

Council for Exception Children Teacher Education Division

Spring Report of: Karen S. Voytecki

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From: November 2008-March 2009

Office/Term: Executive Director

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Current Office/Committee Goals (2009)

1. Organize and disseminate committee information to facilitate greater member participation.
2. Work with TED's Treasurer, Audit Committee, and Certified Public Accountant to transition book keeping and tax record services to CPA; and restructure financial responsibilities and oversight processes.
3. Act as an effective and efficient liaison between TED Board Members and the TED Executive Committee, as well as between TED and CEC Headquarters.

Current Committee Members

N/A

Next Scheduled Committee Meeting (date, location, time):

N/A

2009 Accomplishments:

1. Assisted all Board Members, Committee Chairs, and Support personnel to allow continuity of activities and to assist individuals transitioning to new roles.
2. Established a comprehensive list of tasks for 2009 through a goal setting meeting with the TED President and President-Elect.
3. Assisted TED Committees with various projects (e.g. Audit Committee, Awards Committee, Executive Committee, Conference Advisory Committee, and Kaleidoscope).
4. Maintained TED Member Communication through the TED-Announce Listserv - a TED member listserv that is updated monthly.
5. Responded to TED member emails and phone calls.
6. Publicized Call for Proposals, Legislative Action Items, and other pertinent TED business through TED-Announce and *TEDLines*.
7. Solicited articles from TED Executive Board Members (elected and appointed) for the Winter edition of *TEDLines*.
8. As Newsletter Editor, published the Winter 2009 edition of *TEDLines*.

9. Transitioned signer access for all TED Bank of America accounts to reflect the 2009 TED Board and Conference Chairperson.
10. Assisted with preparations for the TED meetings/events at the 2009 CEC Convention & Expo in Seattle, Washington.
11. Maintained ongoing communication with Elected Board Members and Committee Chairs.
12. Maintained updated Board Member contact information.
13. Maintained communication with CEC administrators at CEC Headquarters to discuss needs of TED and CEC.
14. Secured a conference call service for TED business use, to assist with conference calls such as between members of the TED Presidential Line and TED/HECSE calls with Jane West.
15. Coordinated conference calls with the TED Board, in whole and in units.
16. Established and administered a TED Board listserv (transitioned responsibility for TED Board listserv facilitation from the Secretary to the Executive Director).
17. Assisted Past President with the TED Awards process.
18. Assisted President with feedback on the TED Audit Committee report.
19. Managed TED member questions and concerns by directly responding to the issue(s) and/or referring the person to the appropriate resource.
20. Assisted the 2009 TED Conference Chair by reviewing drafts of conference agendas and investigating registration payment options.
21. Contributed TED input to *CEC Today*.
22. Completed W-9 forms for various institutions.
23. Secured a TED Exhibit Table and space at the "take one" table for the 2009 CEC Convention & Expo in Seattle, Washington.
24. Assisted with catering and audio-visual arrangements for TED meetings/events at the 2009 CEC Convention & Expo in Seattle, Washington.
25. Renewed TED membership and paid dues for CEC's Inter Divisional Caucus (IDC).
26. Renewed TED membership and paid dues for the Consortium for Citizens with Disabilities (CCD).
27. Assisted with *TESE* transition between Allen Press and Sage Publications.
28. Facilitated payment for TED's independent contractors.
29. Assisted with the outcomes of the TED strategic planning sessions.
30. Worked with Treasurer to gather needed information for dissemination of 2008 1099s for TED's independent contractors.
31. Obtained needed information for Board discussion of a proposed TED Adapted Physical Education Teacher Education SIG.

Action Items for the Board to consider:

(NOTE: Please state action items as motions. Below each motion provide brief background and/or note any financial implications that need to be considered.)

1. I propose that the TED Board consider the approval of a TED Adapted Physical Education Teacher Education Special Interest Group (SIG).