|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Board Meeting** | | | | | |
| 12-13-2017 | | | Call to order: 10:22 am | | Adjourned: 10:46 am |
| Meeting called by | | | Gregory Williams (CPEC Chair) | | |
| Type of meeting | | | Post Annual Conference/End of Year | | |
| Note taker | | | Jennifer Lewallen (CPEC Secretary) | | |
| Attendees | | | Gregory Williams (Chair), Katie Profeta (Chair-Elect), Jennifer Lewallen (Secretary), Kathryn Bauernfeind (Treasurer), Sharon Walker (Region I Rep), Cristen Jacobsen (Region III Rep), Kimberlie Massnick (Region V Rep), Rachel Pulliam (Fundraising/Ways & Means Chair), Margaret Bronson (Program Committee Chair), Kim Baker (Awards Committee Chair) | | |
| **[Agenda Topic]** | | | | | |
| Discussion | | | **Welcome** | | |
| * Greg called the meeting to order and provided a brief welcome to all attendees and thanked everyone for their help during the 2017 AFC Annual Conference. | | | | | |
| **[Agenda Topic]** | | | | | |
| Discussion | | | **Minutes** | | |
| * Greg Williams reviewed the minutes from 11/1/2017. Kathryn Bauernfeind made a motion to approve and Rachel Pulliam seconded. All board members were in favor. * Greg Williams reviewed the minutes from 11/2/2017. Rachel Pulliam made a motion to approve and Cristen Jacobsen seconded. All board members were in favor. | | | | | |
| **[Agenda Topic]** | | | | | |
| Discussion | | | **Treasurer’s Report** | | |
| * Kathy Bauernfeind provided the Treasurer’s Report. Currently, we have $759.11 in the CPEC account with nothing pending. * Kathy is working with AFC to be sure account balances match * CPEC raised over $500 with gift card fundraiser at annual conference | | | | | |
| Action Items | Person Responsible | | | Deadline | |
| Verify account balance matches AFC records | Kathy Bauernfeind | | | asap | |
| **[Agenda Topic]** | | | | | |
| Discussion | | **End of Year Updates** | | | |
| * Gregory Williams let the board know that the By-Laws have been updated and will be disbursed to the CPEC board in the end of January for review and voting. * Gregory reviewed the newest board positions. There are currently 18 active members on the CPEC Board. * Katie Profeta will have the updated CPEC brochure completed the first week in January. * Gregory still has not received everyone’s t-shirt size. Please email them to him asap. | | | | | |
| Action Items | Person Responsible | | | Deadline | |
| Disburse updated By-Laws to board for review and vote | Gregory Williams | | | Last week of January | |
| Update CPEC brochure | Katie Profeta | | | 1st week of January | |
| Email t-shirt size to Gregory | All Board Members | | | asap | |
|  |  | | |  | |
| **[Agenda Topic]** | | | | | |
| Discussion | | **Preparation for Upcoming AFC Events** | | | |
| * Gregory Williams would like all board members to email him any fundraiser ideas they may have. * Gregory requested that CPEC have a table at each region conference this year and offer a 50/50 fundraiser. Positive responses were heard from board. * Gregory promoted the AFC Legislative and Leadership Days in January. He would like to see representation from the CPEC board. | | | | | |
| Action Items | Person Responsible | | | Deadline | |
| Email fundraiser ideas to Gregory Williams | All Board Members | | | asap | |
| Provide information table and fundraiser at each Region Event | All Board Members | | | asap | |
| **[Agenda Topic]** | | | | | |
| Discussion | | **Preparation for Spring Conference** | | | |
| * Spring Conference is on 4/20/2018 @ Pensacola State College. The theme this year is “Oh, the Places You Will Go” * Gregory Williams is requesting we find 2 – 3 presenters and will email presenter form to board members. * CPEC Sponsors are needed for the conference. Gregory will email sponsor form to board members and requests that they are in place by March 1. * All registration fees will go to Region I and donations from sponsors will go towards CPEC. * Kathryn Bauernfeind volunteered to contact FRS regarding presenting at conference. * Gregory requested that all ideas be emailed to him so that he can be sure there is no duplicates. | | | | | |
| Action Items | Person Responsible | | | Deadline | |
| Find 2-3 presenters for conference | All Board Members | | | asap | |
| Find CPEC sponsors for conference | All Board Members | | | 3/1/2018 | |
| Contact FRS regarding presenting | Kathy Bauernfeind | | | asap | |
| Email all ideas to Gregory Williams so he can be sure there are no duplicates | All Board Members | | | asap | |
| **[Agenda Topic]** | | | | | |
| Discussion | | **Yankee Candle Fundraiser** | | | |
| * Rachel Pulliam announced an upcoming Yankee Candle Fundraiser. Once set up, it will run January 11 – July 11. * CPEC will receive 40% of sales. * Customers will be able to order through Apps, website, and catalogs. * Rachel will share this information with the AFC State Office so that they can pass the information on to more members. | | | | | |
| Action Items | Person Responsible | | | Deadline | |
| Complete registration and disperse information to CPEC members. | Rachel Pulliam | | | 1/11/2018 | |
| Notify AFC State Office of Fundraiser | Rachel Pulliam | | | 1/11/2018 | |
| Help sell Yankee Candle Products | All Members of CPEC | | | 7/11/2018 | |