

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

September 5, 2013

I. Call to order

Kirsten Thompson called to order the regular meeting of the Chapter at 11:13 a.m. on Thursday, September 5, 2013, via videoconference.

II. Roll call

The following persons were present: Kirsten Thompson, Dr. Mireille Lauture, Dr. Edith Pendleton, Arenthia Herren, Matt Holliday, and Jennifer Young. Crystal Revak and Antranette Forbes attended as guests.

III. Approval of minutes from last meeting

A motion was made to approve the minutes from the August 8, 2013 minutes and passed unanimously.

IV. Treasurer's Report

Andre O'Leary, Treasurer, is no longer with the College. A motion was made to appoint Antranette Forbes as interim Treasurer and passed unanimously.

V. Open issues

- a) General Meeting Schedule. Only seven responses had been received from the survey. The survey was resent to members on September 3rd. Although the results to date indicated a strong preference for a particular meeting pattern, the board decided to keep the survey open one more week.
- b) Web Page. Web page revisions have been completed. The College has made a decision to no longer include photos and bios on pages. Instead, a directory was created of executive contacts. Matt will speak to Dr. Stewart about putting an AFC icon link on the web page.
- c) Dues Increase. We discussed the status of implementing the new fees for existing members. Payroll will not increase the payroll deduction without a new application on file. Crystal will follow up with Sue on the status.

- d) Elections. Dr. Pendleton will send an email to membership mid month informing everyone of the upcoming election and dates. Please send Dr. Pendleton a photo and bio to include on the ballot.

VI. New business

- a) Executive Meeting Schedule. The 1st Thursday of each month will conflict with Sue Buntic's travel schedule every other month. The board discussed alternate meeting schedules – 2nd Thursday or 1st Wednesday. The majority felt the 2nd Thursday would be preferable. Kirsten to follow up on availability of videoconference room on each campus.
- b) Professional Development Meeting. The board discussed dates and topics for the October Professional Development meeting. The consensus was to wait one week until the survey is complete and select a date via email. Several topics were discussed. The board unanimously agreed to invite Professor Myra Walters to speak on Communication. Dr. Pendleton will talk to Professor Walters about her availability. The group discussed refreshments and whether we should continue to provide them. Everyone felt we should not. Flyers and mass emails are sufficient for marketing. One mass email should be sent college-wide. Another should be sent specifically to members and ask them to bring one friend or coworker to the meeting.
- c) New Member Recognition. Antranette made the suggestion to acknowledge and welcome new members at the General meetings. There was unanimous agreement that we should add New Member Recognition as a standing agenda item for each General meeting.
- d) 64th Annual Convention. The service project for the annual convention is a donation drive for Harbor House, a domestic violence shelter. Mireille will coordinate the collection at Edison State College. AFC is asking that each Chapter provide a \$100 gift certificate. The majority preferred that the Chapter seek donations from local businesses, rather than a collection from members. Chapter funds should be used only as a last resort. We need a letter to give businesses to request donations. Also need to verify if the \$100 must be on one gift card or if we can provide multiple cards in smaller amounts. AFC is also asking that each Chapter bring 10 small giveaways, which can be college promotional items. There was discussion of the coming name change, when it will be effective, and if we will have promotional items available with the new name. Volunteers will be needed to staff the giveaway table. Further discussion tabled until we get closer to the convention and know who is attending.

VII. Membership Committee Update

Crystal reported that we currently have 116 members with 7 pending and 5 new in the past two weeks. All new employees receive a membership packet, followed up by a digital reminder. Campus Representatives are also asked to welcome them personally and answer any questions. Crystal is still working on gathering members for the committee. Auxiliary Services has agreed to provide an AFC membership card which will provide a 5% discount in the cafeterias. Crystal will explore a group on LinkedIn for AFC members. We will have a table at the September 27th Convocation. AFC has provided some materials. Matt will ask Dr. Stewart about using the tripods for posters. All AFC board members should wear their AFC shirts to Convocation.

VIII. Region IV Updates

Our Chapter has been added back into the rotations for Director of Region IV. We were skipped due to lack of activity. We will have to select someone to serve in the position for 2015 at the November annual convention. Region IV is updating their bylaws.

IX. AFC Updates

None

VII. Adjournment

Kirsten Thompson adjourned the meeting at 12:06 p.m.

Minutes submitted by: Kirsten Thompson

Minutes approved by: [Name]