

CERA Board Meeting Agenda

May 14, 2008

Disneyland Hotel

Wonder Executive Board Room

1:00 to 5:00 p.m.

	Action	Person	Est. Time	
Welcoming	Overview of agenda	Tom	10 minutes	
I. Old Business	Minutes of last meeting	Paula	5 minutes	
II. New Business	<u>Treasurer's Report</u> ---Current balance in account/Credit Cards	Roger	5 minutes	
	<u>Update on Proposal Submissions</u> --- Extension of deadline and communication?	Paula	10 minutes	
	<u>Election Ballot (Secretary & Treasurer/Possible Bylaws Revision)</u> ---Preparation of packet	Tom	20 minutes	
	<u>Website Development/Maintenance</u>	Mary/Tom	20 minutes	
	<u>IRS 503(c)(3) Requirements</u>	Mary	10 minutes	
	<u>Timeline for Next Newsletter</u>	Tom	5 minutes	
	<u>2009 Conference Site</u>	Mary	10 minutes	
	<u>2008 Conference Planning</u> ---Registration update ---Possible room block adjustment ---Exhibitors and sponsors (status report/more contacts) ---Additional promotion (Large Scale Assessment Conference/Fall CDE meeting, other?) ---Program/Binders (bound book or 3-ring binder?) ---Plaques (Berliner,Rumberger,Abedi,Long,Tom) ---Event insurance/Board insurance ---Officer responsibilities during conference	Roger Tom/Jim Tom/Roger Tom Paula Tom/Jim Tom Tom/Jim	~ 2.5 hours	
	III. Adjourn	5:00 p.m.		