

## **CCA Minutes for July 14, 2008**

Location- Monument Library

Members in attendance-

Monte Vista Online Learning- Alan McFadden

Hope Online Learning- Heather O'Mara

Connections Academy- Christine

Branson School Online-Branson District- Judith Stokes

The meeting began at 10:10 and was completed at 1:15. In Stephens absence, Judith facilitated the meeting.

Agenda

-CCA Bylaws review

-Membership

-Dues

-Website (usage)

- Leadership and Board positions

-CCA Name (usage)

-Ethics (Rules

-Meeting Etiquette

### **CCA Bylaws review**

The members present did a complete review of the CCA bylaws with the focus and purpose of the CCA Vision and Mission. Heather took the changes and will have them prepared for review by the membership, have it reviewed by legal council, and then based on membership concurrence prepare for submittal to the Secretary of State.

**Membership** was discussed – it was agreed that the voting members were to be Colorado Public Online Schools. Affiliate membership (Non voting and not a board member) would be available for both non-profit and for profit organization who would choose to participate in discussion and advancement of an online learning community.

### **Dues**

It was discussed that dues would be calculated in January for all members. Full membership for new members would be computed in January at \$2.50 per FTE based on October count. From there until further determined Annual membership dues would be \$1.00 per FTE as if October 1 count day. The minimum annual dues would be \$100 and the maximum would be \$2500. Invoices would be sent by January 15 of each year with payment required by March 1 of each year. A \$25 per month late fee will apply for delays up to 3 months at which time membership will be terminated.

Affiliate members (non-voting- non board members) dues are \$100 for Non Profit organizations and \$1000 for Profit organizations.

Benefits of membership include collaboration, communication, sharing of techniques, sharing of leads, etc.

## **Website**

There was agreement that the website needed updating and should fulfill the function of being both a communication tool and a repository for members. It was agreed that there needed to be paid support of the website and thus the members were encouraged to help identify a party that would be capable of doing such an initial job and updating regularly. The process for hiring said staff would be members will identify and a member without knowledge of the person will interview and recommend. The work to be done includes:

- Update current website
- Maintain a general information (face to the world section)
- Partition and provide storage of documents (secure access) – members only
- Documents scanned and organized
- Establish process and upload capability for minutes, materials, etc to be maintained directly by members with access to do so
- Link to CDE
- Link to NACOL
- Member login

Etc.

It is expected that any person hired to do this work would be able to have it up and fully functional by December 2008.

## **Leadership and Board positions**

It was discussed with regret that Stephen Martin had taken a new assignment for K-12 and was not likely to be continuing as President. We noted that as of now we did not have a formal resignation and will seek that. Heather said that she wished to nominate Judith Stokes as President for the remainder of Mr. Martin's term. Judith requested that we first receive Mr. Martin's resignation letter and then put the request for nominations out to the membership even though two board members are authorized to fill a board position. There was only one board member in attendance at this meeting.

With that, the request is that all members consider who would be best to serve as interim President of this organization and share their names in email with Heather. With that we will be setting up a conference call to go over the changes in the CCA Bylaws and to vote on leadership once we get the formal resignation from Mr. Martin.

Keeping Pace 2008 survey done by Evergreen Associates was brought forth by Heather. We encourage all members to participate in the survey. Heather arranged for an extension on the end date for the members of CCA. Please do act on this important opportunity.