

**ADMINISTRATION COMMISSION MEETING**

**February 13, 2018**

**9:00 a.m.**

**In attendance:**  Brenda Rante, Lynne O’Dell, Kerri Hughes, and Mark Thompson via phone.

1. **Update on Leadership Conference – January 31-February 2, 2018, Tallahassee**

* Invoice AFC for the conference registration.
* The AFC leadership manual was shared for the year, and Brenda will email everyone when the manual is available on the AFC site.
* Ribbon cutting took place during the conference for the new building.
* Administrators shared their stories of how they got to where they are and this might be an idea for the Region V joint commission conference.

1. **Administration Commission By Laws (2014)**

* Very old and needs to be updated.
* It should have been reviewed every year and approved by the board.
* Kerri will put the By Laws in a Google Doc for us to review and make suggested changes.
* We will approve the By Laws at the next meeting.

1. **Treasurer’s Report**

* We have money in the commission account only expense is the cost of the state leadership conference. Balance as of 9/15/2017 was $1,642.

1. **Commission of the Year Requirements**

* Would like to win the Commission of the Year award!
* We already have 10 points from Brenda attending conference.

1. **Website**

* Need to update the site everything is from 2014.
* Create a monthly newsletter, and Mark suggested perhaps a weekly post of something that would be beneficial for administrators.
* Mark will work on creating a Facebook page for the Commission and everyone will send picture and brief bio to Mark.
* All changes for the Website needs to be sent to Lucia Fishburne at AFC.

1. **Administration Commission Makeover!**

* Would really like to recruit more members to the Administration Commission Board.
* We need at least one representative from each region, so we need to start thinking about possible people.
* Also, starting thinking about possible fundraising ideas.

Submitted by:

Lynne O’Dell

Chair Elect

Administration Commission