**Florida SouthWestern State College**

Chapter of the Association of Florida Colleges

Executive Board Meeting Minutes

September 13, 2016

1. Call to Order

Amy English called meeting to order at 11:35am.

Members in attendance: Amy English, Pamela Macander, Christina Seado Vasquez, Sarah Corcoran, Jackie Beard, Jennifer Young, and Mayo Coates.

1. Approval of Minutes

Approved by Christina Seado Vasquez; Seconded by Pamela Macander

1. Treasurer’s Report
2. Travel Fund: $8,100.00
3. General Fund: $896.00
4. Membership Updates
5. Ice cream social has been postponed until October (possible location AA-177 at LEE) Pam will check with FSI on cost of ice cream through them (think it was $162 last year). Maybe Mackenzie can make a flyer (Halloween themed social instead?)
6. Health Fair is 10/18 for Lee, 10/19 for Collier, and 10/20 for Charlotte. We can set up a table at each location. We need a few volunteers to man the table at each location.
7. Approval of By-Laws
	1. Article IV, section 3 – change to align with fiscal year instead of calendar year.
	2. Discussed length of terms (1 vs. 2 year) – Everyone felt one year was not enough time to make an impact.
	3. Section 1/9 – change Public Relations Representative to Historian and Publications Chair to reflect the duties more accurately. Add responsibility of working with IT to update and maintain current information on the chapter website.
	4. Clarify Treasurer’s process for the disbursement of Chapter funds.
	5. Article V, Section 3 – Change election time to align with the fiscal year.
	6. Article V, Section 9 – Change by-law revision to align with fiscal year.
	7. Article X, Section 2 – Remove coordination with institutional research for voting.
8. Update on events
	1. Annual Conference is November 1 thru November 3rd.
		1. Need donation for Burst the Balloon, maybe do a 50/25/25 raffle. 50% to winner, 25% to Burst the Balloon and 25% to the Chapter.
		2. Contact the Foundation or Student Engagement to obtain FSW swag donations.
		3. Need 3 – 4 small door prizes.
	2. Service Project – Collect toys for Arnold Palmer (collection locations could be Jen Young for Lee, Mayo for Collier, Joyce for Charlotte, and Amy for Hendry)
	3. Look at setting up a Canvas page for AFC
9. Speaker Suggestions
	1. Haitian/American club (maybe check with Matt Holliday)
10. Open Forum
	1. Cancel December meeting, look at a larger AFC kick off in January.
	2. Jennifer will send out revised By-Laws, everyone on the E-board must approve the changes before it can be voted on by members
	3. Certified College Professional course opportunity. Need to gauge interest and look at possible scholarship to assist members who wish to complete the certification. One year commitment.
11. Executive Board Meeting adjourned at 12:32pm.

Minutes submitted by: Sarah Corcoran