

**COUNCIL FOR EXCEPTIONAL CHILDREN
BOARD OF DIRECTORS**

Minutes

April 17, 2021
Virtual

(Approved July 11, 2021)

1.0 Call to Order and Official Items

1.1 Call to Order

President Dennis Cavitt called the regular meeting of the Council for Exceptional Children Board of Directors to order at 1:35 p.m. EST.

1.2 Record of Attendance and Determination of Quorum

Executive Director Chad Rummel called the roll. A quorum of the following Directors was present:

Dennis Cavitt
Danielle Kovach
Jennifer Lesh
Yvonne Bui
Tisa Aceves
Joy Banks
Tachelle Banks
Rosalind Hall
Will Hunter
Laural Jackson
Cindy Perras
Charmion Rush
Kareem Thompson
Ben Tillotson
Mitch Yell

1.3 Adoption of Agenda

MOTION: Rosalind Hall moved to adopt the Board Business Meeting Agenda. Cindy Perras seconded.

Motion passed.

1.4 Consent Agenda

- 1.4.1 November 14-15, 2020 Meeting Minutes
- 1.4.2 Online Voting Minutes – February 2021
- 1.4.3 Online Voting Minutes – March 2021

- 1.4.4 Election Engagement Workgroup Final Report & Recommendations
- 1.4.5 Leadership Development Committee Quarterly Report
- 1.4.6 Student and Early Career Committee Chair Resolution
- 1.4.7 CCBD Name Change

MOTION: Mitch Yell moved to adopt the Consent Agenda. Tisa Aceves seconded.

Motion passed.

2.0. Organizational Items

2.1 President's Report

President Dennis Cavitt reported the following:

- He has been attending CEC's Policy Response Team meetings, and Congress is moving toward full funding of the Individuals with Disabilities Education Act
- He thanked board members for their thoughtful input on the recently issued statement "CEC Stands in Solidarity with the Asian American and Pacific Islander Community"
- He has attended some of the Leadership Development Committee meetings

2.2 President Elect's Report

President Elect Danielle Kovach reported the following activities:

Teacher Outreach:

- Contacted potential teacher leaders about running for the board. She will still reach out to teachers. Please continue to send names and contact information.
- Participated in three focus groups for "Exceptional Teacher" repository. Information gathered from the participants will be used toward the creation of the repository.

CEC Outreach/Engagement/Recruitment/Awareness:

- Conducted a webinar for eLuma (April 9), "Integrating Speech Therapy in Special Education Classrooms." It focused on speech therapy integration with a special education teacher both in a virtual and in-person classroom.
- Participated in a round table discussion for Culture Feed (April 18), "Establishing a Culture of Learning with Students with Special Needs." Information and links to the webinar will be sent when available.
- Will give a presentation for National Network of State Teachers of the Year (NNSTOY) (July 15), "Exceptional Learners Under Extraordinary Circumstances."
- Four times per year, she writes a blog for the NNSTOY on topics related to special education. These blogs will be on the NNSTOY website and advertised through social media.

Social Media

- Engaging educators via Twitter once a week with tips and tricks from the field.
- In an effort to promote CEC with teachers and administrators, she has created Twitter and Instagram accounts. Once a week, she posts something related to special education using the hashtags #SharewithCEC #CEC2022Pres.

Convention:

- 100th anniversary planning is in the works. She, co-host Bill Bogdan, and Chad Rummel have met once so far.

- In the year leading up to the 100th anniversary, we will feature stories of teachers from across the country and internationally through the 100 Stories Project. Several stories will be featured each week and spread through social media. This project is still in planning.

2.3 Executive Director' Report

Executive Director Chad Rummel reported the following:

- CEC 2022: The in-person event will be held Jan. 16-19, 2022, and the virtual component will be held Feb. 1-4, 2022.
- The Interdivisional Caucus (IDC) is no longer a caucus but a collaborative.
- After several months back and forth with the IDC, he is moving forward with the motion to establish a Committee on Division Relations, which will be sent to the board for a vote at its July meeting.

