

Council for Exception Children **Teacher Education Division**

Fall Report of: **Executive Director**

Date Submitted: October 26, 2008

From: Karen S. Voytecki

Office/Term: Ongoing

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Current Office/Committee Goals (2008)

1. Work with Treasurer to develop structures and processes to ensure greater financial control and stability of our organization.
2. Work with Board members to prepare for TED meetings, events, and conferences.
3. Assist all Board Members, Committee Chairs, and Support personnel to allow continuity of activities and to assist individuals transitioning to new roles.

Current Committee Members

N/A

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

N/A

2008 Accomplishments:

1. Assisted President with preparations for the Board and Business meetings at the 2008 CEC Convention and Expo in Boston, Massachusetts and the 2008 TED Conference in Dallas, Texas.
2. Worked with the Treasurer to secure additional savings CDs for TED's monetary assets.
3. Along with the Treasurer, investigated book keeping and CPA options for tax purposes and accounting.
4. Assisted Past President with revisions for the TED Awards Handbook.
5. Assisted Past President with Constitution and By-law revisions.
6. Facilitated meeting room space for TED events at the Annual CEC Convention and Expo.
7. Assisted the President Elect with the development of the proposed 2009 TED Budget.
8. Maintained ongoing communication with Executive Board Members and Committee Chairs.
9. Maintained updated Board member contact information.
10. Continued TED Liability Insurance.
11. Provided fiscal input to the TED Audit Committee.
12. Maintained communication with CEC administrators at CEC Headquarters to

- discuss needs of TED and CEC.
13. Coordinated communication with TED membership via TED-Announce, which is a TED member listserv that is updated monthly.
 14. Coordinated communication with TED Board Members via the Board listserv, which is administered by the Secretary.
 15. Assisted Past President with the 2008 award application process.
 16. Facilitated award plaque layout/designs, and ordered the plaques for 2008.
 17. Assisted Past President with election procedures.
 18. Assisted President Elect with input for the Strategic Planning Process.
 19. Responded to Board Members' various questions and requests via email, telephone calls, and written documents.
 20. Managed TED Member questions and concerns by directly responding to the issue(s) and/or by referring the person to the appropriate resource.
 21. Contributed TED input to *CEC Today*.
 22. Completed Division paperwork for CEC Headquarters.
 23. Worked with Treasurer to gather needed documents and information for filing tax documents.
 24. Provided relevant information to the 2010 TED Conference Co-Chairs to assist with proposal development.
 25. Coordinated conference calls with the TED Board, in whole and in units.
 26. Assisted Membership Chair with acquisitions and support of new TED subdivisions.
 27. Solicited articles from Executive Board Members and Committee Chairs for the Winter, Spring/Summer, and Fall editions of *TEDLines*.
 28. As Newsletter Editor, published the Winter, Spring/Summer and Fall editions of *TEDLines*.
 29. Publicized Call for Proposals, Executive Board election information, Award nominee solicitations, and other pertinent TED business through TED-Announce and *TEDLines*.

Action Items:

(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 use of book keeping services provided by our CPA's firm.
 - a. More details, regarding specific services to be provided and the associated fees, will be available at the TED Board Meeting.
2. I propose that the TED Board Listserv be moved to East Carolina University (ECU), to be administered by the Executive Director.
 - a. There would be no costs associated with the listserv being housed at ECU. It is currently located at National University, facilitated by our Secretary - Dr. Stu Schwartz. Stu's term on the Board will end in December of 2008. Having the listserv operating from ECU is a long term solution for consistency and ease of use.