

# Minutes from the OSPA Executive Board Meeting/Planning Conference



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February 6, 2015  
Call to Order: 10:03

## Executive board norms (O.S.P.A.):

- Make decisions based on clear information (Objectivity)
- Show mutual respect (Sensitivity)
- Members will read materials, minutes, etc. and be prepared to discuss at meetings (Preparedness)
- Identify actions that result from decisions (Activation)

Reminder: voting members should get at proxy if can't attend. The proxy can't be someone who is already a voting member.

Introduction of guests: Victoria is a second year student at Youngstown state. Quinn and Alison are in-terns in Akron City Schools. They also came to the November board meeting.

## Approval of Agenda

Motion to move Technology and Scholarship committee reports before lunch, and have Awards committee report after lunch since Melissa can't be here until then.

*Motion:* Patrick Kane  
*Second:* Sharon Rieke  
*Motion Passed*

Motion to include the Multicultural committee report with the Multicultural Task Force report and to approve the agenda as corrected.

*Motion:* Sharon  
*Second:* Patrick  
*Motion Passed*

The agenda was approved as corrected.

## Approval of Minutes

The minutes of the November 5, 2014 Executive Board meeting were approved as amended.

*Motion:* Debbie

*Second:* John

*Motion Passed*

## Presidential Trio Reports

**Erich Merkle**  
**Amity Noltemyer**  
**Meghan Shelby**

Erich has spent a lot of time on activities related to the hiring of a new business manager. The OSPA per-sonnel committee is drafting an evaluation rubric for business manager. The job is now posted on various sites. Erich is working with the Fiscal Advisory Committee (FAC) on compensation packages. The marketplace gets more expensive and the demands of the OSPA office jobs have increased since Cheryl and Ann were hired. OPA is getting bids for their legislation liaison in the \$125,000 salary range.

## Treasurer's Report **Chris Sweeney**

*(Terry Bendo is in Indiana with his kids at a soccer tournament.)*

The second quarter treasurer's report has been uploaded to the board files. Fall conference 2014 was the second most profitable in OSPA history! (Steven Pfeifer in 2005 was highest.)

Our balance is slightly higher than it was

**OSPA Executive Board Members in attendance:**

Morgan Aldridge.....	Fall Conference Co-Chair
Chuck Archer.....	Legislative Chair
Melissa Bestgen.....	Awards Co-Chair
John Biltz.....	Early Career Co-chair
Ann Brennan.....	Executive Director/FAC member
Lynn Brumfield .....	Southwest Regional Representative /FAC member
Debra Buck.....	Southeast Regional Representative
John Clute .....	Cleveland Regional Representative
Rachel Folkman.....	Cleveland Regional Representative
Mike Forcade.....	Fall Conference Co-Chair
Amanda Gilmore.....	Kent/Akron Regional Representative
Krista Hickman .....	Secretary
Patrick Kane .....	Central Regional Representative /Early Career Co-chair
Katherine Klamut.....	Nominations & Elections Co-Chair
Robert Kubick .....	TOSP Editor/FAC member
ErichM erkle.....	President/ Liaison Ohio Psychology Association (OPA)/FAC member
Paul Mooradian .....	Spring Conference Co-Chair
Amity Noltemyer.....	Past President/FAC member
Bradley Paramore.....	Multicultural Affairs & Diversity Issues Co-Chair
Christiana Rice .....	Central Regional Representative /Awards Co-Chair
Sharon Rieke.....	Southwest Regional Representative /Membership Co-Chair
Meghan Shelby .....	President-Elect/FAC member
Chris Sweeney .....	Treasurer-Elect/FAC member
Cheryl VanDenBerge .....	Business Manager/FAC member
Danielle Wilbur.....	Student Representative, Miami University
Valorie Wolcott Mendelson.....	OSPA Scholarship Chair
Jeff York.....	Technology Chair

**Proxies:**

Rob Kubick for Heather Kubiak (KAASP)  
 Melissa Bestgen for Donna Valtman (CASP)  
 Amanda Gilmore for Cindy Thompson (KAASP)  
 Jeff York for Mat Butler (MVSPA)  
 Chuck Archer for Mary Ann Teitelbaum (ELOSPA)

**Guests:**

Victoria Bankhead (YSU)  
 A. Quinn Denzer,  
 Akron Intern (KSU)  
 Alison Ryan, Akron Intern  
 (KSU/Duquesne)

this time last year. Second quarter usually has the highest balance since most of our income is in and expenses are up to date. Membership income is also up. Thanks to membership committee!

