



Texas Educational Support Staff Association, Inc.

**Minutes for the TESA Executive Board
Doubletree by Hilton Hotel, Richardson, Texas
Friday, March 24, 2017**

- Call to Order: The meeting of the Texas Educational Support Staff Association, Inc 2016-2017 Executive Board was called to order by President Lisa Gonzalez at 7:49 p.m. on Friday, March 24, 2017
- Invocation: The invocation was given by Past President, Dianne Lemons
- Parliamentarian: Linda Sockwell proclaimed that a quorum was established
- Roll Call:
- | | | |
|-------------------|-----|---------|
| Executive Board | | |
| Lisa Gonzalez | 512 | |
| Teena Hancock | | offsite |
| Marie Enax | 511 | |
| Lisa Acosta | 220 | |
| Ofelia Barron | 512 | |
| Felipe Campos | | 607 |
| Linda Sockwell | | 709 |
| Dianne Lemons | | 316 |
| Paula Lambright | | offsite |
| Darcy Blackstock | 316 | |
| Melissa Rodriguez | 511 | |
| Melissa Davis | | absent |
- Minutes: The minutes of the Summer Work Conference Executive Board Meeting held on June 22, 2016 was approved as corrected. (the adjourn time corrected from a.m. to p.m.)
- Correspondence: None
- Treasurer's Report: The treasurer report will be filed for audit.
- Officer Reports:
- President – Lisa Gonzalez
 - President Elect – Teena Hancock
 - Vice President – Bonnie Tomczyk
 - Secretary/Treasurer – Marie Enax
 - Affiliate Services & Membership – Felipe Campos
 - Area Workshops & Legislative Consultant – Ofelia Barron



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Awards/Scholarship/Journalist & Nominations – Lisa Acosta
Past President/Marketing Chairman – Dianne Lemons
Parliamentarian – Linda Sockwell

Guidelines:

Housekeeping Updates

Result of the referendum vote of the By-Law change in March 2017 on the following pages 5, 9, 12, 18 & 23, change the word “magazine” to “newsletter”.

In other housekeeping changes, the following were motions previously passed but not updated.

Page 13: change to update current address of TESA office in Cedar Park

Page 21: Remove the words “proceeds from the TESA Spirit Award and other”.

Page 23: Fill the slate of four executive officers, change the word “four” to “three”, since we no longer have a 2nd VP.

Page 23/24 Remove the sentences, “Prepare a cover sheet, which is to accompany the biographical sketch and official ballot.”
“Prepare a list of the names, mailing addresses (home and office) and telephone numbers (home and office) of all candidates for the president and president elect.”

Page 31 Remove the words “decorating firm” replace with “hotel staff” and remove the sentence, “Arrange for them through the decorating firm.”

Summer Work Conference – Melissa Rodriguez

Web Advisor – Paula Lambright

TESA Central Office – Melissa Davis

Unfinished Business: Ad Hoc Committee Update:

Members: Bonnie Tomczyk, Dianne Lemons, Debbie Wade, Linda Sockwell and Teena Hancock

Moving forward with TESA publishing newsletters for the membership instead of magazines and to move away from using an independent contractor to an all-inclusive service; the committee will secure bids and prepare a motion for the executive board to vote on in order to present to membership 30 days prior to the business meeting at summer work conference.

Motion 1:

Motion made by Darcy Blackstock, seconded by Felipe Campos. I move that the first two sentences, which refers to securing bids for a publisher on page 6 of the TESA guidelines, be removed. Motion carried.



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New Business: Election Votenet results for the Texas Educational Support Staff Inc., 2017-2018 Official Ballot Teena Hancock reported we had 555 eligible members to vote and 250 voted.

<u>President Elect</u>		Votes	Percentage
Darcy Blackstock	170	69	
Bonnie Tomczyk	76	31	
Abstain		4	

<u>Vice-President</u>			
Felipe Campos		229	100
Abstain		21	

<u>Secretary-Treasurer</u>			
Sherry Gray	92	38	
Melissa Rodriguez	151	62	
Abstain		7	

<u>Member at Large Position 1</u>			
Lisa Acosta	170	70	
Sharon Mena	74	30	
Abstain		6	

<u>Member at Large Positon 2</u>			
Ofelia Barron	160	66	
Kendra Ramirez		84	34
Abstain		6	

<u>Member at Large Position 3</u>			
Maria Campos	169	69	
Diana Rodriguez	76	31	
Abstain		5	

The following are the 2017-2018 elected Executive Board:

President Elect: Darcy Blackstock

Vice-President: Felipe Campos

Secretary-Treasurer: Melissa Rodriguez

Member at Large Position 1: Lisa Acosta

Member at Large Position 2: Ofelia Barron

Member at Large Position 3: Maria Campos



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By-Law Change: The TESA Executive Board moves, that Article IV, Section 2, subsection c of the TESA Bylaws be changed to read: The vice president shall act as editor of the TESA Connection, official publication of the Texas Educational Support Staff Association, Inc, planning the general content of the newsletter and making arrangements for publication. The publication will be distributed to all eligible members.

Votenet results 237 for, 2 against, 11 abstain

There were eleven email motions that were all approved. They are as follows:

October 26, 2016

Motion made by Teena Hancock, seconded by Ofelia Barron, I move that the president be authorized to sign the new lease agreement with Zuniga Investments, Inc. for the TESA Office rental space from January 1, 2017 through December 31, 2018. Motion carried.

November 11, 2016

Motion made by Melissa Rodriguez, Summer Work Conference Chair, no second required. I move that the 2017 Summer Work Conference Budget be approved as presented. Motion carried.

