

**SEEM Collaborative Board of Directors Meeting
SEEM Administrative Office
92 Montvale Avenue, Suite 3500
Stoneham, MA. 02180
Wednesday, February 15, 2012, 9:00 a.m.**

AGENDA

- A. Call to Order– Chair – Dr. John Doherty
- B. Public Comment
- C. Approval of the Agenda
 - **Action needed**
- D. Minutes of the Previous Meetings
 - General Session Minutes – January 18, 2012 - **Action needed**
- E. Administrative and Committee Reports
 - a. Planning & Assessment Committee – Ms. Alison Elmer
 - b. Facilities Subcommittee – Ms. Cathy Lawson
 - c. Executive Director’s Report – Ms. Cathy Lawson
 - i. Program & Personnel Updates
 - ii. Professional Development Update
 - d. Financial Report – Mr. Clinton Rowe
 - i. Revenue and Expense Projections FY12
- F. Old Business
 - a. Expansion of Central office Space – **Action Needed**
 - b. FY13 Draft Budget Proposal – **Action Needed**
 - i. Salary
 - ii. Budget
 - iii. Tuition
- G. Future Meeting Dates and Agenda Items- 3/7/2012
 - a. Any Other Agenda Items
- H. Adjournment