Question about the scholarship line in the budget, which mentions receipt/expenditure of \$600-some. What is this? It is money that we got as checks made out to OSPA instead of to the Columbus Founda-

tion. OSPA had to cash them, enter it as income, and then write a check to the Columbus Foundation. Money and checks made directly to the Columbus Foundation do not pass through our budget.

Motion to approve second quarter report:

*Motion:* Christiana Rice

*Second:* Debbie Buck

*Motion Passed*

Erich mentions Chris Sweeney's work on OSPA's first webinar. Chris took the lead in videotaping and editing Kathy McNamara's ethics presentation at fall conference. The video really looks professional, great graphics! Chris donated many hours to this. At this point he is waiting for the posttest. The webi-nar should be up and running by spring conference. Question: will Kathy still do the ethics workshop at fall and spring conferences? Yes. The webinar is an-other option for people to meet the ethic requirement for various licensures.

The webinar posttest will be a paper and pencil test. We hope to move to an online test eventually. We will charge \$30 per MCE/CEU hour for webinars.

**Executive Director's Report**

**Ann Brennan**

Ann's written report is on the website. Update on Education budget - The language of the bill hasn't been introduced yet. The changes are available in summary form. Our internship is funded - level funding - within the education budget. The ratio has not been changed in the budget (which Ann has been worrying about). The psychologist ADM ratio is one of the few personnel ratios left in the budget. The rest of the budget bill as introduced has:

- \$5 million per year for mental health services for preschool children (not in education budget, seems to be in ADMH boards). Ann doesn't know

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if this will be grant funding, for low income areas, or what.

- School funding formula in general is dramatically decreased for suburban districts. Erich - some are losing \$400-800 per pupil. Ann feels it flies in the face of the DeRolph decision and pro-motes over-reliance on property taxes. The whole philosophy is that districts that can raise funds, should rely mostly on local funds. This flies in the face of the state constitution, which puts the responsibility for school funding on the state.
- Allows high performing districts (A's and graduation rates, and performance designations) to have some regulatory relief, including: class size, teacher reading requirements, 3rd grade guarantees, mandatory contracting with ESCs.

This is in line with the movement to take out the "equitable and adequate" and "thorough and efficient" wording in the state constitution. The budget process takes about 6 months.

- PARCC assessments – the amendments to reduce total student testing time are in a separate bill. Committee hearings have begun. Superintendents are concerned that if there is a mandatory reduction in hours and districts can't opt out of part of PARCC, the reduction in time might come at the expense of progress monitoring assessment. Progress monitoring is where superintendents feel they are getting the most bang for their buck and the most student improvement. Will the limitations include curriculum-based progress monitoring? Ann will keep an eye out for this.
- There was a question about the PARRC opt out notice that came from ODE yesterday. Ann had not seen it.

- Question about the money for preschool mental health services – will that be for services direct-ly to children, or to parents and the teachers who work with the kids? Is the money for direct services or services to those who work with the children (since working with staff and parents who control the child's environment is the best way to impact young children)? Ann doesn't know.

### Business Manager's Report

**Cheryl VanDenBerge**

She has nothing at this time, but threatens an extensive report in April!

Cheryl was kind enough to agree to stay on until spring conference and mentor the new hire.

