

Council for Exception Children **Teacher Education Division**

Fall Report of: **Executive Director**

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From: Karen S. Voytecki

Office/Term: Executive Director / 2009

Contact Information:

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Current Office/Committee Goals (2009)

1. Act as an effective and efficient liaison between TED Board Members and the TED Executive Committee, as well as between TED and CEC Headquarters.
2. Work with TED's Treasurer, Audit Committee, and Certified Public Accountant to transition book keeping and tax record services to the CPA; and restructure financial responsibilities and oversight processes.
3. Be a helpful resource to TED Board Members who work to ensure progress on projects/activities that support TED's mission and strategic goals.

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, Membership Committee, Publications 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, Election content, and other pertinent TED business through TED-Announce and *TEDLines*.
7. Solicited articles from TED Executive Board Members (elected and appointed) for the Winter, Spring/Summer, and Fall editions of *TEDLines*.
8. As Newsletter Editor, published the Winter 2009, Spring/Summer 2009, and Fall 2009 editions of *TEDLines*.
9. Transitioned signer access for all TED Bank of America accounts to reflect the 2009 TED Board and Conference Chairperson.
10. Secured a TED Exhibit Table and space at the "take one" table for the 2009 CEC Convention and Expo in Seattle, Washington.
11. Assisted with catering and audio-visual arrangements for TED meetings/events at the 2009 CEC Convention and Expo in Seattle, Washington.
12. Assisted with preparations for the TED meetings/events at the 2009 CEC Convention and Expo in Seattle, Washington.
13. Maintained ongoing communication with Elected Board Members and Committee Chairs.
14. Maintained updated Board Member contact information.
15. Maintained communication with CEC administrators at CEC Headquarters to discuss and respond to needs of TED and CEC.
16. 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.
17. Coordinated conference calls with the TED Board, in whole and in units.
18. Established and administered a TED Board listserv (transitioned responsibility for TED Board listserv facilitation from the Secretary to the Executive Director).
19. Disseminated information to TED Board Members through the TED Board Listserv on behalf of the TED President, TED President-Elect, Legislative Liaison, and Conference Chair.
20. Assisted Past President with the TED Awards process.
21. Assisted Past President with the Election process for 2010 TED Officers.
22. Assisted President with feedback on the TED Audit Committee report.
23. Managed TED member questions and concerns by directly responding to the issue(s) and/or referring the person to the appropriate resource.
24. Contributed TED input to *CEC Today*.
25. Completed W-9 forms for various institutions.
26. Renewed TED membership and paid dues for CEC's Inter Divisional Caucus (IDC).
27. Renewed TED membership and paid dues for the Consortium for Citizens with Disabilities (CCD).
28. Assisted with *TESE* transition between Allen Press and Sage Publications.
29. Facilitated scheduled payments for TED's independent contractors.
30. Facilitated reimbursements for travel and other expenses incurred by TED Board Members.
31. Assisted with the outcomes of the TED strategic planning sessions.
32. Worked with the Treasurer to gather needed information for dissemination of 2008 1099s for TED's independent contractors.

33. Worked with the Treasurer to obtain needed information for the filing of TED's 2009 taxes.
34. Obtained needed information for Board discussion of a proposed TED Adapted Physical Education Teacher Education SIG, which was approved by the Board.
35. Under the direction of the Treasurer and TED Presidential line, managed the savings CDs at the Bank of America.
36. Worked with the CPA to obtain financial reports that meet the requirements of the IRS and the needs of TED.
37. Provided input for the revised Conference Planning Handbook.
38. Assisted with the *TESE* editor transition.
39. Secured Board of Directors (BOD) insurance policy.
40. Continued TED liability insurance policy.
41. Assisted Membership Chair by providing pertinent information to newly forming TED State Subdivisions.
42. Assisted Vice-President by communicating TED conference policies/procedures to individuals potentially interested in hosting a future TED Conference.
43. Remained an active member of the Publications Committee, under the direction of the Publications Chair.
44. Assisted with the revisions and dissemination of the RtI survey disseminated to TED members.
45. Provided input to the Secretary for the initial drafts of the TED Board and Business Meetings that occurred at the 2009 CEC Convention and Expo in Seattle, Washington.
46. Worked with 2010 Conference Co-Chairs and Crowne Plaza hotel staff to secure TED credit for the 2010 Conference in St. Louis, Missouri.
47. Participated in monthly Inter Divisional Caucus (IDC) conference calls; as well as the face-to-face IDC meeting at the 2009 CEC Convention and Expo in Seattle, Washington.
48. Requested meeting room space, catering needs, and audio-visual requests for the TED meetings and events to be held at the 2010 CEC Convention and Expo in Nashville, Tennessee.
49. Assisted the 2009 TED Conference Chair by reviewing drafts of conference agendas and investigating registration payment options.
50. Opened, and manage on an ongoing basis, a PayPal account for 2009 and future TED Conference registration payments.
51. Facilitated registration payments, via credit card through PayPal and checks received in the mail, for the 2009 TED Conference.
52. Responded to TED member questions regarding registration issues and presenter inquiries for the 2009 TED Conference.
53. Assisted with preparations for the TED meetings/events at the 2009 TED Conference in Charlotte, North Carolina.

Action Items for the Board to consider: N/A

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