



MAEA Board Meeting Agenda  
Thursday, March 15, 2018  
5:30pm to 7:30pm  
Conant School, Acton

**MAEA Board Google Folder:**

<https://drive.google.com/drive/folders/0B6kbajYxVag8fmVSUmY0VWlGSmtYVkrHc1BpOTRIRkdEY2NvcGkzUnhEcEx5ZFRSbzV3cjk?usp=sharing>

Please request access to folders for specific committees directly from the committee chairs, to request general access please contact [secretary@massarted.com](mailto:secretary@massarted.com)

**PRESENT:**

**VIRTUAL/ ZOOM:**

**PROXY:**

**MISSION:** The mission of the Massachusetts Art Education Association (MAEA) is to advance high quality visual arts education throughout the state by empowering art educators to excel in the practice, instruction, promotion, and celebration of visual art.

Meeting Begins:

<b>1. Acceptance of Minutes and Reports</b> <b>Coni Moore, Interim Secretary</b>
<ul style="list-style-type: none"><li>• See minutes in google “Agenda and Minutes” folder (February)</li><li>• See reports in google folder (March) PLEASE READ REPORTS PRIOR TO MEETING<ul style="list-style-type: none"><li>• <b>REMINDER: Discussion - “Around the table”, you may pass if you don’t have anything, or you may share your commentary when it is your turn</b></li><li>• Parking lot - Have your paper out in case you have a topic that you would like to put in for the next meeting or discuss during “new business”</li></ul></li></ul>
Discussion:

## 2. Board Updates

*Every committee should have an update. Please bring notes or updates from your latest meeting to share. If you cannot be present, please select someone from your committee to share out your latest updates.*

Discussion:

Action:

## 3. Committee-Focused Strategic Planning (continued from Feb)

- Break down our top 3 events/programs from last month into actionable steps that it takes to make them happen
- Break out into committees: Make a list of the main things that need to be done in order to accomplish these goals successfully. Use the provided template to consider each item. Break action steps down into clear, understandable tasks, but don't get caught up in tiny details.
- Hand in template and reconvene to share thoughts with group – these will be the basis for our policies and procedures handbook.

Discussion:

Action:

## 5. New Business - Discussion

- ***At the end of each board meeting, we will take 10-15 minutes for new business. New business may be anything not included in this month's agenda that you have written down in your "parking lot" during the meeting, or any topic that you want to bring up to share or for people to think about before the next meeting.***

Discussion:

Action: