



**Maryland Center for CTE Studies
1415 Key Highway
Baltimore, MD 21230
Phone: 410-685-1648 Fax: 410-685-0032**

Executive Committee Report

Date: 12/12/05

Report: Minutes

Attendance: Board Members: Ralph Olsen, Jerry Day, Will Johnson, Mike Weglein, Paul Wiedorn, Chris Putnam; Non Board Members: Mike Shealey, Ruth Akers

Meeting began with Will Johnson welcoming everyone

□ Treasurer's Report -

- Ralph is piecing together a history of the TEAM budget to begin to be able to put together an annual budget.
- Ralph hopes to be able to put together sponsorship to promote professional development activities by TEAM.
- Current balance \$4,444.39 in checking.
- Our current account is with Wachovia.
- It was recommended to close the account for TEAM and then establish a new account for TEAM with the treasurer and president in control of those funds.
- We need to finish fact finding and track down all funds for TEAM.
- Budget lines were discussed.
- Eliminate the postage to mail journal and newsletters \$450 and \$300 plus \$1200 for Journal printing
- Eliminate the printer and laptop \$1,200
- Increase the Executive Director postage to \$400 to cover post card fees.
- A "Professional Development" category was proposed
- Income currently is at \$13,830 for the fiscal year 05 – 06
- Insurance needed on the treasurer
- New line- "administrative fees"
- Change in EXPO insurance from \$1200 to \$400

TEAM – <http://www.techedmd.org>

Executive Director: Jim Richter || President: Will Johnson || President-Elect: Michael Weglein

PRESIDENT'S REPORT –

Awards dinner proposal- same cost as last year + \$100

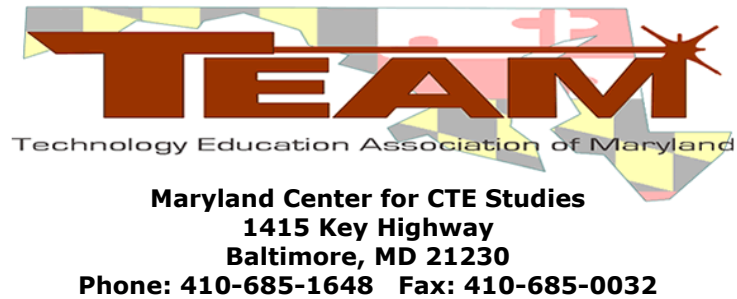
- ❑ Discussion went on regarding the awards dinner, date, corporate/vendor sponsorship and the focus of the dinner.
- ❑ Logistical problems were raised in regards to having the dinner the night before the expo.
- ❑ It was recommended to brainstorm the dinner and explore variations on it.
- ❑ The proposal was tabled for next meeting. Will requested that we come up with ideas for next meeting. Email suggestions to the board.
- ❑ TEAM Expo - Oct. 20th Will will pass out a timeline to begin planning next meeting.

- ❑ TEAM Awards – Ruth Akers will chair the awards committee.
- ❑ The awards process was proposed to be updated.
- ❑ Using email, etc. streamline the awards balloting and admissions.
- ❑ It was suggested to have a multi step process and contact the teachers in the schools directly.
- ❑ An awards committee was proposed – Jerry Day, Ruth Akers, Paul Wiedorn, and Will Johnson.
- ❑ The MSTA day was discussed and why we have the tech expo on that day.
- ❑ It was remarked that day is now being changed in some counties. Counties are now beginning to take that day back possibly. Also MSDE is rumored to be coming back to Baltimore city.

- ❑ Membership was discussed.
- ❑ Newsletter was discussed.
- ❑ Award winners were discussed.
- ❑ Weglein presented info.
- ❑ Jerry day presented info.

