[UMSI Board Meeting](https://us02web.zoom.us/j/8123362800)

November 19, 2023

# [November 2023 UMSI Board Meeting Agenda](#_52kcx2tab82z)

[UMSI Strategic Plan Final Draft 2023](https://docs.google.com/document/d/1OxROQE1AjPjLszg8keaiY9m-iSEZl6Jy8pcZUwi656w/edit)

# Board Members Present: Jessica Davis, Kathy Lause, Vyju Kadambi, Ines Oldenburg, Katie Gerdts, Laurie Stockton-Moreno, Laura Hayden, Laticia Bleck,

Absent: Greg Brubaker, Tiffany Fennig

Opening

Start: 7:02 pm 8:15 pm

* Jess reads the UMSI Mission Statement.
	+ **Mission Statement:** With integrity, United Montessori Schools of Indiana fosters a community that supports, unifies, and advocates for the advancement of Montessori education.
* Consent of minutes: approved

Treasurer’s Report

* Kathy will send Quickbooks reports with minutes.

 Currently, we have $19,600 thanks to Fundamentals and Fall Conference and no current monthly expenses.

Part of this money is $700 from sponsors and $700 from exhibitors, and we paid $250 of $1,000 already to George.

* From Kathy’s recollection, past conferences that were not held at Trine are more expensive because of rental fees, insurance, etc.

# General Items

* Conference wrap-up
	+ Estimated profit?

We brainstormed a few ideas on how to get more attendance because our conference is too small for big vendors, and this is actually where the money is coming from.

Some ideas:

* Travel symposiums
* Different location?
* Stop offering food
* Offer more free tickets or lower the price
* Get the word out through Montessori Mingle
* Change the subject to issues that are more relatable to teachers such as: reading intervention, classroom management, OT, diversity and inclusion
* Board Liability Insurance update (Greg and Kathy)
	+ Jess has completed paperwork and submitted to Greg
	+ We are trying to get in touch with Greg
* Website (Jess)
	+ Update costs (Latoya)
		- Ongoing costs-volunteer? outsource?
			* Static vs. dynamic
				+ Board members
				+ Member schools
				+ Job postings
				+ Minutes (non-profit rule)

Decision has been made to get proposals from at least 3 people that are able to work on a website. All the work that has to be done is going to cost us too much to hire a professional. We are contemplating the idea of starting new but this will be decided after we find someone interested and capable.

# Committee Updates

* Finance Committee (Kathy)
	+ Progress Check-in on financial strategic plan goals
		- *Projects*
* Create sponsorship/underwriting menu and seek sponsorships
* Spend 6 months building the organization (strategic initiatives 1-3), then **make requests to funders**
* Define goals of the finance committee, roles within the committee, and begin to create a manual
* Committee members: Kathy (Chair), Vyju, Jess, Quinn McAvoy
	+ Kathy will be reaching out to committee members soon to schedule a meeting in January 2024.
* Professional Development
	+ Conference (Laurie)
		- George Markham advice
		- Laurie will schedule a conference subcommittee meeting soon.
	+ Next PD project timeline?
	+ Progress on professional development strategic plan (Vyju)
		- Objectives
			* Increase conference and fundamentals attendance
				+ Fundamentals attendance has been significantly increased
				+ How to increase conference attendance?
* Increase marketing to attendees, vendors, and sponsors
	+ Performance Indicators-more attendees and sponsors (more than $1000 higher income)
* Complete the PD Committee manual, including timelines for completion of event preparations and creation of roles/task teams within the committee
* Research what other states/organizations do for events
	+ Per George Markham, we are significantly smaller than our surrounding conferences. Wisconsin has 160, Cincinnati 275, Illinois 600 (estimates). Getting over 100 is important for attracting vendors and sponsors.
	+ Performance Indicators-recommendations included in next strategic planning process (and kept in the manual for posterity)
* Profitable professional development offerings
* Governance (Jess)
	+ New board members: Laura and Laticia!
		- Onboarding needed
	+ Census update [2023 UMSI Montessori School Census](https://docs.google.com/spreadsheets/d/1fALvtYWHjmh6-x0Y6p0zJ0hf72FYF_VbGQ9GL13aa8E/edit#gid=539753807)
	+ School outreach update
	+ Progress on governance strategic plan
		- * Outreach to Indiana Montessori schools about advocacy, PD, validation, and membership In progress
				+ Several connections with new schools–need to continue to cultivate
			* Increased multi-year grant relationships from a variety of funding sources Third-year goal
			* Annual organization sponsorships
				+ After conference we will look into this further. DISCUSS
* Membership (Katie)
	+ Committee Updates
	+ Progress on Membership strategic plan
		- Objectives
			* More member schools (than 39 in 2018-20)
				+ We currently have 6 schools signed-up for membership - 3 confirmed payment.
			* More individual members (than 25 in 2018)
				+ We currently have 13 individuals signed-up for membership - 1 confirmed payment.
			* Systems such as a committee manual/calendar or committee roles
				+ We sent 1 email through MailChimp to our largest list & a separate email to our 79 free members.
				+ We had a table to sign-up for membership at the conference - no sign-ups.
				+ We have 2 Google Sheets: one with the information from the form on the website and another with membership start dates and confirmed payment (start date is payment date). We are struggling with the payment being separated from the sign-up process - it adds multiple layers to confirming membership before we can send a confirmation email.
				+ We did not meet in October because of the conference.
				+ No confirmed committee roles at the moment - Katie is checking the sheets daily, communicating with Kathy about payments, and sending out confirmation emails. Katie McClarren assisted with drafting the welcome email.
			* Attract new membership to committees and the board
			* Montessori Masters Course for 10+ years teachers
			* More benefits for 5+ or 10+ years teachers
		- *Projects*
			* 2-3 person media team, expand audience
			* Provide more networking opportunities in various regions (examples: Montessori and Martinis, book club, etc.)
				+ mingles were very successful and feedback was very positive, more people want to come next time
				+ DO WE SCHEDULE NEXT MINGLES?
	+ Validation Committee (Ines)

Tiff: 3 schools in pipeline (Magnolia Montessori, Indiana Montessori Academy, MSD in Angola Jamie Hubbard)

Loophole in our handbook: some schools do not need MACTE certification because they are University based program and they would technically with the current wording in our handbook not qualify for validation. Even though these schools have done a much higher level of certification than MACTE.

MPPI changed the wording to “credential from AMS, AMI or program that has been accredited by MACTE. Vyju also shared that through a conversation with AMS she learned that AMS would consider looking through our handbook and validation program and may take all schools that have been validated through us to the step 6 of AMS Continous Improvement Pathway. We may need to take a closer look at this and review the handbook and adjust our program.

Do we have the capacity to do validation (volunteer intense)? How are we keeping our position with our state? They expect us to come in and verify things in person while AMS is only verifying documents. How we can expand this and meet everyone’s needs?

## Other Business

* Set more meetings

**Next BOD meetings: – Dates/Times**

***January 21st 7pm***

***March 17, 2024***

***May 19, 2024***