

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

June 11, 2013

I. Call to order

Kirsten Thompson called to order the regular meeting of the Chapter at 11:10 a.m. on Tuesday, June 11, 2013, via videoconference. Sue Buntic was unable to attend so the meeting was chaired by secretary Kirsten Thompson.

II. Roll call

The following persons were present: Andre O’Leary, Kirsten Thompson, Mike Beane, Dr. Mireille Lauture, and Jennifer Young.

III. Approval of minutes from last meeting

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

IV. Treasurer’s Report

The account balance is \$1,326.12. T-shirts for the July AFC conference have not yet been purchased. That cost will be approximately \$175.

V. Open issues

- a) Refreshments at Professional Development meetings. The board discussed the expenditure of account funds to purchase cookies and water at the alternate month professional development meetings. We estimated the cost to be \$100 per meeting (\$25 per location), for a total of \$600 for the year. The board authorized \$100 for the first professional development meeting but did not want to commit to the full year until we know if the Chapter will receive new budget funds.
- b) General Meeting Schedule. Due to technical difficulties, we were unable to connect with Arenthia. Thus, we did not discuss the survey she was working on. The board did agree that we should wait until August for the first professional development meeting; most faculty are not on duty in June or July and many staff members use vacation during the summer. Participation would be minimal.
- c) Facebook Page. Jennifer has agreed to create and administer a Facebook page. However, she needs content to add to the page – photos, events,

meeting schedule. The goal is to have all content to Jennifer by June 25th and she will have a page activated by July 2nd.

- d) Member Shirts. The board unanimously chose the white lettering for the charcoal grey shirts to be ordered for those attending the Membership Development conference. The board also approved purchasing up to 25 t-shirts as there are some members who remain undecided about attending.
- e) Membership Development Conference. To date, 12 members have registered to attend the Membership Development conference on July 11 and 12 – Andre O’Leary, Antranette Forbes, Arenthia Herren, Crystal Revak, Jeff Albritten, Jennifer Young, Kim Devito Young, Kirsten Thompson, Matt Holliday, Mike Beane, Mireille Lauture, and Sue Buntic. Pat Land is no longer able to attend.

VI. New business

- a) Executive Board Meeting Schedule. The June executive board meeting was the final scheduled meeting. New meeting dates and room reservations need to be made beginning with July. Tuesdays from 10-2 don’t work for Dr. Pendleton and Tuesday/Thursday from 1:30-3 don’t work for Sue. Two possible meeting times – Mondays from 2-3 or Thursdays from 11-12 – were proposed. Kirsten will e-mail all executive board members to see which time works best for everyone. Once established, the Campus Representatives will need to schedule rooms.
- b) July General Meeting. July 30th for the General meeting was discussed. Unless details for an August professional development meeting have been finalized, the board felt that we should not have a July general meeting.
- c) AFC E-mail Address. The need for a general AFC email address was discussed. To ensure continuity as new board members come and go, a general e-mail account is preferable over using a specific member’s e-mail. Kirsten will contact Technology Services to create the address and ask that all AFC e-mails be routed to the full board.
- d) Elections. The elections for officers with terms beginning January 1, 2014 will begin in August with the formation of an elections committee. Dr. Pendleton will chair the elections committee. Officers were asked to review the by-laws so they are familiar with the elections process.

VII. Region IV Updates

None

VIII. AFC Updates

None

VII. Adjournment

Kirsten Thompson adjourned the meeting at 11:38 p.m.

Minutes submitted by: Kirsten Thompson

Minutes approved by: [Name]