2.4 Treasurer's Report

CFO Craig Evans reported the following financial statement analysis for year-to-date ending March 31, 2021:

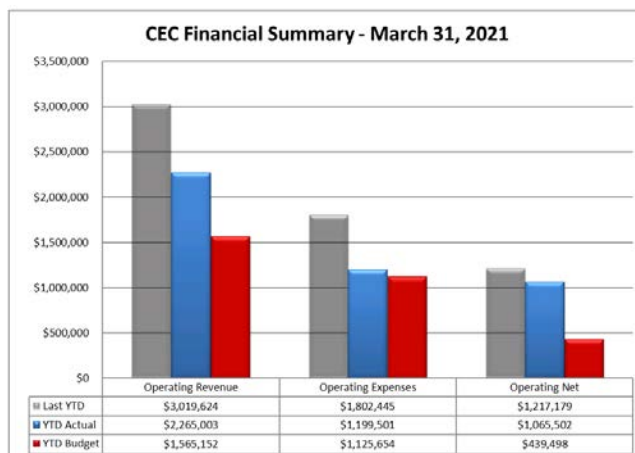
Statement of Financial Position Highlights

- As of March 31, 2021, CEC's cash balance is \$1.2 million, up by \$355K from the prior year. The increase is primarily related to a second round of PPP stimulus of \$310K funded in March.
- Accounts receivable are \$262K, down by 48% from last year. The decrease is related to aggressively pursuing outstanding payments due, writing off uncollectable receivables and lower pricing for the virtual convention.
- Prepaid expenses are \$310K, up by 33% from the previous year. The increase is related to prepaid expenses for Aarwin, CEC's new AMS (which will replace iMIS), and prepaid office rent for April and May.
- Total property and equipment is \$298K, down by 7% from the previous year. The decrease is related to continued depreciation of fixed assets.
- Investments stand at \$1.0 million up 17% compared to the prior year.
- Total assets stand at \$3.4 million, up by 9% from last year.
- Accounts payable are \$44K, down by \$82K from the year prior. The decrease is related to overall lower costs for the virtual convention.
- Total Liabilities are \$2.4 million, steady with the prior year.
- Total Net Assets are \$1 million, up by 39% for the previous year. The increase is primarily related to increased cash from the second round of PPP government stimulus as noted above.

Statement of Activities Highlights & Observations

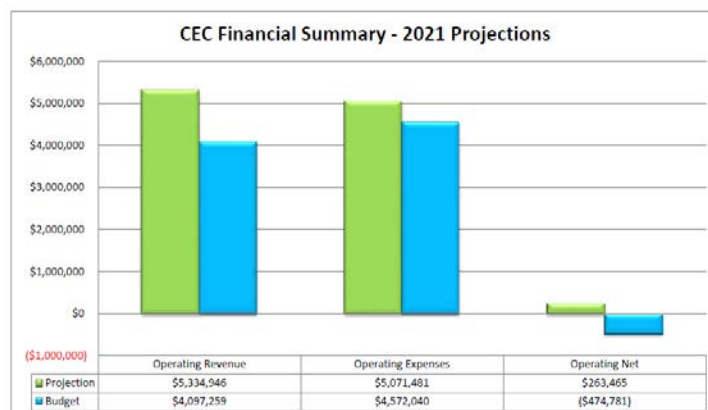
- CEC's cash flow and financial performance remain steady. Operating net income is significantly ahead of budget because (1) the CEC Live virtual convention generated a net surplus that is \$343K ahead of budget and (2) the first round of PPP stimulus of \$310K was recognized in 2021.
- CEC Live was financially quite successful and has generated over \$1 million in revenue at the end of March, performing 55% better than the budget of \$645K.
- Membership revenue is also trending ahead of the previous year by \$114K. Further, sales (a leading indicator of revenue) are up by 22% in the first quarter of 2021 compared to the first quarter of 2020.
- After being forgiven for the first Paycheck Protection Program (PPP) stimulus loan received in 2020, CEC has secured a second round of stimulus funding for the same amount of \$310K. The second round of funding should be forgiven and recognized as revenue by the Fall of this year and will significantly bolster CEC's financial position.

- Seizing on the positive financial momentum experienced in the first quarter of 2021, CEC has hired additional staff to move the organization forward to better serve membership while increasing revenue streams.



2021 Financial Projections

- After the first quarter of 2021, CEC is projecting a net operating surplus of \$263K, compared to a budgeted deficit of (\$475K) for the full year. Several factors contribute to the projected surplus:
 - Net surplus from CEC Live is projected to be \$310K ahead of budget with total revenue being ahead by \$358K.
 - Publications surplus is projected to be \$61K over budget as outsourced publications manager position has been eliminated and replaced by a new full-time staff person.
 - Membership revenue is projected to be \$254K ahead of budget given overall increases in dues revenue as well as state cohorts coming on (which were not budgeted).
 - Government stimulus of \$620K has been secured through two PPP loans under the CARES Act. The first loan made in 2020 has been forgiven and the second is expected to be forgiven later this year. After forgiveness, both loans will be recognized as revenue in 2021.
- The total projected surplus is somewhat understated given the uncertainty of revenue to be generated from sales made through Strategic Partnerships, which was not budgeted. All sales generated in this area through the remainder of the year will positively affect CEC's bottom line surplus.
- The positive financial momentum noted above has allowed CEC to hire 4 full-time permanent staff (and 2 full-time temporary staff) causing an increase in overhead compared to budget. Even with the increase in overhead, CEC should still generate a surplus for 2021.



