**Florida SouthWestern State College**

Chapter of the Association of Florida Colleges

Executive Board Meeting Minutes

February 15, 2018

1. **Call to Order**

Michelle Wright called meeting to order at 11:01am. Those in attendance were Pam Macander, Sarah Corcoran, Sarah Clouse, Kathie DiLascio, Katelyn Smalley, Michelle Wright, and Amy English.

1. **Approval of Minutes**

Minutes will be approved via email

1. **Treasurer’s Report**
2. Travel Fund: $3,552.57
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. Single/Double Room rates are $149/night if reserved by March 2nd
		3. 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. Call for Proposals
			1. Round table talk topic suggestions
			2. New advising system?
		5. Members planning to attend are Michelle Wright, Amy English, Jackie Beard, Kathie DiLascio, Mary Sue Gladis, Teresa Araque, and Jessica Rebstock.
	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. **Conference Updates**
	1. 2018 AFC Legislative Days, January 30 & 31
		1. Look into Matt Holliday providing a “brown bag” style legislative update for the next General Meeting.
	2. 2018 AFC Leadership Conference, February 1 & 2nd
		1. Preparation is Key to success
		2. No one remembers data/numbers, AFC Chapters must “tell their story” to be memorable.
		3. Membership Challenge: 750 New AFC Members State-wide
			1. Individual AFC member that makes the most referrals/recruits will win a cruise trip.
			2. $1,500 will be awarded to the chapter with the largest increase in members.
6. **Membership**
	1. Amy suggested partnering with Athletics to do an AFC/Basketball game social.
		1. Look into concession vouchers for AFC members
		2. Look into AFC Promotional Items to give away as door prizes during the game.
		3. Possibly partner with another Chapter during a game day, ex. Palm Beach State College or South Florida College.
	2. 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.
	3. AFC Picnic at a Lakes Park
		1. Families welcome
		2. Pot luck style or BYO
7. **Open Forum**
	1. Chapter books can no longer only contain pictures. We must provide back-up documentation such as, an agenda, or summary email from chapter president.
	2. Michelle will check with President Allbritten to see if it possible to send a mass email promoting AFC membership and events.
8. Executive Board Meeting adjourned at 12:05pm.

Minutes submitted by: Sarah Corcoran