

**Edison State College Chapter of the
Association of Florida Colleges
Meeting Minutes**

April 24, 2013

I. Call to order

Sue Buntic called to order the regular meeting of the Chapter at 11:09 a.m. on Wednesday, April 24, 2013, via videoconference.

II. Roll call

Sue Buntic conducted a roll call. The following persons were present: Sue Buntic, Andre O’Leary, Kirsten Thompson, Mike Beane and Arenthia Herren. Dr. Mireille Lauture joined the meeting after roll call.

III. Approval of minutes from last meeting

A motion was made by Kirsten and a second by Mike to approve the minutes.

IV. Treasurer’s Report

The account balance is \$1,426.12. Andre will be processing a check request in the amount of \$100 to help cover postage of the Region IV Spring Conference service project.

V. Open issues

- a) Frequency of Meetings. Due to feedback that participation may be impacted by frequency of meetings, options were discussed. The two options to be presented at the April 30, 2013 General meeting are: 1) hold the General meeting monthly immediately following the Executive meeting, or 2) hold the General meeting every other month with a focus on guest speakers for professional and personal development, i.e. “Lunch ‘n Learn”.
- b) Fundraising. Selling flowers at graduation to raise funds is not allowable under the contract with Germaine Arena. Further fundraising will be postponed until we can build membership and form a committee to focus on fundraising
- c) Web page. The revised web page is live. The College is completely redesigning the website which will go live June 15th. Once the new site is operational, we will have more options on layout, design and features. Kirsten will meet with the Web Manager again to discuss new updates.

- d) Executive Board Polos and Table Covers. We will hold off on the purchase of table covers to find out if we will received budget funding. Sue will follow up with Matt to see if recurring budget funding was approved. Mike will obtain additional quotes for the table covers. It was decided to select a second style of polo to make available to general members to purchase.

VI. New business

- a) Refreshments at General Meetings. If budget funding is approved, we will provide refreshments at the General meetings. The Campus Representative will be responsible for arranging refreshments using either a College credit card or reimbursement from Petty Cash. A discussion on the general meeting frequency will be added to the agenda of the next general meeting.
- b) New Executive Board Position. There was discussion on adding an additional Executive board position for Communications and Public Relations. The board was unanimous that this should be done. The by-laws amendment process was discussed. We will add a by-laws amendment to the Fall elections ballot to add this new position.
- c) Collier Campus Representative. No faculty have expressed interest in serving as the Collier Campus Representative. With summer break, it is unlikely that we will find anyone prior to elections. Sue made a motion, seconded by Mirielle, to appoint Jennifer Young as the Collier Campus Representative and assign public relations responsibilities to her. All were in favor.

VII. Region IV Updates

None

VIII. AFC Updates

- a) Mike, Sue, and Crystal Maldonado are all planning to attend the Student Development Commission spring conference May 14-16.
- b) The Membership Development Conference service project chair has asked us to suggest organizations to be the recipient of the service project. The organizations we will submit are Helping Paws Animal Sanctuary, Dress for Success, CCMI, Special Populations, and Early Learning Coalition.

VII. Adjournment

Sue Buntic adjourned the meeting at 12:18 p.m.

Minutes submitted by: Kirsten Thompson

Minutes approved by: [Name]