

TEAM Executive Board Minutes  
December 12, 2006

The meeting was called to order at 5:05 PM by President, Michael Weglein.

Those persons in attendance were:

Ex Director	Gerald Day
President	Michael Weglein
Past President	Will Johnson
President Elect	Chris Putnam
VP.Rel.& Student Affairs	Michael Rohrer
Secretary	Carl Truxel
Treasurer	Ralph Olson

Meeting prompts dated 12/5/2006 and 12/11/2006 cited major business items to be addressed:

1. Budget
2. Winter Journal
3. TEAM Conference 2007 update
4. TEAM Awards process 2007

I. Old Business

A. Minutes from previous meeting: An oral report was given by Carl Truxel, covering business discussed at the Retreat meeting on November 7, 2006. Topics discussed included:

1. Review of Expo 2006 (things that did not work as well as desired.)
  - \* Scheduling presentations
  - \* Method of payment
  - \* Speaker support items
  - \* Breakfast set up in presentation area
  - \* Registration (Pre registration and at-the-event)
  - \* Vendor demonstrations and presentations
  - \* Identification of the "six best" spaces
    1. Lunch room
    2. Communications gallery
    3. Behind the transportation gallery
    4. Decker gallery (glass area)
    5. Garment room
    6. Cannery (with considerations for available power)
  - \* Develop a check list for chairpersons
  - \* Museum access prior to the event for early set up
  - \* Signage, readable from a reasonable distance
  - \* Suggestions for 2007
    1. Business meeting during 2<sup>nd</sup> half of the lunch period
    2. Similar program
    3. Same general theme (for 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> innings)
    4. Staff shirts for easy personnel identification

The report was accepted as presented

2. MSDE representative

Mr. Doug Handy was introduced as the current MSDE representative, an ex-officio member of the Board. He will provide information on MSDE initiatives related to Technology Education curricula. He may be reached at [DHandy@MSDE.state.us](mailto:DHandy@MSDE.state.us).

3. Treasurer's Report - Ralph Olson reported on TEAM financial status, including

\* Mention that all debts continue to be identified and resolved

\* Results of TEAM Expo 2006

Combined income	\$7400.00
Expenses	2200.00

Balance + \$5200.0

- Invoices have been processed to resolve outstanding costs
- Cash in the bank (both checking and savings) &11,753.27

The report was accepted as presented.

4. President's report - See report Accepted as presented

5. Past President's Report- Will Johnson reviewed current Expo 2007 planning to date:

\* Communications by email with potential chairs

\* Send up-dated information regarding

\*\* High school and Middle school programs

\*\* Vendors

\*\* Registration

See folder for details.

The verbal report was accepted as presented.

6. President Elect report - Chris Putnam will do the newsletter.

Material is due to him no later than January 22, 2007.

The verbal report was accepted as presented

## II. New Business

### A. Team Journal

Articles due January 1, 2007

Editing to be completed by January 15, 2007

Layout due to be completed by February 1, 2007

Printing and distribution planned for February - March time frame

Spring Advertising sales - Mike Weglein during January and February

August journal advertising sales - Will Johnson

### B. Committee reports

VP Student Affairs - see report for details.

Mike will be presenting at the ITEA conference and needs some help with Maryland Engineering Challenge materials

The verbal report was accepted as presented.

### C. Treasurer's report

The budget for 2005/2006 was adopted, based on reconstruction of details

A budget for 2006/2007 was developed by line item, using actual cost data from 2005/2006 documents and a consensus of members discussions

The budget was balanced at \$10,105.00

The meeting was adjourned at 7:30 PM.

Respectfully submitted,  
Carl Truxel, Secretary