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Executive Committee Report Packet

TEAM Board Meeting

Monday, December 12, 2005

- 1. Will Johnson – President (Page 2)***
- 2. Chris Putnam – VP Publications (Page 3)***
- 3. Dr. Jerry Day – University Representative (Page 4)***
- 4. Michael Weglein – President-Elect (Page 5)***
- 5. Ralph Olson – Treasurer – (Page 6)***

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Executive Committee Report

Name: *Will Johnson*
Office: President
Date: *December 12, 2005*

Report:

1. Ninth Annual Donald Maley Awards Dinner is on Oct.19.at the La Fontaine Bleu at a cost of \$2343.43 for 90 guests.
2. TEAM EXPO is on Oct. 20th. Need to start planning now.
3. Need to start planning for TEAM Awards.
4. Need to start planning for ITEA Baltimore.
5. Need to work on improving TEAM membership.
6. Please send any articles for the upcoming TEAM Newsletter to Chris.
7. TEAM Award Winners names have been submitted to ITEA, need to follow-up

Respectfully Submitted,

Will Johnson

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Executive Committee Report

Name: *Christopher Putnam*
Office: VP, Publications and Resources
Date: *December 12, 2006*

Report:

The TEAM website was updated. The Executive board page was edited.

No other website changes were made since the last meeting. No other publication news.

I plan to receive the new TEAM website design and then will transfer over content from the current design and modify as needed.

New navigation and other features will highlight the new site design. The redesign will be substantial but needs to be done in time for ITEA preparations.

The site will have a part to play in the upcoming conference in regards to communication between committees and the general membership.

Will Johnson has begun to prepare content for the upcoming Spring TEAM newsletter.

Mike Weglein has put TEAM email accounts into place.

Future publications projects could include a new poster series, journal, prodesktop cad tutorial series of "movies" on CD, and bumper stickers.

Respectfully submitted,

CA Putnam Dec. 6, 2006

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Executive Committee Report

Name: Jerry Day
Office: College Representative
Date: December 12, 2005

Report: UMES Report to TEAM Board

1. There will be two master degree graduates in December: Emre Ege and Gary Irons.
2. There will be about 12 master degree graduates in May, 2006.
3. There are about 15 individuals in the CTE strand in the Educational Leadership doctorate program. First graduates are scheduled for May 2006.
4. Masters program has about 30 people involved in it at the present time. Recruitment efforts will take place in the spring 2006.
5. A new engineering-oriented course will be introduced into the masters program during 2006-2007.
6. UMES involvement in ITEA Conference: Professional tours, NCATE-CTTE training, Maley FTE breakfast (host), UMCP Reunion (Friday, March 24), session hosts, session presentations, and educational exhibitor.
7. Ralph Olson has been nominated for the 2006 Maley Graduate Scholarship (won by Mike Weglein last year)
8. UMES faculty may become involved with Project Lead the Way, offering courses on the shore.
9. UMES hopes to go for a NSF STEM grant for 2007-2010. Proposal due September 2006.

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Executive Committee Report

Name: *Michael Weglein*
Office: President-Elect
Date: *December 12, 2005*

Report:

We have the begun the search for a new executive director of TEAM. Letters were mailed to prospective candidates. The search will close Friday, December 23, 2005. Candidates have been asked to submit a letter of interest and resume to my home address. Interviews will be scheduled during the week of January 1, 2006 if needed.

I am working directly with Chris Putnam to update the web site with a new template and design. We are moving to corporate design look with minimal variations in font size and color.

Email accounts have been created for the executive board. We plan to give email accounts and password protected members only website access to all individuals who **paid** both their membership dues and attended the conference. This will become one of the benefits of membership. Your email account comes with 50 MB of space. The members only section has been created and will be rolled out with the new site in January.

I have begun working with the MIVA merchant company to sell goods and services online. The store front will be up and running on January 1, 2006 – the same day the new website will be unveiled to the public.

Respectfully Submitted,

Michael Weglein

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Executive Committee Report

Name: *Ralph C. Olson*
Office: Treasurer
Date: *December 12, 2005*

Report:

I was able to retrieve the balance of the financial files with the help of Jim Richter on Friday, December 9. It was my hope to learn more about the financial activity of the organization from these records. That has proven not to be the case. Although there is bank information, tax exempt status, skeleton tax return information, and a budget document dated 2000/2001. There is no LEDGER of any kind. There is no evidence that this body has managed a budget in the past.

Using the bank statements from the last year, I have created a ledger to give me an idea of the cash flow. There are several entries that are not clear to me that can be discussed at the board meeting.

Also, following Paul's suggestion about how to establish a budget I have set up a working budget to be reviewed and adjusted at this next meeting. One question I will share here is, "should there be a budget line for Public Relations"?

Respectfully Submitted,

Ralph C. Olson

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