

## TWICE executive board meeting

September 10, 2007

Call to order 2:40

Attendance: Arnie Comer, Michael Maison, Terry Harrington, Wanita Kampmueller, Debbie Glasgow, Teri Dougherty, Martin Jennings, Danielle Letter, Janine Lim, Greg Marten, Deb Reda, Keith Sadlier, Absent: Aaron Schippert, Anne Thorp

- I. Approve Minutes
- II. Financial Report
  - A. \$37,998.98
  - B. Outstanding bills for data base
  - C. Membership renewals will go out this week.
- III. Even Committee reports
  - A. Conferences – Danielle reported all slots filled for MACUL. Team is contacting providers
  - B. Projects committee met September 5<sup>th</sup> Janine reported that Database is ready. RAP dates are set and on line, Michigan week information is on hold. Discussion about ASK video conference host location. Sue Porter has broadband and Polycom at her home, all authors are from Grand Rapids area. Greg made a motion second by Deb Reba that TWICE agree to pay Sue Porter \$50 per session for 7 ASK sessions. Motion carried. Macomb will bridge the ASK sessions coordinated by Janine.
  - C. Projects - Janine updated the Board on the status of CAP: the videoconferencing directory is mostly complete; the next phase will be programming the RAP matching and verification components.

Greg moved to approve spending the remaining \$10,000 from Polycom, paying \$2,000 to Sue Porter for CAP promotion and troubleshooting, \$2,000 to Janine Lim for CAP/RAP graphics work, and \$6,000 to REMC1 for programming. Seconded by Deb G. Motion carried.

Arnie and Janine informed the Board about their discussion with Polycom regarding ownership of the name “Collaborations Around the Planet”. The contract states that TWICE will own the CAP site, but Polycom wants use of the CAP name. Polycom has agreed to register the CAPSpace trademark with the understanding that both TWICE and Polycom will have rights to the trademark until the contract ends. At that time, TWICE will retain ownership of the trademark. Janine moved to allow Polycom to register the trademark, with the stipulation that TWICE will own the trademark when the contract ends. Seconded by Danielle. Motion carried.

RAP: Scott is starting work on the database matching, and plans several structure changes. Equipment will now be tied to the registrant’s profile, rather than buildings, and registrants will be identified by management levels instead of job titles. Janine hopes to pilot the matching system in October with the “Monster Match” project – a collaborative project with 60 Texas schools.

## IV. Board Committee Reports

- A. Awards – the committee will meet once the MACUL conference details are solidified.
- B. Membership – membership renewal notices will be emailed by September 14.  
Terry requested input from the Board on how to handle an inquiry from a non-public school about whether they qualified for Associate membership under their ISD. After discussion, the Board agreed that non-public schools should be referred to their local ISD to determine if they are considered a constituent district of their ISD.  
Deb G. - the TWICE blog is active and an announcement of the new blog has been sent to the listserve. Board members should contact Deb or Janine to be added as blog contributors so they can post information. At the annual retreat, the Projects Committee developed a list of blog articles to post each month; Janine will email that list to the Board.
- C. Fieldtrips – passwords for September will be emailed out soon; the committee hasn't had a chance to meet yet.
- D. Shared Classes – no report

#### V. Discussion

- A. Summer retreat 2008 – the Board discussed if we should hold the 2008 Retreat at the MacMillan Center again. Ann moved that the TWICE 2008 Board retreat be held at the MacMillan Center. Seconded by Martin. Motion carried. Janine moved that the Retreat be held June 26<sup>th</sup>-27<sup>th</sup>, 2008. Seconded by Keith. Motion carried.
- B. By-Law Changes – At the October Board meeting, we will have the first reading of a By-Law change that will address the process for dismissing a Board member.
- C. TWICE as a national organization – Keith was appointed as chair of the committee to study this issue.

#### VI. Round Table

- A. Due to a conflict with meeting on November 12, the Board meeting will be moved to November 19.
- B. The Ann Arbor Hands-On Museum is replacing management staff and will be restructuring some of their offerings.
- C. The Port Huron Museum/Thomas Edison Depot is ready to move forward with content delivery.

Respectfully submitted by Wanita Kampmueller and Debbie Glasgow