### Selected OSPA Committee & Regional Reports:

#### Nominations and Elections

**Katherine Klamut**

The committee is working on the ballot for spring elections. Katherine is stalking people to run for those positions (president, secretary). Several regionals need to send in nominations for representatives to the OSPA executive board. She needs nominations from Northwest, Southeast, and Southwest.

Erich offers to help with getting nominations (threatens to sic Sharon on Southwest). Katherine expects to have ballots out the beginning of March, hopefully with a link to the resumes of candidates. She'd like to close the election around April first. Her committee is also working on hammering out the committee procedures for the OSPA operations manual.

#### Membership

**Sharon Rieke**

- Current OSPA membership is 898. We

are down 4 members from this time last year. The good news is that our membership has not dropped, even though we raised the membership dues this year. Only 40% of the interns joined this year. Two of the universities have 100% internship membership!

- There was some confusion about the membership contest for universities. It was intended to be a contest for universities to have 100% student membership at all levels (first year, second year, intern). Some universities thought the contest was for 100% intern membership. Since no uni-versity had 100% student membership, the committee looked at student body membership rate of the two universities with 100% intern membership. The University of Dayton had the highest student body membership, along with 100% intern membership, so those names were put into a drawing. The free intern membership goes Maria Tedesco, a first year student at the University of Dayton.

Motion to approve 1 new member (from Kentucky):

*Motion:* Krista Hickman

*Second:* Chuck Archer, Proxy for Mary Ann Teitelbaum

*Motion passed*

(Sharon said she may have to change her nickname from "Honey badger on espresso" to "Slug on a walker, going over a gravel road"!)

#### Spring Conference **Paul Mooradian**

- Amy Bruno is replacing Jesscia May as spring conference co-chair. Jessica regrettably resigned due to time conflicts. Erich thanked Jessica for her service.
- The conference brochure will be in the spring TOSP. Amy is taking the lead on

the poster presentations. Paul went on a couple of site visits for possible new venues, so we can decide whether to move from the Polaris Hilton after our contract is up or stay a few more years.

- The NASP president and the President-Elect will both be coming to the spring conference as pre-senters! They are two of the main developers/authors of NASPs PrePare Crisis Response pro-gram.
- ODE is interested in sending some of their people to attend the conference; mental health service providers are also interested in sending members. Erich suggests that we market the conference to others in our districts: school counselors, social workers, etc. Paul says the topic is district centered, especially the crisis intervention piece on Friday. He thinks that Friday's presentation would also be appropriate for principals and assistant superintendents. Brian Hill went to a training with Melissa Reeves, the Friday presenter, and he GUSHED about her. Brian isn't a gusher.
- Mike Forcade suggests our members register early. Our capacity is 400 for the conference.

## Fall Conference

**Mike Forcade**  
**Morgan Aldridge**

- Bottom line for the 2014 Fall conference is \$52,000 in profit! What we did with the media blitz and promotion (to make up for being behind and in a crunch), worked very well! The evaluations were good. Mike thanks everyone who participated in the media blitz. The weekly re-minders by email should be done again.
- Planning for 2015 is in place; we have signed contracts from the speakers. The theme for fall 2015 is: Interventions for Social/Emotional Issues. Katie Ekland from the University of Arizona will be speaking on Thursday. Her topic will be universal screening for social emotional problems and effective

interventions at tier 1 and tier 2. Mark Reineke, Northwest University in Chicago, will be speaking on Friday. He will talk about the use of CBT for anxiety (a tier 3 intervention). Dr. Reineke is a clinician. He has presented at NASP three times and has been very well received.

- Can we make arrangements to be a CEU provider for counseling, social workers? Ann will check into this for Spring 2015 and for Friday Fall 2015.
- We are contracted with the Polaris Hilton through fall 2016. Mike is planning to talk to someone at NASP about contracting with hotels and see if we can get some ideas leverage. Paul has some figures for the next two years at the Hilton.
- The 2016 Fall conference theme will be interventions in the academic areas.
- Cheryl pulled all the hotel contracts from the past 10 years. There is always an issue about coffee and how long to leave it out. When we started with the Polaris Hilton, we used to have a set price for coffee and rolls all morning, rather than the per urn price for coffee we have now.
- Mike points out that at \$47 per gallon for coffee, it would be cheaper for us to give everyone a dollar and send them for coffee. We have to resist the urge to go over the food budget. The cookies are \$3-4 each! We need to stick to the budget. There is always food left over, maybe we should budget less for food and more for coffee.