2.5 Professional Standards and Practice Committee (PSPC) Recharter Application

PSPC Chair Theresa Garfield reviewed the recharter application. There were no recommended changes to the charge of the committee.

MOTION: Tisa Aceves moved the motion to recharter the Professional Standards and Practice Committee as per the submitted Committee Recharter Application. Laural Jackson seconded.

Motion passed.

2.6 Knowledge and Skills Subcommittee Recharter Application

PSPC Chair Theresa Garfield reviewed the recharter application. There were no recommended changes to the charge of the subcommittee.

MOTION: Jennifer Lesh moved the motion to recharter the Knowledge and Skills Subcommittee as per the submitted Committee Recharter Application. Laural Jackson seconded.

2.7 TAG/Gifted Standards MOU

MOTION: Laural Jackson moved the motion to accept a Memorandum of Understanding (MOU) between CEC and The Association for the Gifted (TAG), attached, regarding the development and administration of the CEC Gifted Education Professional Preparation Standards, as well as the National Recognition program and program review responsibilities, as prescribed by the Council for the Accreditation of Educator Preparation (CAEP). Joy Banks seconded.

Motion passed.

2.8 Affiliate Membership

MOTION: Cindy Perras moved the motion to revise Article IV of the Articles of Incorporation and Article III, Section 3, of the Bylaws as follows to allow for an affiliate membership category.

Articles of Incorporation

Section 1. Membership. Membership in The Council shall consist of individuals who are interested in the education of children and youth with exceptionalities and whose dues are paid, including:

Professional members: Persons actively employed in the field of education/special education (teachers, administrators, paraeducators, higher education researchers, support professionals, etc.) or whose profession relates to serving those who work in special education or children with exceptionalities (Department of Education staff, consultants, disability nonprofit employees, etc.).

Affiliate Members: To qualify for this membership category, a person cannot be actively employed in the field of education/special education or a field where the focus of work is directly tied to education or special education.

Bylaws

Section 3. Rights. Except as otherwise provided in the Articles of Incorporation or in the Bylaws, professional membership in The Council shall include the right to vote; to hold office within The Council, as well as at the local, state, provincial or division level; to petition; to serve on appointive bodies; and to benefit from such other privileges as may be authorized. Affiliate membership shall not include the right to vote or petition, but it includes the right to serve as public members or thought leaders at the local, state, provincial, division or international level for such committees or appointed bodies which have those positions and those bodies allow for affiliate membership, and to benefit from such other privileges as may be authorized.

Further moved, that, following the 60-day comment period required by the Bylaws, the board will review any input and make a final determination whether to proceed with adding the new membership category. If approved, staff will be authorized to determine pricing and benefits. Rosalind Hall seconded.

Motion passed.

2.9 Campaigning Policy Revision

MOTION: Cindy Perras moved the motion to approve the revised Campaigning Policy.

Proposed Campaigning Policy

The following policy has been developed to encourage an election process that is equitable for all candidates, as well as to discourage activities which may have a negative effect on CEC, its board, staff, units, chapters, divisions or subdivisions.

- (1) The Council for Exceptional Children shall provide the qualifications and perspectives of the candidates to the membership through various impartial means.
- (2) The following practices will govern election campaigning for the Board of Directors.

Acceptable practices include:

- a) Candidates may:
 - o Network with professional colleagues via face-to-face meetings, one-to-one telephone calls, group mailings, social media platforms and/or group or individual emails to inform them of their nominations and seek their support.
 - o Participate in CEC planned activities provided to inform CEC members of all the candidates.
 - o Respond to unit and division questions that their group deem important to their members which could be published.
- b) Candidates' supporters, including units and divisions, may communicate with friends and colleagues through face-to-face communication, one-to-one telephone calls, social media platforms, and/or group or individual e-mails.

