

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

March 12, 2013

I. Call to order

Sue Buntic called to order the regular meeting of the Chapter at 11:09 a.m... on Tuesday, March 12, 2013, via videoconference.

II. Roll call

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

III. Approval of minutes from last meeting

Quorum not present.

IV. Treasurer’s Report

The account balance is \$1,745.12. There have been no expenditures since the report at the General Meeting on February 26, 2013.

V. Open issues

- a) Web page. Most revisions to the web page have been completed. A Chapter president welcome is needed. The goal is to submit to Technology Services by March 29th with what we have.
- b) Executive Board Polos and Table Covers. We don’t yet have an official logo. We would like to have the polos by April 4th so members attending the Region IV Spring Conference can wear theirs. Sue will e-mail options to the executive board to vote on style and color. The vendor will be asked to create a temporary logo. Because of the cost, table covers will be put on hold until we have an official logo.
- c) Communication. Technology Services is working on creating a portal e-mail group to communicate with AFC members. Sue will inquire if subgroups for each campus can be created.

VI. New business

- a) Fundraising. At the general meeting, it was suggested that AFC sell flowers at commencement. Kirsten and Andre volunteered to follow up. An e-mail has been sent to Dr. Christine Davis, Chair of the commencement committee, to inquire if this is possible.
- b) Membership recruitment. Suggestions for new membership recruitment were discussed. AFC information can be provided to Adjunct Coordinators to distribute to adjunct faculty. Arenthia and Sue will request to be on Faculty Senate meeting agenda to reach out to faculty. Andre and Sue have talked to HR about including AFC information in new employee orientation packet. Sue will prepare a letter to be distributed along with the membership application. Campus Representatives will reach out to new employees. A beginning of year welcome event was also discussed.
- c) Matthew has initiated conversations with Dr. Allbritten about budget funding for the Chapter.
- d) A discussion on the general meeting frequency will be added to the agenda of the next general meeting.

VII. Region IV Updates

- a) Sue visited the AFC offices while in Tallahassee during Spring Break.
- b) Sue, Kirsten, and Mireille have expressed interest in attending the Region IV Spring Conference. Sue will prepare a budget and submit to Dr. Allbritten to request funding.
- c) Arenthia will coordinate the Spring Conference service project. The project is to collect items to send to troops overseas. The collection period will be March 15th through April 3rd.

VII. Adjournment

Sue Buntic adjourned the meeting at 11:47 a.m.

Minutes submitted by: Kirsten Thompson

Minutes approved by: [Name]