## Technology

**Jeff York**

- The OSPA Facebook Group transition to the OSPA Facebook Page is complete. We have as many on the Page as we had in the Group. The Page is easier to become a member of. You can just "Like" it and you are in. OSPA's Twitter is up to 100 followers and growing. Jeff is working to connect the services, so that when an approved

post is put up on Facebook, it will automatically bounce to Twitter. He is working on getting OSPA on Pinterest and another social networking site.

- Chris has been working on the MCE videos.
- Jeff is working on freshening up the OSPA website. The basic design should be up in a few weeks.
- Can a regional website put the link to OSPA's website on theirs? Answer: Yes

## Scholarship

**Valorie Wolcott Mendelson**

Two of our OSPA scholarship recipients are now conference co-chairs!

In our account at the Columbus Foundation:

- Oct 29, 2012 – \$49,160.
- November 4, 2014 – \$74,859.
- February, 2015 – \$88,250

Valorie's next goal is to get to \$100,000. We raised \$10,000 last fall, so she thinks we can hit \$100,000 next fall.

The way we did the scholarship raffle last fall worked very well (group photos, students to deliver baskets). The executive board basket was one of the big money generators. The presidential basket also did well. The big tests raised almost as much as the districts would have spent to buy the tests from the publisher. This is unusual. Valorie hopes to be able to raffle off a Woodcock-Johnson IV academic next fall.

There was a little bit of a glitch with the Columbus Foundation. They were calling for a late March cut off for scholarship applications. Valorie spoke with them and they were able to have the tech person make adjustments, so we can maintain the June 1 cutoff for applications. We have 2 scholarships to give this year. Most years we have 4-6 applications, and we are giving 2 scholarships of \$2000 each this year

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– can't get any better odds than that!!

Estefani wrote a personal check to return the scholarship money to OSPA and it is back in the Founda-tion. (The money had already been deposited to her account at the university.)

We now know that the “anonymous donor” all these years has been Sal Karanough-Schuler! Sal has do-nated \$6000 to the OSPA scholarship fund.

The current Scholarship criteria is: 40% financial need, 15% leadership, 15% essay, 30% academic

Now that we are funding two scholarships, Val asks if we should have a different criterion for the other scholarship: 30% financial need, 15% leadership, 15% essay, 40% academic. The name of the scholarship would be the same for both and it would not be announced under which criterion a recipient won their scholarship. Val pointed out that sometimes there is financial need that isn't reflected on the application form be-cause the person is working their (fanny) off to pay for their education, for example, someone who is working full time and going to school full time with high grades.

Decision: Valorie will craft a motion\* and we will send it electronically to the voting board members for a quick weekend decision.

\*Motion: Krista Hickman, Second: Debbi Buck

Motion to move up the TOSP and Multicultural committee reports:

*Motion:* Rob Kubick

*Second:* Lynn Brumfield

*Motion passed.*

## TOSP

The deadline for submissions to the Spring TOSPA is Friday February 13 at 5:00 pm. Rob will have information about publishing to electronic tablets and our cost to do so for the board be-fore spring conference. He will survey the membership, to see if people are interested.

The current cost for a printed copy of the TOSP is about \$1.85 per issue per member.

- Erich points out that digital textbooks are becoming more common at universities than paper texts.

Rob says we know the change is going to happen, we just don't know when.

- Rob issued a correction by email to the executive board members on February 11, 2015: “I went back to check and recheck my calculations. Turns out, I was dead wrong at Friday's meeting. The cost of the TOSP, per printed issue, over a year-long period... is just over \$5 each. This is obviously substantially more than the (erroneous) figure of approx.. \$1.80 that I gave you on Friday.”

