



**DCDT Minutes
Phone Conference
March 11, 2019
4:00-5:00 p.m.**

Attendance: Colleen, Nancy, Joyce, Michael, Cathy, and Letah

1. **Approval of Minutes** from February 4, 2019. Motion by Nancy. Seconded by Colleen.
2. **Membership and Officers Update:** No report at this time.
3. **Financial:**
 - a. Balance of \$28,598.63 reported in Treasury. Michael motioned to approve. Seconded by Joyce.
4. **New Business:**
 - a. Mini Grants:
 - i. Attending Board members reviewed spreadsheet to determine qualifiers for five mini work-based learning grants.
 - ii. The members ruled out: Brooklyn, Holy Childhood, Kingston, Elmhurst, Northeast Migrant, Pleasantville, Ulster, and Monroe based upon the rubric ratings each received.
 - iii. Discussion about East Williston- Can grant money be used to write curriculum?
 - iv. **ALL MEMBERS: Finish your rubrics for remaining candidates Queens, Saugerties, East Williston, Central Square, Malone, Worchester, and Cayuga by 3.13.19 by 4pm. Put notes on the bottom of document explaining your reasoning.**
 - b. NYC CEC- Possible collaboration for October 18 & 19th conference in Westchester.
 - i. Possibly setting up an informational table there.

- ii. At this point, members are not sure if they can commit to this event.
- c. Sponsorship possibilities for Dr. Sharon Field honorarium (\$6000):
 - i. Cathy- Pat Douse's organization? Can Letah contact Pat?
 - ii. Other sponsorship possibilities?
 - iii. Other speakers? Someone from NTACTION (they are free)? Nancy and Kelly can reach out to them. We hope this will be in addition to Dr. Field, not instead of.
 - iv. Colleen will reach out to Rebekah at Embassy Suites to confirm costs so that we can ensure we have enough for grants and whatever left over can be used for honorarium.
- d. Request for Proposals:
 - i. Reviewed template developed by Nancy using the North Carolina RFP from Kelly and some additional resources. It has some fields which need to be completed or where Nancy has posed questions.
 - ii. **ALL MEMBERS: Review RFP by April 1st and give Nancy feedback.**
 - iii. Nancy will draft timeline and compile all feedback into new template for review at April 12th meeting.
 - iv. Colleen- presenters should not attend for free because we cannot afford it. Possible discounts for presenters and/or TSS. This will be discussed further after Colleen speaks with Rebekah at Embassy Suites.

5. Website and Communications

- a. Carol was going to ask Clare for better copy of logo. Has she made request? Have we received anything?
- b. Colleen will update changes to registration link based on feedback. It will be sent again for a trial run.

6. Future Meetings:

- a. April 12, 2019, 8am (teleconference)
- b. May 2, 2019, 4pm (teleconference)
- c. June 12, 2019, 8am (teleconference)

d. July 29 and 20, 2019 (retreat)

Motion to end meeting made by Nancy. Seconded by Cathy. Meeting adjourned at 5:11pm.