



Michigan Association of Administrators of Special Education

## **EXECUTIVE BOARD MEETING**

Lexington Lansing Hotel

Renaissance Room

7:00 to 9:00 PM

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### *Minutes*

*Wednesday July 15, 2009*

Executive Board Members present:

Diane Heinzelman, Teri-Johnson, Mark King, Michele Cutcher, Penelope Miller-Smith, Laurie Jefsen and Tony Thaxton, Executive Director.

I. Call to Order:

- President Diane Heinzelman called the meeting to order at 7:08 PM.

II. Financial Report by Executive Director.

- (See attached report outline)

III. Discussion of MAASE structure, Retreat Goals and plans for 2009-10.

- Diane led a discussion of the above issues.

IV. Reimbursement of MAASE Committee member expenses.

- A motion was made by Mark King to deny reimbursement of MAASE member expenses incurred when engaging in regular committee or project work including special meetings held at times other than regular MAASE meetings. Penelope Miller-Smith seconded the motion and it passed unanimously.

V. The meeting was adjourned at 9:35 PM.

## **Financial Report Outline**

### I. Financial Management Process

- a. Fifth Third Bank
- b. Meynaard, Tolman & Venlet, PC (MTV)
- c. QuickBooks Accounting Software
- d. MAASE Website (Content Management System)
  - i. Membership Management
  - ii. Workshop Registration Management

### II. Financial Activity & Status

- a. 2008 - 2009 Budget
  - i. Profit & Loss Overview
    - 1. QuickBooks Report
    - 2. Budget Results for 2008-09
  - ii. Profit & Loss Detail
    - 1. Tuesday Professional Learning
    - 2. New Administrator Workshops
    - 3. Summer Institute 2008
  - iii. Q & A/Discussion

### III. 2009 - 10 Budget

- i. SI 2009 Working Budget
- ii. 2009-10 MAASE Budget Proposal