## Multicultural Task Force

**Amity Noltemeyer**

The task force is proposing some changes to the OSPA operations manual, including adding to the hiring language and changing the multicultural committee's description as detailed in her written report. These changes align us with NASP ethical guidelines on ethics and diversity.

Motion: To accept the revised language and incorporate it into the OSPA operations manual.

*Motion:* Amity Noltemeyer

*Second:* Chuck Archer

*Motion passed*

## Rob Kubick

## Multicultural Committee

**Bradley Paramore**

(Emma recently welcomed her first son - Liam!)

- The committee sent out a survey and received over 200 results. The survey asked about mem-bers' interests, concerns, and competencies in multiculturalism. English as a Second Language assessment and interventions was the most common area of identified need.
- It is suggested that OSPA create a webinar on multicultural assessment so that people can ac-cess it when the need comes up. Multicultural assessment usually becomes a priority suddenly, and waiting for a conference is not practical.

## Awards Committee **Melissa Bestgen**

Melissa thanks people for making nominations and completing the applications and rubrics!

Committee recommendations for awards:

- Horn Lifetime Membership Award: Mike Forcade, who has been active in all areas and all levels of NASP and OSPA
- Best Practice: Amanda Tandy for her work with RTI in Akron

Motion to approve Mike Forcade for the Horn Lifetime Membership Award:

*Motion:* Sharon Rieke

*Second:* Lynn Brumfield

*Motion passed*

Motion to approve Amanda Tandy for the Best Practices Award:

*Motion:* Jeff York

*Second:* Chris Sweeney

*Motion passed*

The committee continues to work to make the award process more transparent as possible. If anyone has any questions



or concerns or wants to see the rubrics, please contact them.

## Liaison Reports

### OPA **Erich Merkle**

OPA had an online board meeting a week ago. Two of the OPA board meetings are online, two are in person, and they have a leadership meeting. OSPA may want to look at the possibility of online board meetings in the future. There are two current big issues with OPA:

1. Good governance project – Do they want/need a small board or a big board?
2. OPA Convention will be held April 29-May 1, 2015 at Columbus Crown Plaza. The theme is So-cial Justice.

## Student Representative Reports: University Student Representatives

### Miami University **Danielle Wilbur**

- Their table at fall conference for “Go Baby Go” raised enough money to buy 2 possibly 3 cars.
- All of the Miami students are OSPA members.
- They are partnering with SWOSPA to present a colloquium at Miami on April 16. Dr. Frank from Kent State will be speaking on High Functioning Autism.

### Youngstown State University **Victoria Bankhead**

(Erich asked Victoria to speak about Youngstown.)

- Her cohort (the second at Youngstown) put on a bullying rally for students in the Youngstown State University Early College Program.
- They are in the process of forming a school psychology group at Youngstown State and getting it off the ground.
- The first school psychology cohort will graduate this summer!

## Regional Updates: Elected Regional Representatives

### Central Ohio (SPCO) **Patrick Kane**

- March 6 – Xenos Community Center - Spring workshop with Sara Powell speaking about selection and monitoring math interventions. There is a discount for bringing your team.
- They have a brand new web site: [www.spcchio.org](http://www.spcchio.org)

### Southeast (SEOSPA) **Debbie Buck**

- They are having difficulty getting the wide flung members together and are looking at starting to have virtual meetings.

### Cleveland (CASP) **John Clute**

- They are doing well financially.
- The January workshop about transgender youth went well.

### Kent/Akron (KAASP)

- They are having a lawyer who specializes in education law and ethics speak at their spring ethics meeting.

### Southwest (SWOSPA) **Lynn Brumfield**

- The University of Miami and SWOSPA are partnering with a spring workshop (see above).
- They also partnered with the University of Dayton on a workshop last fall.

