2500.

 **GSIS T-Shirts**

Discussion took place regarding T-Shirts to give out (short sleeve) $6.50 1 imprint. Will be tabled to another time.

 **Board Shirts** – Brock has agreed to $1000 for 3 days (Infinite Campus, Minnesota)

 Priscilla expressed that she believes Thursday and Friday we should wear Button-Up

 shirts because we will be up in front of attendees and it looks more professional.

 1 Polo, 2 Button – Motioned by Carolyn, 2nd by Donna

 ***Conference Bags***

 Bags - Item Q40 - RiverBend Bag @ $1.48 with free shipping

 Motioned by Twanda Banks, 2nd by Debra Flanders, the members agreed

 Currently working on a sponsor for Bags

 **Other Items**

* Bank of America will be asked to donate pens (Debra)
* Carolyn will contact Zaxby again for mints
* Carolyn will ask Kashul to donate Mouse Pads

 **Door Prizes**

 **Prospective Items:** Stone Coasters, Phone Holders, and Cell Wallets to name a few.

The company for the door prizes/bag giveaways is qualitylogoproducts.com. Denise will be reimbursed around $120 for the door prizes that she purchased.

We have a sponsorship for Notepads and Badge Holders, which total around $3,700.

Theresa asked, “Would we have been able to pay everything off last year if the check from Regonline did not bounce? Priscilla indicated that last year she believes the biggest issue was because we were paying the extra $15 per room, per night. (Wednesday and Thursday night), to help keep the hotel cost down. We are not doing that this year. To help balance off we raised the cost of registration this year.

(Anna) - When we finally got the money back from Regonline we were back on track. But we did cut it close.

Carolyn will need to make the order in December. Carolyn has permission from the board to pick/purchase door prizes based upon the amount that we approved for door prizes and bag stuffers last year, which was $2500. Carolyn provided the board with proposed price list of items. Carolyn will also be picking up door prizes in Savannah.

 Steve will be speaking with Tyler regarding sponsorship.

1. **Advocacy**

**Data Clerk Certification**

Cindy Saxon forwarded the information to Education Reform.

Status? It has not gone anywhere, however, they think it’s a good idea. Maybe we can email the people on the team that handles this issue.

1. **Board Dinner**

Kathy will check with Michael from Kashul. The Board Dinner will be tentatively scheduled for Wednesday night.

We will have a Board Lunch on Wednesday.

1. **Adjourn**

**D**enise announced that she would be resigning after the conference

 Next meeting will be held at Monroe County

Date: January 13, 2016

Motioned by: Carolyn Oliver, 2nd by Anna Tarleton, the Body agreed

Time: 12:22 P.M