



Texas Educational Support Staff Association, Inc.

EXECUTIVE BOARD MEETING
Springhill Suites by Marriott, Rosenberg, Texas
Saturday, March 5, 2016

Call to Order: The meeting of the Texas Educational Support Staff Association, Inc.,
Spring Board Meeting Was called to order at 7:53PM

Invocation: The invocation was given by President, Dianne Lemons.

Parliamentarian: Gerald Wharton proclaimed that a quorum was established.

Roll Call:

Present:

Dianne Lemons
Lisa Gonzalez
Teena Hancock
Bonnie Tomczyk
Donna Cubstead
Melissa Rodriguez
Marie Enax
Gerald Wharton
Sue Hand
Darcy Blackstock
Melissa Davis

Absent:

Debbie McFadden
Paula Lambright

Minutes: The minutes of the Summer Work Conference Executive Board Meeting held on
June 24, 2015 at the 2015 Summer Work Conference held at the Omni Austin
Hotel at Southpark, Austin, TX, were approved as presented.

Correspondence: None

Treasurer's Report: Presented and filed for audit.



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E-motions

August 4, 2015

E-motion: Motion made by Lisa Gonzalez, seconded by Bonnie Tomczyk that the 2017 TESA Summer Work Conference be held at the Omni Southpark Hotel, in Austin, Texas and that the President Dianne Lemons be authorized to sign the contract. Motion carried.

September 28, 2015

E-motion: Motion made by Deana Ross, Summer Work Conference Committee, no second required, that the 2016 SWC Budget be approved as presented. Motion Carried

November 13, 2015

Motion made by Deana Ross, Summer Work Conference Committee, no second required, that the contract with "disc Jockeys Now" be approved as presented, for the 2016 SWC banquet, and the president (or designee) is authorized to sign the contract. Motion carried

December 18, 2015

Motion made by Bonnie Tomczyk, seconded by Darcy Blackstock, that TESA establish a new banking account for checking, savings, and credit card transactions, as soon as practical; and the President is authorized to sign documents required to establish the new account with A+ Federal Credit Union. Motion carried

December 18, 2015

Motion made by Bonnie Tomczyk, seconded by Darcy Blackstock, that the current banking accounts with Wells Fargo be closed, as soon as practical, following the establishment of the new accounts with A+ Federal Credit Union. Motion carried

New Business:

Motion One: Motion made by Marie Enax, seconded by Darcy Blackstock, in the TESA Guidelines in the Awards/Scholarship/Journalist Chairman duties section remove the following sentence. Arrange for the pendant currently housed at the Central Office to be available at Summer Work Conference. Motion carried

Motion Two: Motion made by Awards/Scholarship/Journalist Committee, no second required, we move that the funds raised for scholarships at the Summer Work Conference, theme baskets and 50/50, all be deposited into The Founders Scholarship Account for this year 2015-2016 only. Motion carried

Motion Three: Motion made by Awards/Scholarship/Journalist Committee, no second required, we move that the Awards/Scholarships/Journalist Committee Chairman Duties guidelines, page 17, Awards Section be changed as follows:



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The deadline for all awards shall be February 25th.

Select a panel of judges not affiliated with TESA to choose the Nelda Van Dyke Award winner and TESA Administrator of the Year. Nominations are received in the TESA central office and then forwarded to the awards chairman for distribution to the judges.

Secure appropriate plaques for the Nelda Van Dyke winner and the Administrator of the Year, from an awards company. Actual size of plaques should be no larger the 15" by 12".

1. Nelda Van Dyke

Responsible for the NVD sash: 1) The width of the sash be six inches. 2) The overall length of the sash be seventy-six inches with Velcro attachment to adjust length for fit. 3) Nelda Van Dyke be spelled out. 4) The year of the award be printed in full, i.e., 2010. 5) The back and side trim of the sash be royal blue with the top inset white. 6) The TESA logo be at the top of the sash and the current TESA President's logo be at the bottom of sash. 7) All lettering, logo's and numbers to be embroidered. No glue, stick-on letters or numbers are to be used. 8) The sash is to be worn over left shoulder. 9) Sash is to be made of durable and quality material. 10) With the exception of the TESA President's logo, all letters and numbers and TESA logo will be embroidered in royal blue.

Assure that all Nelda Van Dyke nominees for the current year be recognized at the Summer Work Conference, in alphabetical order, and Past Employee of the Year and Nelda Van Dyke winners be recognized at the SWC.

2. Administrator of the Year

Notify the winner of the Administrator of the Year Award in this manner: 1) Notify president of association nominating the winner to give them an opportunity to talk with their nominee first. 2) Notify winner to advise them of the date and time the presentation of their award will be made. 3) Notify the president of association nominating the Nelda Van Dyke Award winner and advise them of the date and time of the presentation. The TESA President, Awards Chairman and local association president are the only people aware of the Nelda Van Dyke Award winner prior to the presentation at SWC.

3. Spirit.

Display Spirit Award entries. Select three TESA Past Presidents to judge the Spirit



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entries. Judges should not belong to an Affiliate that submitted an entry.

Entry must be an article of clothing (hat/visor, scarf, shirt, vest, etc.) and/or accessories, representing the Summer Work Conference Theme. Article entered should be worn by the Affiliate members during the SWC.

The affiliates will also be judged by their attendance and participation at main events i.e General Session, Business Meeting, Banquet, etc.

Entry form must be obtained and completed at the TESA Awards/Scholarship/Journalist booth. Article(s) must be turned in by the designated date and time set by the Awards/Scholarship/Journalist committee. Articles(s) may be entered only by a current TESA member or Affiliate.

A small plaque will be awarded for first place and certificates prepared for the second and third place winners. The actual size of the plaque should be no larger than 8" by 10".

4. Yearbook/Newsletter

Select an impartial panel of judges to choose the outstanding yearbook and the outstanding newsletter from entries sent to the TESA central office.

Secure appropriate plaques made for the first place winners of the Yearbook and Newsletter contests, from an awards company. The actual size of the plaque should be no larger than 8" by 10".

Prepare certificates for the second and third place winners of these contests. Winners are not announced until awards are presented during SWC.

Rational: to update guidelines for Spirit Award to reflect the practices that have been in place for the last several years. Also since plaques are now being purchased wanted to set a size limit for each individual award. Motion carried.

Motion 4: Motion made by Sue Hand, seconded by Darcy Blackstock, we present Marilyn James with an Office Employee of the year sash including year awarded. Motion carried.

Motion 5: Motion made by Sue Hand, seconded by Darcy Blackstock, we submit a bid to host the 2018 NAEOP annual Conference held in July 2018. Motion carried.



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Election results: President Elect, Lisa Gonzalez announced the elections results for the 2016-2017
Executive Board:

President Elect	Teena Hancock
Vice President	Bonnie Tomczyk
Secretary/Treasurer	Marie Enax
Member-At-Large Position 1	Ofelia Barron
Member-At-Large Position 2	Felipe Campos
Member-At-Large Position 3	Lisa Acosta

Announcements:

March 13-19 TESA Office Closed (Spring Break)
March 25 TESA Office Closed (Good Friday)
June 21-25 TESA Summer Conference, Omni Austin Hotel at Southpark, Austin, TX
July 13-16 NAEOP Conference, St. Louis, MO.

President, Dianne Lemons adjourned the Executive Board meeting at 9:32 PM

Submitted by:

Bonnie Tomczyk
Bonnie Tomczyk, CEOP
TESA Secretary/Treasurer 2015-2016

Dianne Lemons
Dianne Lemons, CEOP, CEOE
TESA President 2015-2016

Approved: June 21, 2016