

METAA
Meeting Minutes
March 17, 2008

Opening:

The regular meeting of the METAA was called to order at 9:30 am on March 17, 2008 at CELT by Jean Tower.

Present:

Jean Tower (Wayland), Ted Dubsy (Southbridge), Michael Minihane (Notre Dame Academy, Hingham), Kathy Martin (Westboro), Tom Barnes (Palmer), Margie Depaquale (Uxbridge), Eric Bouvier (Auburn), Gail Callahan (Duxbury), Wendy Haskell (Falmouth)

A. Agenda

The agenda noted below was agreed upon.

B. Approval of Minutes

none

C. Regular Business

Jean Tower began the meeting by announcing that the MassCue board has created a METAA committee comprised of the METAA founding board and officers for one year for the purpose of investigating and pursuing the option of becoming a stand-alone organization.

Ted Dubsy began a review of the steps necessary to move toward establishing a stand-alone, private non-profit organization.

- We will need to create an account with two signatures (probably treasurer and secretary) in order to disperse funds.
- We need to determine how and what we need to disperse
- It was noted that money is owed to Walter McKenzie for establishing the website (techdirectors.org)
- We will need articles of incorporation
- We will need a governing body (the current founding board and officers)
- We will need to determine meeting frequency (at least initially)
- The suggestion was made to keep this document as broad as possible to avoid having to re-work it later

Jean Tower noted that

- MassCue cannot collect dues for us
- We will need to file as a non-profit and collect our own dues
- She suggested we should contact Leisha Simon regarding filling out form for non-profit

Jean Tower began the discussion of what we needed to put together for the Tech leadership conference on Wednesday, March 19th

- We would like to solicit others who are interested in the organization but who do not wish to be part of the board
- We should try to communicate with others who are part of collaboratives and organizations
- It was noted that personnel and e-mail addresses should be available on the DOE website
- We should publicize on the Mass Tech Directors list

For Wednesday it was suggested that we will

- Do introductions first
- Explain where are we
- Explain the name change to METAA
- Explain current tie in with MassCue as a committee
- Explain that we are in the process of preparing and filing paperwork to become a stand-alone organization
- Explain where are we going
- Give information on how to stay informed
- Announce that there will be a MassCue Fall conference update
- Explain the mission
- Explain why are we moving forward
- Explain why there is a need for the organization not just a committee of MassCue
- Describe committees and introduce committee chairs
- Explain that we are establishing a bank account and processes
- Have all board members be at the front of the room on Wednesday to introduce themselves and respond to questions

Jean will put together a handout for Wednesday that will include

- Logo
- Mission Statement
- Founding board officers and members with e-mail addresses
- Listing of Committees and contacts
- E-mail contact for directors to indicate that they are interested in signing up for news and information about METAA
- Distribute the web address www.techdirectors.org for access to the METAA webpage
- Note: All board members will be given an e-mail address at techdirectors.org
 - Access is via webmail.techdirectors.org

The following committees and chairs were established, voted on, and approved

- a. Bylaws: Wendy Haskell
- b. Membership: Margie DePasquale
- c. Communication: Kathy Martin
- d. Advocacy: Annamaria Schrimph
- e. Mentoring: Tom Barnes and Gail Callahan
- f. Finance: Ted Dubsy
- g. Professional Development: Eric Bouvier

E. Agenda for Next Meeting

It was decided to work on bylaws at our next meeting.

Adjournment:

Meeting was adjourned at 11:30 am by Jean Tower after unanimous vote.

Minutes submitted by: W. Michael Minihane, Secretary

Minutes approved by vote of the board on May 21, 2008