



**DCDT Minutes**  
**Phone Conference**  
**January 7, 2019**  
**4:00-5:00p.m.**

Attendance: Colleen Crisell, Nancy Hinckley, Joyce Hawk, Cathy Pantelides, Letah Graff & Carol Watros

1. **Approval of Minutes** from December 3, 2018. Colleen made a motion. Letah seconded.
2. **Membership and Officers Update:**
  - a. Carol contacted Clare but she is out until next week.
  - b. Open positions – President-Elect
3. **Financial:**
  - a. \$28,178.63 reported in treasury. This includes the \$235.78 payment to the printing vendor for the membership postcards.
  - b. The Certificate of Incorporation Amendment was sent back for misinformation (we tried hard!) and a call has been made to the Dept. to make sure it is done correctly before sending it back. Since the meeting, Colleen and Cathy addressed this and it is moving forward.
4. **New Business:**
  - a. **Membership Postcards:** Discussion regarding dissemination of membership postcards:
    - i. The Orange County Transition Council (interagency) has been sending out the mini-grant information from Joyce and Naomi. They are giving the postcards to those who would benefit from them
    - ii. Sending them to Teacher Centers.
    - iii. Sending them to colleges.
    - iv. Sending them out at an ASCD meeting.
    - v. Send some to APSE.
    - vi. Bring to local libraries where agency folk might be working with young people.
    - vii. Cathy still has 500 if we need more.

Nominal cost makes re-ordering more should we need is not a problem. However, Joyce reminded all that the membership flyer is also posted and can be printed for sharing at trainings/interagency meetings/etc.

- b. **Mini Grants:** RFP cannot be changed now that it has gone out. Review of the language per Joyce indicates that we highlighted CDOS, but it is open to all. Each email received is

being responded to accordingly. Colleen has created a folder where she is uploading all requests received. Please begin to review as your schedule allows.

c. Conference Discussion:

- i. Using the same Save The Date as the previous conference and added the new information around "From Assessment to Practice"
- ii. Suggestion: some kind of blurb about who it is for and explaining the assessment piece, what kind of transition?
- iii. Joyce, Carol, and Letah have offered to update the current version after meeting and offer an updated prototype prior to the February meeting so we can finalize and distribute.
- iv. Carol will email Clare to inquire about a better-quality logo for CEC and DCDT.
- v. Colleen and Cathy will look through Dropbox and pull out important documents that will be used for this conference
- vi. Cathy and Colleen will put together a plan for lodging and food; get a link for the hotels to send out. This will be shared at February meeting.
- vii. Colleen will create a Google Form for registration and share it at the February meeting so Board members can practice with our registrations so we can work out any issues before mass mailing.
- viii. Patti and Carol will take on the vendor assignments-we charged \$100 per table last time. Cathy will share information she used when she was responsible for this at last conference.

**5. Website and Communications**

- a. <https://nydcdt.org/>
- b. Distribution/posting of marketing tools incl. social media

**6. Future Meetings:**

- a. February 4, 2019, 8am (teleconference)
- b. March 11, 2019, 4pm (teleconference)
- c. April 12, 2019, 8am (teleconference)
- d. May 2, 2019, 4pm (teleconference)
- e. June 12, 2019, 8am (teleconference)
- f. July 29 and 20, 2019 (retreat)

Nancy made a motion at 5:01 to end the meeting and Letah seconded it.