## Unfinished / New Business

### Congratulations to Dr. Kubick – NASP Delegate

**Erich Merkle**

Chuck Archer was the competitor, so we would have been in great shape with either candidate.

Rob takes over for Kathy McNamara on July 1, 2015.

## Legislative Committee and Platform Update

**Chuck Archer**

- A while back the legislative committee thought it would be good to look at our platform and our suggested methods of advocacy. They put together an article (included in the legislative committee report). It is being published in the TOSP. Ann Brennan has a wonderful model for making it easy and effective for us to present our interests and concerns to the legislature.
- What is unique about Ohio is our paid internship. Other states don't have the cooperative work between the universities, OSPA, and the approval of the training sites. In most states, the student has to find the internship; they may get a small stipend of a couple of thousand dollars. In the last battle to maintain our internship, one of our major supporters was the Ohio Coalition. It is unusual to have this kind of support from a parent advocacy group.
- IUC also does a thoughtful calibration of what our need will be and the number of students we train. This does not happen in other states. Universities don't work together in other states to train appropriate numbers of school psychologists for the openings coming up.

## NASP Donations: **Chris Sweeney**

- Our last donation to the NASP minority scholarship fund was in 2007-08 (\$500). Previous donations to the fund were in the \$2500-\$3000 level. \$500 was budgeted for the donation; the rest was raised through basket raffles at the conference.
- OSPA also donated \$150 a year to the NASP 5K run.
- We solicited donations from our members for OSPA's basket for the NASP Children's fund raffle. The Children's Fund was never a budgeted OSPA expense.

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Chris thinks it is important that we re-open that donation to the NASP minority scholarship. We have \$250 in the budget for the scholarship fund in the current budget.

Motion to make the NASP Minority Scholarship donation as budgeted

*Motion:* Chuck Archer

*Second:* Amity Noltemeyer

Discussion:

- When we began our own scholarship fund, John Biltz was OSPA president and he expressed concern that we continue to provide incentive for minority scholarships at the national level. He was a little upset to hear that we haven't been sending the money. He's excited to hear the board talking about resuming the donations.
- Lynn Brumfield says that part of the problem is that we weren't sure where to send the donation. Some years we sent the check to the NASP convention with one of our members and had them hunt down someone to give it to. Mike Forcade told her today that the NASP Minority Scholarship might now be fully funded.
- Ann Brennan reports that FAC talked about the possibility of having Mike and Rob talk with NASP and see where donations would be appreciated.
- Valorie Wolcott Mendelson shares some history:
  - o In 2000, OSPA did not have the money to donate for the NASP scholarship, so she personally wrote a check for the \$500. The next year we started the raffle and sent that money to NASP, and over the next few years we sent a total of over \$9000 to the NASP scholarship. If the NASP Scholarship is fully funded, maybe NASP should add

more scholarships. Rob says he thinks they are sponsoring four scholarships now. Val thinks the history of Ohio as the birthplace of NASP is important.

- Rob Kubick suggests tabling the decision until the spring board meeting so we can find out if the scholarship is fully funded.
- Amity Noltemeyer is ok with waiting, as long as we donate within the current fiscal year, and maybe consider donating differently next year. She says NASP is still accepting donations for the Scholarship Fund, even if they are no longer actively soliciting donations.

Vote called: *Motion Passed*

Rob Kubick and Kathy McNamara will apprise the board for next year's budget of how we can make our donations to NASP most meaningful.

### Business Manager Personnel Search

**Erich Merkle &  
Committee Members**

**Personnel Committee Update** (Erich, Megan, Mary Ann, Sharon, Amity, Chuck)

Created personnel evaluation rubrics. They've been working on the rubric, starting with OTES as a basis. The rubric for the business manager is on the web site. The rubric has behavioral anchors for each rating and comes from the operations manual and the job description. Categories on the evaluation rubric include: Membership and Member Services, Communication Skills, Conferences, Fiscal Responsibilities, Technology Use, and Professional Responsibilities. The committee suggests quarterly evaluation for the first year, then annually for three years, and then every three years. The business manager will be evaluated by the Executive Director, with input solicited from the executive board. The committee relied heavily on input from Ann and

Cheryl for the rubric.

