



Board of Directors Meeting

Date: November 28, 2016

Time: 10:30 a.m.

Location: Economic Alliance

Board Members:

Present			Absent
Glenn Johnson, President	David King, Vice President	Debi Jordan, Secretary	
Allatia Harris, Treasurer	Chad Burke		

Program Manager: Denise Smesny – **PRESENT**

Guests: **N/A**



Minutes:

Agenda	Discussion	Tasks/Conclusion	Responsibility	Status
<i>Call to order</i>	The president called the meeting to order at 10:34 a.m.			
<i>Approval of minutes</i>	Minutes from October meeting were emailed on October 24. Motion was made by C. Burke and seconded by D. Smesny to approve the minutes. Motion carried.		D. Jordan G. Johnson	
<i>Treasurer's Report</i>	<p>Treasurer's Report was emailed by A. Harris on October 24th and approved as presented. D. Smesny and A. Harris will be going to the bank to get a debit card.</p> <p>BASF payment has not been processed and G. Johnson is working to resolve any issues or answer any questions that may be holding it up.</p> <p>A budget template was created by D. King and emailed to the Board. Board members need to review and provide feedback. We need to make sure the key activities are plugged in as a line item on the budget.</p>	<p>Obtain debit card from bank</p> <p>Resolve BASF invoicing issues</p> <p>Review budget template and provide feedback. Board members need to provide budget request for key projects.</p>	<p>D. Smesny & Board member w/signatory authority</p> <p>G. Johnson</p> <p>All Board members</p>	

Agenda	Discussion	Tasks/Conclusion	Responsibility	Status
<i>Board Membership</i>	<p>D. Jordan is retiring from Lee College and this meeting is the last one of service to the Board. In the interim, another Lee College representative will serve.</p> <p>M. Rougeau resigned from the Board effective November 15th due to scheduling conflicts with her employment.</p>	Designate a Lee College representative to serve on Board	D. Jordan	
<i>CTE Connection</i>	<p>In order to align with high school CTE programs, D. Smesny connected with Franklin Higgins, President of the Gulf Coast CTE Directors and CTE Director with Aldine ISD to schedule a meeting and see how we can work with that group. Meeting to be scheduled. It was suggested to involve one of the industry representatives in the meeting and to make the ask. It might also be helpful for an industry representative to make the superintendent aware of the important of the initiative and Mr. Higgins' participation.</p> <p>Discussion led to a previously discussed recommendation to host a meeting of the regional Superintendents. There may be opportunities where there are regional meetings they will already be participating in. Objectives: keep programs that lead to careers in manufacturing a priority—awareness of disconnect between HS programs and high demand manufacturing so programming and budget decision-making can be aligned with the demand and prioritize manufacturing careers. Other option is to ask Dr. Brown and Dr. Hellyer to contact ISD's in the two service areas to host a meeting.</p>	<p>Schedule meeting with Franklin Higgins</p> <p>Finalize strategy for engaging superintendents</p>	D. Smesny	
<i>Resource Development</i>	The analysis of the Haas Foundation revealed that this is not a good fit for our project. A. Harris and D. Jordan will ask grant offices at the colleges to search for funders and possibly talk to the Board about how grant development works. We would need to provide a mission statement, key activities and key	Ask college grant officers to present to the Board the nuts and bolts of grant	D. Jordan and A. Harris	

Agenda	Discussion	Tasks/Conclusion	Responsibility	Status
	<p>words for the grant offices to use in their search. G. Johnson will reach out to NAM to see if there are other foundations or funders that other DIDI's have tapped into. Each Board member can provide examples of specific asks for key activities.</p>	<p>development and assist in grant searches.</p> <p>Contact NAM for potential grantors</p>	<p>G. Johnson</p>	
<p><i>Metrics</i></p>	<p>KPI reporting - The Board reviewed what we wanted to see in a report--Contact since last report; what is coming up; callout of recent key engagement events; standard rating on CTE events (value); a summation that is put into slides. Reviewed key engagements since last meeting. Need to not just look at number of contacts, but also the quality of the environment. We need to do some type of assessment—D. Smesny can create a survey in Google and send the link and have the students complete the survey. Discussed providing an incentive to the teacher such as a \$25 gift card, etc. in order for the teacher to ensure student participation. A. Harris as owner of the Champions program will work with D. Smesny to propose a strategy for this. They will create a draft proposal and email it to the Board for review.</p> <p>Need to create projected metric targets/goals for 2017. To be completed by December 31, 2016. Also need a schedule of timelines for project initiatives.</p>	<p>Create a Google survey for students to take after DIDI engagement</p> <p>Propose a strategy for incenting teachers to encourage student participation in surveys or other forms of assessment</p> <p>Create metric targets for 2017</p>	<p>D. Smesny</p> <p>D. Smesny and A. Harris</p>	
<p><i>Regional Workforce Partnerships</i></p>	<p>D. King reached out to Mike Lykes at Neighborhood Centers. Lykes has transitioned to another role, so D. King will make introductions with the appropriate contact to continue cultivating the partnership with their organization and making presentations to their clients.</p>	<p>Cultivate partnership with Neighborhood Centers</p>	<p>D. King</p>	

Agenda	Discussion	Tasks/Conclusion	Responsibility	Status
	Having a presence at the EHCMA Golf Tournament on October 28 th was a great opportunity and was well received.			
<i>Marketing and Outreach</i>	<p>Pursue “What’s Cool About Manufacturing” video. G. Johnson has a new contact from the Toyota plant where the video was created. He will reach out to him and get input/recommendations.</p> <p>DIDISETX needs to have more social media presence. C. Burke will look into website feed directly into social sites. G. Johnson is going to make a connection with the Louisiana Economic Development to see what they are doing in the social media environment as well as coordinate with us to share best practices, collateral, etc.</p>	<p>Reach out to Toyota for input and recommendations for video</p> <p>Website feeds to social media</p> <p>Connect with Louisiana Economic Development</p>	<p>G Johnson</p> <p>C. Burke</p> <p>G. Johnson</p>	
<i>Next Meeting</i>	Next meeting will be January 16, 2017, from 10:30 to 12:30 at the Economic Alliance Conference Room			
Meeting adjourned at 12:40 p.m.				

Submitted by: _____
Debi Jordan, Secretary

Date: December 14, 2016