

**ASSOCIATION OF ESD PROFESSIONALS  
4601 FAIRFAX DRIVE  
ARLINGTON, VIRGINIA**

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
VIA TELECONFERENCE  
DECEMBER 3, 2021, 7:30 P.M. EST**

**BOARD MEMBERS:**

|                  |                             |
|------------------|-----------------------------|
| Julie Harmon     | President                   |
| Sally Van Wright | Secretary (until 7:41 p.m.) |
| Faye Henry       | Treasurer                   |
| Michele Elefante | Director (until 8:14 p.m.)  |
| Michael Peñafiel | Director (from 7:50 p.m.)   |

**GUESTS:**

|                    |                                                  |
|--------------------|--------------------------------------------------|
| Samantha Waterman  | Executive Director                               |
| Sheila Watson      | Manager of Program Development (until 8:44 p.m.) |
| Jennifer Slabodkin | Recording Secretary, Minutes Solutions Inc.      |

**REGRETS:**

|                 |          |
|-----------------|----------|
| Magdalena Diaz  | Director |
| Onyemma Obiekea | Director |

**1. CALL TO ORDER**

There being a quorum present, and the Directors having been given adequate and proper notice of the meeting, the meeting was called to order at 7:37 p.m. EST. At 7:50 p.m. EST quorum was lost.

**2. APPROVAL OF PREVIOUS MINUTES**

This item was deferred until the next meeting.

**3. BOARD INFORMATION ITEMS**

Board information items were included in the Executive Director's report. Items requiring further elaboration are outlined below.

**Report from Executive Director**

**Launching YM Website and Membership:** S. Waterman noted that the Your Membership association management software and membership would be launched in a week or two.

**Membership:** *ACTION – S. Waterman will circulate a summary of the Association's outreach plan to the Board when it is available.*

**Events:** J. Harmon noted that discussing events with the Advisory Board may be helpful. S. Waterman mentioned that staff had started thinking about potential locations for the 2022 annual event, one idea is to host it in Montreal, assuming it can be held in person (depends on COVID precautions and restrictions at the time).

**Credentialing Program:** S. Waterman presented the flow chart for testing the credentialing exam and described scenarios where beta testing with real-life candidates may be problematic – specifically, that staff will have to figure out how to ensure that anyone who is interested in becoming credentialed and also wants to be a beta tester won't have to take the exam a second time in order to become credentialed. The Board was advised that the Association was looking for a psychometrician to assist with exam development and to consult on how to beta test an exam in a fair way, and that S. Watson continued to write exam questions to prepare for the beta testing phase.

**ESD-Instructor Fee Schedule:** S. Waterman noted that a cost of living index would apply to the fee schedule for international purposes.

#### 4. **COMMITTEE REPORTS**

These items were not discussed.

#### 5. **ACTION ITEMS**

##### **Credentialing Exam Application Pre-Requisites**

**Amount of ESD Education and Experience Required:** S. Watson noted that Options A and B required applicants to demonstrate their knowledge to establish exam eligibility, and that Option A may be preferable because it would not exclude individuals who may be eligible but do not meet the educational requirements (that is, those with several years of experience but without formal education).

The Board discussed the options presented by S. Waterman and S. Watson, and noted that the submission of a class plan may not be the best option for establishing exam eligibility.

M. Peñafiel noted that the number of hours of ESD training was the critical piece but that a martial arts background or experience was not necessarily required.

S. Waterman noted that applicants would declare whether they meet the prerequisite requirements on the application form and would not be required to submit supporting documentation to confirm the completion of those requirements.

S. Watson noted for the Board's consideration that even though other ESD associations offer different programs, there may be a public perception that other programs are more rigorous if the prerequisites for this credentialing exam are set too low. Whichever option the Board selects should require applicants to demonstrate that they are ready for the credentialing exam in a way that is concrete and measurable. S. Waterman reiterated that there are differences between the certificate programs administered by the other ESD associations and the credential awarded by this Association. S. Watson advised that this issue was not discussed at the Advisory Board.

S. Waterman advised that the Board would need to decide whether "ESD education" included instruction education, general knowledge of ESD, or both.

The vote was tabled until the next meeting so that all Board members could express their perspectives on this item prior to a decision.

## **2022 Budget**

F. Henry confirmed that the Board should approve the draft 2022 budget before December 31, 2021. S. Waterman noted that an operations manager (a new position) could assist with budgeting going forward, as well as with other administrative things like insurance, association management software, human resources, and more. It was recommended that the Board approve the draft 2022 budget electronically without discussion (since a quorum was no longer present) and then consider a revised budget in March or April 2022 that would include revenue projections.

*ACTION – S. Waterman will circulate the draft 2022 budget to the Board, frame the question, and ask for a yes/no vote all electronically. There will also be space to provide comments/questions and comments/concerns will be summarize and shared with the Board. If enough yes votes, the budget will be approved.*

## **6. NEW BUSINESS**

**Translations:** S. Waterman noted that the international community was always top of mind and that having materials translated into different languages was on her priority list.

## **7. NEXT MEETING**

*ACTION – S. Waterman will circulate a poll to the Board to schedule the next meeting date in January, 2022.*

## **8. ADJOURNMENT**

With no further business of the Association to transact, the meeting was closed at 9:12 p.m. EST.

## **DISCLAIMER**

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting of the members of the Association. This document shall not be considered a verbatim copy of every word spoken at the meeting.

*Sally J. Van Wright*  
Sally J. Van Wright (Dec 27, 2021 16:46 EST)

Sally Van Wright  
Secretary of the Board of Directors

12/27/21

Date

# Minutes – Board Meeting 12-3-2021

Final Audit Report

2021-12-27

|                 |                                               |
|-----------------|-----------------------------------------------|
| Created:        | 2021-12-22                                    |
| By:             | Samantha Waterman (samantharebecca@yahoo.com) |
| Status:         | Signed                                        |
| Transaction ID: | CBJCHBCAABAA_3onj2QzfHpo13JTJfTpP3dS8D-T8Tb2  |

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