- Val went through the rubric very carefully. She thinks it is good and well thought out. Maybe we should have a structured way for board members to provide feedback to Ann as she is evaluating.
- The Personnel Committee will begin working on the Executive Director's version of the evaluation rubric soon.
- We will have to adopt the rubric and procedures for evaluation for the business manager soon since we are hiring a new one. It would be best for the potential employee to have the evaluation up front, so they know what we expect.
- Erich suggests that we could vote today on the adopting the rubric for the business manager evaluation or give some time and do an electronic vote. We cannot wait for the next executive board meeting.
- Amity suggests that we could approve it now and amend it later if we need to, if it is not functioning as intended.
- Sharon points out that specific content may change over time; process and format will not. After the first go round we will know what we need to change.

Motion: To adopt the process of evaluation of the Business Manager: quarterly evaluation for first year, then annual evaluation for three years, then triennial evaluation thereafter pending satisfactory evaluation, using a rubric. The evaluation will be handled by the executive director, who will solicit feedback from the elected officers, who in turn will garner feedback from the individual board members and general membership.

*Motion:* Amity Noltemeyer

*Second:* Lynn Brumfield

Discussion:

Mike Forcade expresses concern that it might take three months to fire someone, if a new person happens to be awful. Ann Brennan points out: there is no obligation to continue the person's employment be-

yond the year's contract; the probationary period is probationary; and Ann would work quickly to correct the situation. Erich adds that the contract will say that this is at-will employment and can be terminated at any time. Amity will tweak the wording to reflect this discussion.

Vote called: Motion Passed

#### **Search Committee Update** (Patrick, Rob, Lynn, Mike, Amity, Megan, Ann, Erich)

- The Business Manager position is posted on: Dispatch on line, Monster.com, Ohio society for executive associations, GONGWER on line, Hanna on line. The Postings went up on January 22. They taper off by February 22.
- We already have 12-15 resumes.
- Two groups will do the first cut of the applications. Megan, Ann, and Cheryl, will parse the ap-plications down to about 6 to interview. Patrick and Rob are generating interview questions. The first round of interviews will be the first week of March. Mike and Lynn, Ann and Cheryl will do the first round of interview at the Polaris Hilton. (Cheryl was able to negotiate the free use of a small conference room for the interviews!).
- We will invite the top 2-3 for a second round of interviews with Erich, Megan, Ann and Cheryl. There will be a second set of questions. This second round will occur during the second or third week of March.
- There will not be another board meeting before we need to have this person hired, so the committee proposes an electronic vote of the board through the OSPA executive board listserv.
- Ann will secure references.
- We are getting a bargain in Cheryl. People are asking for more than we are paying her.
- Ann points out that we need to be aware that the person we hire might need a couple of weeks' notice to their previous employer.

#### **Erich's miscellaneous "things" aka**

##### **Closing Remarks**

- Megan will attend presidential activities at the NASP convention. John and Kate will also act as ambassadors for OSPA at the NASP conference.
- Proposed operations manual language is due by April 1, 201 from time sensitive committees: Membership, Nominations, Awards, Scholarship, TOSP, both conferences. We will vote for rat-ification at the April Board meeting. Sharon Rieke is deputized to stalk committee chairs to get the manual updates.
- We will look at the non-time sensitive committees at the summer meeting.
- Erich stresses the need for board members to RSVP for the board meetings. Melissa suggests we send out invitations as a survey monkey or word document.

Next meeting: Wednesday April 22 , 2015  
@ 4:30 (till 7:30, might run longer, lots to do!)

Columbus Polaris Hilton

A motion was made to adjourn the meeting

*Motion:* Debbie Buck

*Second:* Amity Noltemeyer

*Motion Passed*

Meeting adjourned at 2:11