Unacceptable practices include:

- a) These social media practices are not acceptable:
 - o Individually contacting members through CEC Community sites about their candidacy.
 - o Posting by the candidate or the candidate supporters about their candidacy on the CEC Community sites.
- b) Expenditures associated with candidacy, with the exception of calls referred to in #1 and #2 above. These include:

- o Soliciting or accepting financial support from either individuals, professional associations, corporations, or employers
 - o Seeking or accepting an employer or corporate sponsorship that would distribute campaign items or mailings on a candidate's behalf
 - o Seeking assistance from commercial entities in creating and/or managing a candidate's social media presence
 - c) Production and use of campaign paraphernalia including, but not limited to buttons, fliers, balloons, display booths, stickers, ribbons, business cards, or other giveaways.
 - d) Seeking or accepting financial contribution from any CEC Division or Unit and related entities.
 - e) Seeking or accepting candidate endorsements from any CEC governance group or staff.
 - f) Running on a "ticket" (i.e., encouraging members to vote for individuals as a part of a slate).
- (3) Any violations of these procedures shall be reported to the CEC President and will be considered by the Board of Directors, which will determine what action, if any, shall be taken.

Note: Members of the Board of Directors and Leadership Development Committee shall remain neutral and non-partisan during the elections process.

Motion passed.

2.10 Convention Program Co-Chair – Dieker

MOTION: Laural Jackson moved the motion to appoint Lisa Dieker to the position of CEC Convention Program Advisory Committee Co-Chair for the 2022 and 2023 conventions. Mitch Yell seconded.

Motion passed.

2.11 Publications Committee Co-Chair Appointment

MOTION: Cindy Perras moved the motion to appoint Don Christman and Brittany Hott to the position of co-chairs of the Publications Committee for a one-year and one-half year term, beginning May 1, 2021 and ending December 31, 2022. Mitch Yell seconded.

Motion passed.

2.12 Student and Early Career Committee Chair Appointment

MOTION: Laural Jackson moved the motion to appoint Travis Cooper to the position of Chairperson of the Student and Early Career Committee for a two-year term commencing July 1, 2021 and ending June 30, 2023. Mitch Yell seconded.

Motion passed.

2.13 Dual Roles Motion

All volunteers and staff have the same level of fiduciary responsibility to their organization. Fiduciary responsibility means having a duty of care, duty of responsibility, and duty of loyalty to the organization. All CEC staff, Board members, committee chairs, etc., have a duty of loyalty to CEC. All volunteers and employees have fiduciary responsibility to their units and divisions.

Because there is both a contractual and a hierarchical relationship between CEC International and its components, there is a conflict when someone serves two overlapping bodies. This is not a question or a debate—it is a conflict of interest. It is not the typical Conflict of Interest like we think of relating to personal gain (i.e., Chad can't hire his brother to paint the CEC offices). The type of conflict involved in serving two bodies is a 'Duality of Loyalty' conflict of interest (see above comments about fiduciary responsibility). In this type of conflict, there will be times when a person cannot possibly do what's in the best interest of both organizations that have elected this person. Further, there are implied conflicts of interest, (i.e., "Tonya only voted that way because she's president of Division X") that come with a duality that can be even more problematic.

MOTION: Cindy Perras moved the motion to adopt the following policy:

Members of the CEC Board of Directors may not serve in any member-elected position on a CEC Unit or Division Board (e.g., the governing body of the unit or division) or Committee while serving in their CEC Board role if there is more than one year left to their term. In addition, they may not serve on or chair any CEC committee, unless appointed as an ex-officio liaison by the CEC President. Members of the CEC Board may be asked to serve on Workgroups by the CEC President.

Further moved, that this policy is not retroactive. Yvonne Bui seconded.

