

## IJEA Officers' Meeting Minutes

10 a.m. Aug. 25, 2007

Buzzard Hall, Eastern Illinois University, Charleston, Ill.

Attending: Sarah Doerner, John Gonczy, Susan Tantillo, James Tidwell, Sally Turner

Newsletters were distributed.

### 1. IJEA Goals and Objectives:

#### A. Prioritize goals for 2007-08

**1. Membership:** John suggested we targeted the principals, working with Susie at the IHSA, and asking them to fill out a survey about media offered at the school ... to run a better state contest and to meet the needs of those advisers. He envisions a letter and envelope with the IHSA logo and then another sheet of paper with a survey. John will write the letter. Sally will order envelopes and they will be return postage.

Sally will talk to Susie to see if it is OK, first. We will ask for labels and envelopes. We will then ask Kim to see who already has returned them. Our graduate student will make sure surveys are not sent to people who have already returned surveys to Kim. They will be sent out Oct. 1. John will present the plan to the directors at the Sept. 14 meeting.

We also need to have regional directors do a better job of calling their local schools and talking to their advisers.

**2. Publicity and public relations:** We need to get our name out there. We should have a feature story with photos and Kim can help us distribute it. Also, we will start sending press releases about outstanding service to appropriate papers. Sally will put together a template for distribution and John will create a board member form to fill out.

**Send to members:** Calendar  
IHSA info  
Awards info and fliers  
Legal handouts  
Pens  
Susan's handouts from the Chicago convention  
SPLC info (PDFs from Susan)

**Lifetime members** who are still teaching need to get the renewal packets, along with a thank you for your commitment letter from Sarah.

**IHSA:** At sectionals, an IJEA director and the IHSA rep should run that advisers' meeting. At the state convention, John and Stan should run the meeting again.

**At conferences,** we need to provide material about JEA. Sally will contact Connie Fulkerson at JEA for promotional materials, pens, calendar, resources, like First Amendment cards, press passes with 1<sup>st</sup> Amendment on the back.

**At ISHSPA,** our table will include tickets for the gift cert. drawing (Sarah will bring the tickets), and materials above and IJEA membership forms and newsletters.

John will award gift certificate at the awards before the keynote speaker.

**3. Elections/Bylaw changes:** Sarah will contact Joni Page, Mike Doyle, Stan Zoller, Dan Kerns, Heather Tanner and Cathy Wall to run for re-election for spring. Ballots will be sent and completed by the end of April. Officers will be elected in June. Each officer will review the bylaws and see if anything else needs to be changed to Sarah before Labor Day vacations. We will present any bylaw changes to the directors at the Sept. 14 meeting.

**4. Board member manual:**

- History
- Forms
- Members, past and present, by regions
- Calendar of events
- Map of regions
- Board directory
- IHSA contest
- Regional groups
- Roles and responsibilities of the board

Sarah will work on that for the September meeting

**5. Anniversary:** Aug.19, 2008 will be the 20<sup>th</sup> anniversary of the organization

**The event will include**

- Past presidents
- Founding members
- Past board members
- Life members
- History
- Past winners of awards
- In memoriam
- Letters from people who cannot attend

Possible keynoters: Linda Puntney, Mark Goodman, Tom, James

James will put together a list of special guests

Susan will put together a list of past board and general membership list

Sally will contact a keynote speaker

Sarah will put together the program

Sally will handle souvenirs after hearing from board members on Sept. 14. Present a design at the meeting.

Sally will handle banner

John will talk to board about regional directors doing things with their region members

JEA conference in St. Louis Nov. 13-16, 2007: host a reception to celebrate 20 years