January 9, 2017

Motion made by Teena Hancock, seconded by Marie Enax, I move that the vice president shall act as editor of the TESA Connection, official publication of the Texas Educational Support Staff Association, Inc., planning the general content of the newsletter and making arrangements for publication. The publication will be distributed to all eligible members. Motion carried.

January 27, 2017

Motion made by Summer Work Conference Committee, no second required. I move that the president be authorized to sign the contract with "Disc Jockeys Now" for the 2017 SWC banquet. Motion carried.

February 1, 2017

Motion made by Bonnie Tomczyk, seconded by Ofelia Barron. I move that President Lisa Gonzalez be authorized to sign the Round Rock Copier, LLC. Lease Contract for a Sharp copier. The term of the lease is for 36 months @ \$99/month plus taxes. Motion carried.

February 24, 2017



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Motion made by Lisa Acosta, seconded by Teena Hancock. I move that the deadline for all awards and scholarships be extended by one week to Saturday, March 4, 2017. Motion carried.

March 7, 2017

Motion 1:

Moved by the STEM Committee, no second required. I move that the title Effective Office Practices be changed to Effective Workplace Practices on the manual and in the TESA Guidelines, Section STEM Courses. Motion carried

Motion 2:

Moved by the STEM Committee, no second required. I move that the title of Rules for Spelling and Proofreading be changed to Spelling and Proofreading on the manual and in the TESA Guidelines, Section STEM Courses. Motion carried

Motion 3:

Moved by the STEM Committee, no second required. I move that the title Customer Service be changed to Exceptional Customer Service and be added to the alphabetized listing of 6 Hour Courses. This would result in a change to the cover of the manual and in the TESA Guidelines, Section STEM Courses. Motion carried

March 8, 2017

Motion 4:

Moved by the STEM Committee, no second required. I move that the STEM Checklist be revised to include:

1. the removal of Customer Service and Telephone Skills from the 3 Hour Course list.
2. the addition of "Business and Social Etiquette" & "Presentation Techniques" to the 3 Hour Course List. Motion Carried

Motion 5:

Moved by the STEM Committee, no second required. I move that the Course List in the TESA Guidelines, Section STEM Courses, be updated to reflect the following changes:

1. Delete Customer Service and Telephone Skills from the 3 Hour Course list.
2. Add "Business and Social Etiquette" & "Presentation Techniques" to the 3 Hour Course List.



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The list should be alphabetized. Motion carried.

- Motion 2: Moved by Marie Enax, seconded by Teena Hancock. I move that there be a change to the Guidelines under the heading of President-Elect duties for Membership committee and in Membership Committee duties: changing word “shall” to “may” to read: The committee may have representation from education service centers, higher education, administrative, secondary and elementary. (to include all committees where applicable)
Motion carried.
- Motion 3: Moved by Ofelia Barron, Area Workshop Chair, no second required. I move that there be the following changes to the Guidelines under the heading of Area Workshops:
1. Checklist of requirements/later in Programs Section – Delete the following sentence: Include one session of TESA/STEM overview in the schedule.
 2. Area Workshop Chairman will: Delete the following 2 sentences (a) work with local districts and /or associations on head table/seating (see sample) (b) provide local chairman with labels w/names and addresses of TESA Executive Board members.
- Motion carried.
- Motion 4: Moved by Ofelia Barron, Area Workshop Chair, no second required. I move that there be the following change to the Guidelines under the heading of Area Workshops, Workshop Fees & Expenses section: to raise the amount to be charged not to exceed \$40.00. Motion carried.
- Motion 5: Moved by Lisa Acosta, Awards/Scholarship/Journalist Chair, no second required. I move that there be a change to the Guidelines under the heading Awards/Scholarship/Journalist Committee: to change when the scrapbook is presented from SWC to Spring Board when he/she would be Immediate Past President. This would require the same change under the Journalist section and the need to delete the redundant sentence 3 paragraphs below. Motion carried
- Motion 6: Moved by Lisa Acosta, Awards/Scholarship/Journalist Chair, no second required. I move that there be a change to the Guidelines under the heading Awards/Scholarship/Journalist Committee under the Journalist section to reword the first sentence to read: Through the TESA Connection and monthly internet blasts, request that affiliates, individuals and officers send pictures or articles of local/state meetings, events, area workshop, and conferences that might be included in TESA President’s scrapbook. Motion carried.
- Motion 7: Moved by Lisa Acosta, Awards/Scholarship/Journalist Chair, no second required. I move that proceeds from the 50/50 raffle and theme baskets at the 2017 Summer Work Conference be divided between the Founders Scholarship and the Lorene Roby Rogers Scholarship. Motion carried.



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Motion 8: Moved by Melissa Rodriguez, Summer Work Conference Chair, no second required. I move that there be the following change to the Guidelines under the heading of Summer Work Conference Chairman Duties and under Registration Chairman Duties to delete all references to the advisory board. Motion carried.

Announcements:

April 14, 2017	TESA Office Closed (Good Friday)
May 29, 2017	TESA Office Closed (Memorial Day)
May 30, 2017	TESA Connection Deadline
May 31, 2017	SWC Registration Deadline
June 20-24, 2017	TESA Summer Work Conference (Austin, TX)
July 12-15, 2017	NAEOP Conference (Greenville, SC)

Adjourn President Lisa Gonzalez adjourned the Executive Board meeting at 9:36 p.m.

Submitted by:

Approved by:

Marie Enax, CEOP
Secretary/Treasurer

Lisa Gonzalez, CEOP
TESA President 2016-2017

Minutes approved On June 19, 2017