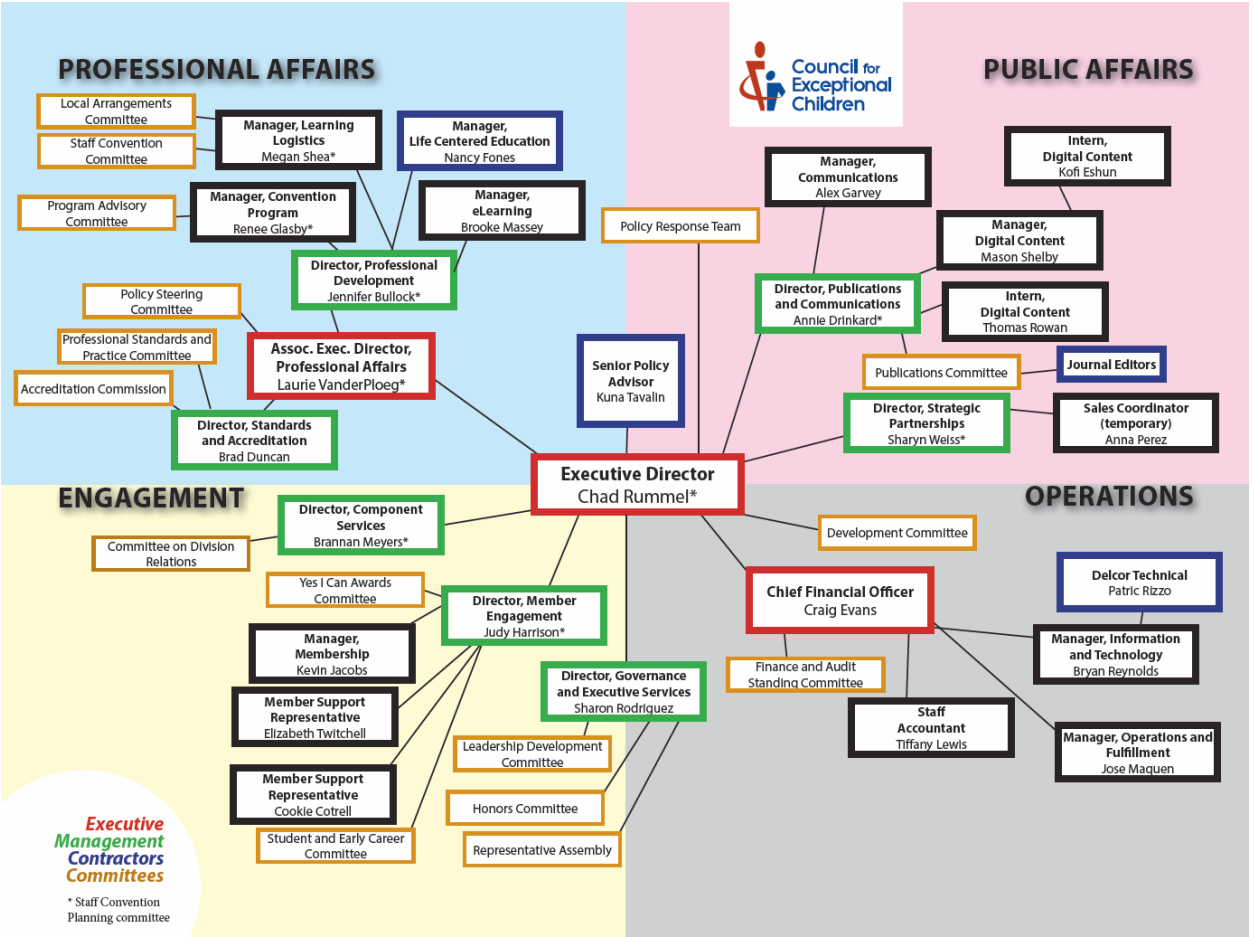
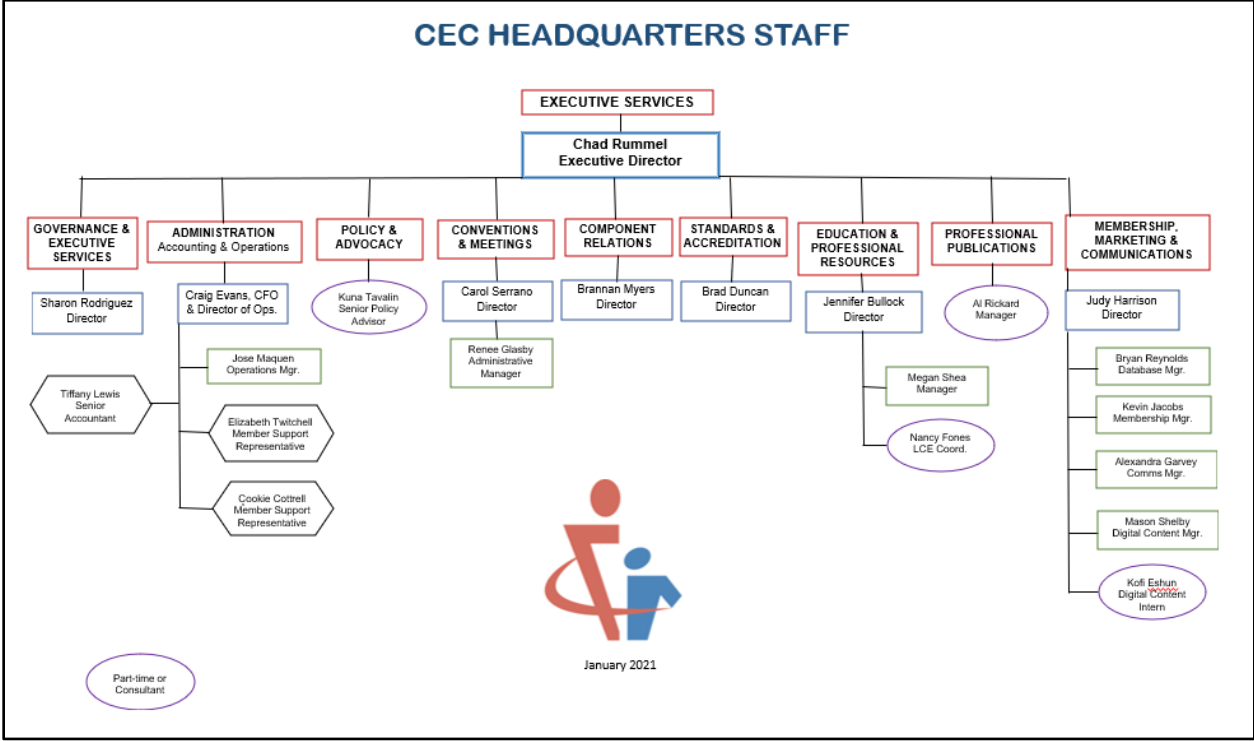
Motion passed.

