**Florida SouthWestern State College**

Chapter of the Association of Florida Colleges

Executive Board Meeting Minutes

March 15, 2018

1. **Call to Order**

Pam Macander called meeting to order at 11:02am. Those in attendance were Pam Macander, Sarah Corcoran, Kathie DiLascio, Katelyn Smalley, and Amy English.

1. **Approval of Minutes**

Minutes will be approved via email – Pam made motion to approve, Amy 2nd.

1. **Treasurer’s Report**
2. Travel Fund: $2,727.83 (already took out Region IV travel for 3 members, Pam, Michelle, and Jackie)
3. General Fund: $1,542.24
4. **Upcoming Conferences**
   1. International Conference on College Teaching and Learning, April 3 – 6th
      1. Located in Orlando at Caribe Royale
      2. Member registration fee is $309 for entire event, single day registration is $199.
   2. Region IV Spring Conference, Friday, April 27, 2018
      1. Located at South Florida College 8:00am to 3:30pm
      2. Registration deadline is April 13th and the fee is $50 (Includes Lunch)
      3. Hotel accommodations
         1. Residence Inn Sebring, Discount Code: AFC $99 by 3/5
         2. Inn on the Lakes, must call directly (863) 471-9400 $99 by 3/19.
      4. Registration and Travel has already been submitted and deducted from Travel Budget for Pam, Michelle, and Jackie.
   3. Student Development Conference & Communications & Marketing Commission, May 15 through May 17th
      1. Located at Gulf Coast State College in Panama City
      2. Early registration fee is $99 before March 31st; Regular registration fee is $129 begins April 1st; On-site registration is $149 on May 14th.
      3. Additional Information has not been posted.
   4. Campus Safety Symposium, July 11th through July 13th
      1. Located at Daytona State College
      2. Hotel is The Plaza Resort, $139 for single or double. Call 866-500-5630 to reserve by June 11, 2018.
5. **Membership** 
   1. AFC members could volunteer to help with commencement rehearsal and then go out after as a group.
      1. Kathie will call Shoeless Joes’ to inquire about group capacity and possible discount for on Buc Burger for AFC members.
   2. Jackie plans to obtain a new employee list from HR and reach out to all new employees after July 1 about the benefits of joining AFC
      1. Would like to develop an FAQ handout regarding member benefits (AFC website may have something we can use/modify)
6. **Open Forum**
   1. Michelle will look into streamlining the approval process for AFC Travel.
   2. Katelyn Smalley recruited a new member on the Collier campus!
   3. Sarah will create an email group to distribute meeting minutes to E-Board more efficiently.
7. Executive Board Meeting adjourned at 11:15pm.

Minutes submitted by: Sarah Corcoran