

NJCOE Executive Council Meeting Minutes
November 14, 2024 @ 10:00 am

Members in Attendance:

Dolores Szymanski, Pat Hollenstein, Ken Figgs, Ken King, Martin Smith, Laurie Newell, Cheryl Simone, Michael Gorman, Christine Vespe, Jay Doolan, Alease Griffith, Martin Smith, Melindo Persi, Jay Dugan

1. **Call to Order** – Kenneth Figgs
-President Kenneth Figgs called the meeting to order at 10:03 am, welcoming the executive council members and thanking Cheryl Simone for hosting.
2. **Report of the Treasurer** – Michael Gorman (via phone)
-Provided update on receipt of collection of dues and McGraw Hill Sponsorship. Paid Venue and Speaker, October 2024 meeting.
3. **Report of the Secretary** – Christine Vespe
-Christine Vespe presented the minutes from the October 24, 2024 general meeting.
Motion was made to accept the minutes as presented-Mel Persi, Second-Martin Smith. Approved unanimously.
4. **Report of the Historian** – No Report
5. **Report of the Awards Chair** – Jay Dugan
-Portfolios needed for new members, discussion regarding individuals reaching out and checking online companies for pricing.
6. **Report of Membership Chair** – Cheryl Simone
-There are two possible new members. Discussion regarding how to encourage nominations. Recommended that a letter be sent by President Figgs via email.
7. **Report of Program Chairs** – Jay Doolan
-Review of Fall Program Speaker and presentation on the topic: Diversity, Equity & Inclusion.
-Continued review of the survey regarding topics of interest of members.
-Dr. Charles Simone, MD will be contacted to present at the April, 2025 meeting on a topic of Health and Wellness. Title and Description will be provided to Pat.

8. **Report of Continuity** – Martin Smith
 - Recommendations needed for executive council for 2025-2026.
9. **Report of Social Media/ Webmaster** – Pat Hollenstein
 - Website has minutes posted. Agenda is posted for today.
 - Membership will be updated.
10. **Report of Liaisons** - No Report
11. **Old Business** – Ken Figgs
 - Tax exempt status and form to be completed. Pat Hollenstein will follow-up.
12. **New Business/Good of the Order**
 - Cheryl Simone is asking for recommendations for the Distinguished Educator Award.
 - Reminder of January 15th Executive Meeting. Meeting to be held remote.

Executive Council Meeting Adjourned at 11:35 am.

Minutes Submitted by: Christine Vespe