3.0 Department Updates

In early March 2021, there was an internal reorganization at CEC Headquarters. A number of current staff had title changes, or were moved to a different department, and a few new staff have been hired since the beginning of the year.

The new structure changes the former lateral and siloed model by grouping departments into four purpose-focused areas. The goals are to streamline workflow through eliminating redundancies and enhancing information sharing and collaboration.

The images below show the changes, which are reflected in the Department Updates.



3.1 Professional Affairs

3.1.1 Professional Affairs

Laurie VanderPloeg, Assistant Executive Director for Professional Affairs, provided the following information:

Her team consists of Jennifer Bullock, Director of Professional Development, and Brad Duncan, Director of Standards and Accreditation. Their areas include convention, webinars, live/online trainings, standards and accreditation, and Life-Centered Education (LCE).

Since January Board Meeting

- She did a Meet and Greet with Division leaders
- Formed a new Paraeducator Guidelines Workgroup; Co-Chairs are Ritu Copra and Denise Uitto
- Creating “Paraeducator Professional Development for Teachers and Administrators Series” of eight session options for administrators, teachers and teachers for students with significant needs
- Presented a webinar on the American Rescue Plan Act (ARPA) Panel, which included representatives of The Council of Chief State School Officers (CCSSO), The National Association of State Directors (NASDSE), and The Council of Administrator of Special Education (CASE).

Upcoming Projects

- Developing the Teacher Repository
- Identifying Keynote speakers for convention
- Working on Attract, Prepare and Retain
- Developing collaborative professional development opportunities with other organizations

3.1.2 Policy and Advocacy

Kuna Tavalin, Senior Policy Advisor, provided the following information:

Policy Update

- American Rescue Plan Act
 - \$168b for education
 - \$3b carve-out for IDEA

Plans for spending the funds are currently in development

- “Skinny” budget released last week
 - IDEA full funding glidepath
 - White House assurances that more good news to come re: Part D, Section 619

Appropriations

- Goal: glidepath to full funding of IDEA
 - Federal share: 40% of
- Reacting to President’s budget proposal
- Relaying funding requests to Congress
- Working in coalition with other stakeholders
 - Co-chair IDEA Full Funding Coalition; on Consortium for Citizens with Disabilities education funding work group
- Activating CEC’s grassroots/grasstops

Member/Partner Engagement

- Provided policy/advocacy updates/engagement for the following:
 - Full membership (2x)
 - Michigan CEC, California CEC
 - Division on Career Development and Transition, Division for Communication, Language, and Deaf/Hard of Hearing, Division for Early Childhood, Teacher Education Division (at CEC Conference)
 - National Association for Gifted Children
 - Four CAN Town Halls and multiple follow-up meetings

3.1.3 Standards and Accreditation

Brad Duncan, Director of Standards and Accreditation, provided the following information:

Since January Board Meeting

Accreditation

- Drafted a set of "Accreditation Expectations"
 - Outline for what programs will be required to submit
 - Narrative Introduction
 - Working to prepare for release for public comment
- Planning to post draft expectations for public feedback by April 30
 - Will collect and respond to FAQ's
 - Begin accepting applications this fall

Standards & Program Review

- Volunteer Program Reviewer Application is live
- Administrator Standards - Submission to CAEP July 1
- Talented and Gifted Standards (Initial & Advanced)
 - MOU for Board review
 - Workgroup identified & timeline drafted
- Kevin Miller has been appointed as the Chair of the Knowledge and Skills Subcommittee

Program Review Submissions

Fall 2019	Spring 2020	Fall 2020	Spring 2021	Fall 2021*
69 Programs 41 Institutions	39 Programs 22 Institutions	44 Programs 25 Institutions	24 Programs 15 Institutions	15 Programs 5 Institutions

* Decline in numbers can partially be attributed to extensions taken by programs that have been struggling to collect data due to COVID.

