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## **Administration Commission Conference Call Meeting Notes**

**January 24, 2019**

### **1. Welcome**

**a. In attendance:** Lynne O'Dell, Doug Prevatt, Casey Lunceford, and Brenda Rante

### **2. AFC Leadership Weekend**

Attending Board Meeting and Leadership conference – Chair will be attending and will share with board any information that is shared during the conference

### **3. Teaching and Learning Conference April 3 – 5, 2019**

- Administration Responsibilities – will work on flyer to be placed on table to advertise what Administration Commission is all about, who can join, the fact that you can be involved in more than one commission at a time, and that highlights past winners of the Leadership of Excellence Award
- Administration Commission Meeting at Conference April 3 – Will have board meeting on April 3 at 10:30 am or 11:00 am, Administration Board members can attend for the day at a reduced rate, great presentations the afternoon after our meeting
- Commission Exemplary Practice Presentations – Idea perhaps panel of administrators share their stories and best practices – will advertise for panel presentation from administrators to share their path to administration and their best practices
- Fundraiser – 50/50

### **4. Action Items**

- Review the current Bylaws – can review as a group at the April 3 meeting
- Update information on the AFC Website – working spot lighting past Leadership of Excellence Award winners
- Discuss marketing strategies – flyers will work with Lucia at AFC
- Review membership list – will look over list and send region members to region reps to reach out with information that has been shared
- Work on increasing visibility across the state – would like region reps to attend AFC Region conferences and share about Commission

- Suggestion made – work on a presentation like “So you think you want to go into administration” share what it takes to work your way into an administration role, present presentation at region conferences and the annual conference
- Also reach out to Chair Leadership academy to recruit more board members

## **5. Administration Commission Board Meetings Conference Calls**

**Following dates we will discuss the April conference needs**

- **February 21, 2019 3:00 pm**
- **March 27, 2019 3:00 pm**

Will email everyone regularly about what is going on with the conference, proposed flyers for advertising, and website updates

### **Submitted by:**

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January 24, 2019