

# 2016-04-18\_HEEP BOD Meeting Minutes

Monday, April 18, 2016

1:44 PM

**Meeting Date:** 4/18/2016 2:00 PM

**Location:** Go to Meeting

**Link to Outlook Item:** [click here](#)

**Invitation Message**

**Participants**

[Dyrdahl, Michael](#) (Meeting Organizer)

[Anderson, Brandon](#)

[Dan Belcher](#)

[Denise Reis](#)

[Diane Gunsch](#)

[Starr, Jon](#)

[Mark Suarez](#)

[Martin, Kevin \(KYTC\)](#)

[Mike Perry](#)

[Rande Robinson](#)

Role	Name	4/18/2016 Meeting
President	Mike Dyrdahl	present
Vice President	Kevin Martin	present
Secretary	Jon Starr	present
ESP Director	Diane Gunsch	absent
Area 1 Director	Mike Perry	absent
Area 2 Director	Rande Robinson	present
Area 3 Director	Dan Belcher	present
Area 4 Director	Brandon Anderson	present
Immediate past president	Denise Reis	absent
2nd immediate past president	Mark Saurez	present

Agenda:

1. Past Minutes Approval (Jon please redistribute)
  - a. [Called to order at 1:04 pm on April 18 Mountain Time.](#)
  - b. [Rande moved to approve, Kevin seconded. Minutes approved.](#)
2. Old Business:
  - a. IHEEP 2015 expense report: Denise

- a. Mike will follow up with Denise on expense report, and remind to reach out to Dan to get information to complete taxes, he prefers having a spreadsheet with the data rather than a pdf.
    - b. Some discussion on spreadsheets others have used for deliverables for tax information, Mark Suarez had a good example to follow according to Dan. This will be distributed to the current board members for reference.
    - c. Dan will review some of the past expense reports, and make a recommendation on which model to follow for board members. Mark sent the spreadsheet during the meeting, Dan agreed this format works fine as he does not need to see the detailed items.
    - d. Action Items:
      - i. Mike contact Denise and obtain the expense report.
  - b. **Constitution Update: Denise**
    - a. Denise not participating in meeting.
    - b. Action Item:
      - i. Mike will follow up with Denise for status.
  - c. **Technology Manager: Denise**
    - a. Denise not participating in meeting.
    - b. Action Item:
      - i. Mike will follow up with Denise for status.
  - d. **IHEEP Planning Document Updates: Mike**
    - a. Jon, Kevin and Mike had discussions and believe the current president should add information to the document and pass on to the next president. That is the plan to proceed at this time.
  - e. **Nomination Committee: Randy**
    - a. Rande- this committee was traditionally made up to the immediate past president, 2nd past president and one other as assigned by president. Mark Suarez will take the role to form a committee and find the next Secretary.
    - b. Action Items:
      - i. All committee members- send any names that you feel are interested in hosting.
- 3. **Area 5 Meeting**
  - a. **Current communication from Area 5 (Mike)**
    - a. Mike has had no communication from anyone in Area 5, with the exception of some communication from Tommy in Croatia. No other members have heard any report from Area V. Mike has been sending correspondence to staff in Turkey, as well as Andrew and Christina. Mike will send the email correspondence to Mark Suarez, he will reach out and see if he can get a response. Kevin will also reach out to Tommy and see if he can get any additional information.
    - b. Action:
      - i. Mark Suarez- reach out to Andrzej and Katie on the Area 5 conference.
      - ii. Kevin Martin- reach out to Tommy about any information he has.
  - b. **What is expected of the delegation (and specifically me) at the Area 5 meeting, since I have not been able to attend in the past? (Kevin)**
    - a. Kevin is the senior member of the team going this year. Dan said he would be expected to set up the presentations and order of presentations by the American delegates. Traditionally the president has taken gifts (Mike took enough gifts for 25 people, chocolate covered huckleberries), Dan took maple syrup and had it shipped. IHEEP president may be asked to give a speech to open the meeting and close the meeting. Rande recommended to be punctual



- a. Rande send Bentley Education contact information to Diane, carbon copy Mike D.
- 8. Taxes (Dan)
  - a. Taxes are due May 15. He hasn't gotten started yet, but has all the information he needs.
- 9. Update on 2016 IHEEP Conference (Mike)
  - a. Sponsorships
    - a. Currently sitting at approximately \$50,000 at this time. He has a lot of sponsors who haven't pulled the trigger, are working on level amount. Trimble is one mentioned. His goal was to bring in \$150,000 from sponsors this year.
  - b. Web Site
    - a. The website is open right now, hoping to have registration available next week. Shooting for a well-defined draft agenda to start working towards out of state travel requests. Recommends getting with Ernie Treadway early on design of websites.
  - c. Breakout sessions
    - a. Encourage board members to start reaching out soon to those who may want to present, spots are filling up fast. Feeling pretty good as to where they stand right now with presentations. Mike's target for budget purposes is 250 people.
- 10. Ad Hoc item
  - a. No ad hoc items brought up.
- 11. Adjourn
  - a. Meeting closed at 1:58 mountain standard time.