Upcoming Projects

- Spring 2021 program review teams and auditors being assigned now
- Training for program reviewers and programs submitting SPA Reports
- Updating Redbook with new standards
 - Plan to have new version available by Fall
- Accreditation Commission continuing work on volunteer selection and training processes; decision rules/rubrics; policies, procedures, and guidance document(s); report templates
- Knowledge and Skills Subcommittee: specialty set alignment to revised standards

- Planning for updating additional standards
 - Revised Advanced Standards for Special Educators
 - Working with PSPC to identify chair(s) to nominate for Board approval
 - Gifted Standards (Initial and Advanced)

3.1.4 Professional Development

Jennifer Bullock, Director of Professional Development and Resources, provided the following information:

New Department Structure and Staff

- As a result of the restructuring, the PD department:
 - Reports to Laurie VanderPloeg
 - Increased staff from 3 to 6
 - Assumes these additional budget areas & responsibilities
 - Convention planning/logistics
 - Venue & hotel logistics
 - Speaker management/Call for proposals
 - Onsite logistics
 - Convention programming with the Program Advisory Committee

Since Last Board Meeting

- CEC LIVE
 - 16 workshops
 - outperformed budget expectations
- New contract training program confirmed
 - 35 School leaders (instructional coaches, administrators)
 - Blended HLP leadership program: implementation, providing PD, observations & feedback; June-August 2021
- HLP Deep Dive Series launched (March 26th)
- 2021 LCE subscription sales tracking/slightly above YTD budget projections

2021: Current PD Offerings

- HLP Deep Dive Series
 - 8 asynchronous modules on implementation of HLPs
 - Synchronous/"live" Office Hours scheduled with selected presenters
 - Video modeling of select HLPs
 - Library of supporting materials
 - 90 currently registered
- Cultural Responsiveness Series
 - In partnership with DDEL
 - 8 webinars scheduled throughout 2021
- Webinar: ARPA Overview and its Impact on Education
 - Public webinar on Monday, April 12th
 - 340 currently registered

Upcoming Projects

- CEC LIVE content migration from Whova to Topyx
- Cultural Responsiveness Series with the Division for Culturally and Linguistically Diverse Exceptional Learners (DDEL)

- Additional contract trainings
- Development of new online training programs
- Planning the CEC 2022 Convention

3.2 Public Affairs

3.2.1 Strategic Partnerships

Sharyn Weiss, Director of Strategic Partnerships, provided the following information:

Since January Board Meeting

- Began sales efforts for the Partner Resource Directory, \$8750 generated to date
- First wave of exhibit sales for Annual Conference, \$48,400 confirmed
- Two eBlasts sold generating \$9,900
- Six (6) full page ads for TEC totaling \$12,600 and one (1) half page ad \$1,800
- Confirmed ReadySign partnership with potential value of over \$100,000 in 2021

Upcoming Projects

- Developing Marketing Campaign for Partner Resource Directory
- Finalizing Prospectus for 2022 Annual Conference
- Continuing 2022 Expo Sales Efforts and Marketing Plan
- Designing Tech Playground within Expo Hall
- Collaborating on the 100th Anniversary Gala
- Researching educational wellness partner for 2022 Conference
- Sponsorship related to 100 stories/100 Year CEC Anniversary
- Developing additional year-round sponsorship offerings
- Exhibitor focused webinar to share CEC updates
- Continuing the build out of our CRM/Salesforce
- Internal collaboration to implement policies and procedures for servicing deliverables

3.2.2 Publications and Communications

3.2.3 Publications

Al Rickard, Publications Manager, provided the following information:

Since Last Board Meeting

- Published Mar-Apr 2021 TEC
- Published April 2021 EC
- Books Added to Store:
 - PRISM 13
 - Authors: Elizabeth A. Harkins Monaco, Marcus Fuller, and L. Lynn Stansberry Brusnahan
 - Target Audiences: Special education teachers, Behavior specialists
 - Co-Published with DADD
 - A School Board Member's Guide to Special Education
 - Authors: David Bateman and Jenifer Cline
 - Launching special promotion to state school board associations, superintendents' association, and partnering with CASE to promote

Key Metrics

- January-March 2021 Publication Sales = \$133,292 (up \$3,000 over same period in 2020)
- March 2021 sales of \$78,389 is the third-highest month during the past three years (driven by one very large order for the HLPs in Special Education book, other bulk orders, and CEC LIVE)

- Early 2021 pattern reflects continuation of strong sales rebound in November-December 2020
- New books and marketing campaigns driving sales

Upcoming Projects

- Projected TEC Theme Issues for 2021
 - May-June: Transitioning Students
 - July-Aug: Racial/Cultural Diversity and Twice-Exceptional Learners (DDEL)
 - Sept-Oct: Intersectionality (Several CEC Divisions collaborating on this)
 - Nov-Dec: Leveraging HLPs for Student Success (CEEDAR Center)

Book in Progress:

- Update to “What Every Special Educator Must Know” (The Red Book)
 - To include updated standards, new title, and other information
 - Target Audience: Teachers, Higher Education Professors, Others
 - Projected Publication Date: 2021
- A Practical Guide to Teaching Self-Determination Skills in Elementary School
 - Authors: Vickie Mitchell and Kendra Williams-Diehm
 - Target Audiences: elementary general education teachers, special education teachers, instructional support specialists, behavior specialists, special education administrators, institutions of higher education, teacher preparation programs
 - Projected Publication Date: 2021

3.3 Engagement

3.3.1 Governance

Sharon Rodriguez, Director of Governance and Executive Services, provided the following information:

Since January Board Meeting

- Executive Services
 - Supporting Pioneers writing 100th Anniversary histories
- Governance
 - Board of Directors
 - Online votes
 - Board of Directors Applications Opened
 - PE Call for Applications Opened
 - Committees
 - Calls for Committee Applications Opened
 - Assigned as Honors Committee Staff Liaison
 - LDC
 - Meetings on 2/1, 3/1 and 3/29
 - Completed revisions to Board application and rating rubric
 - Call for Board Applications opened; closes 5/3
 - LDC Call for Application and Slating
 - Leadership Development Program Subcommittee (LDPS)
 - Meetings on 1/25, 2/22 and 3/22
 - Developing volunteer tiered system of supports
 - Workgroups
 - Supporting Election Engagement Workgroup and Project 20/20

Key Metrics

- Calls for Applications
 - 6 calls opened
 - 4 calls still open
- Applications Received
 - 7 Leadership Development Committee
 - 33 Publications Committee
 - 2 Fundraising & Development Committee

Upcoming Projects

Governance

- Board of Directors
 - Board meeting follow up
- Representative Assembly meeting planning
- Committees
 - Honors Committee
 - Revise Faculty Award nomination criteria
 - Develop Early Career Award
 - Launch Call for Nominations
 - Student & Early Career Committees
 - Application review and appointment recommendations
 - Student Rep to the RA
 - Application review and slating
 - election
 - Leadership Development Committee
 - LDC final slating
 - LDC member appointments motion to board
 - Board applicant first round slating 5/24
 - PE application deadline
 - LDPS: seven distinct focus groups for input on leadership development/supports

3.3.2 Member Engagement

Judy Harrison, Director of Member Engagement, provided the following information:

Since January Board Meeting

- Renewed contracts with three U.S. states
- CEC 2021 (Yes I Can, CEC Hub)

Key Metrics

	March 2021	February 2021
End of Month membership	20,481	21,008
Current total	20,688	

Upcoming Projects

- Engage graduating class of 2021
- Enhance welcome activities for new members
- Increase partner activities with NASDSE
- Mentoring Program
- Implement systems to improve efficiency and quality of responses to member and non-member
- Improve retention and renewal communications so members receive messages relevant to their career and needs

3.3.3 Component Services

Brannan Meyers, Director of Component Services, provided the following information:

Since January Board Meeting

- Rolled out marketing grant for divisions
- Launched student cords for graduation
- Assisted a couple of units and divisions with Marketing Programs

Upcoming Projects

- Develop metrics to assess current Units & Divisions, aim to have 50% complete by end of Q2
- Develop Division Digest, a monthly newsletter highlighting the work of our divisions
- Create a Student Chapter section on CEC website and engage with our student chapters
- Leadership Institute

4.0 New Business

There was no new business.

5.0 For the Good of the Order and Adjournment

Without objection, President Cavitt adjourned the meeting at 5:44 p.m. ET.