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| **2017 AFC Annual Conference CPEC Board Meeting** |
| 11-1-2017  | Call to order: 2:01pm | Adjourned: 2:55pm |
| Meeting called by | Matt Wetzel (CPEC Chair) |
| Type of meeting | 2017 AFC Annual Conference CPEC Board Meeting  |
| Note taker | Katie Profeta (CPEC Secretary) |
|  Attendees | Matt Wetzel (Chair), Gregory Williams (Chair-Elect), Katie Profeta (Secretary), Kathy Bauernfeind (Treasurer), Rachel Pulliam, Kim Baker (Immediate Past Chair), Dana Livesay, Carol Pugh, Obi Kalu, Sharon Walker (Region 1 Rep)  |
| **[Agenda Topic]** |
| Discussion | **Minutes** |
| * Matt reviewed the board’s decision to table minute approval from the last two meetings (July/October) until today to ensure a quorum. Kim made a motion to approve both sets of minutes and Kathy seconded. All board members were in favor.
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| **[Agenda Topic]** |
| Discussion | **Treasurer’s Report**  |
| * Kathy Bauernfeind provided the Treasurer’s Report. Currently, we have $700.11 in the CPEC account.
* AFC Match of $500.00 will put us at $1200.11.
* We will be giving away $900.00 at Conference leaving us with $250.11 (after outgoing chair gift), plus any money we raise at conference for shirts and raffles.
* Katie made a motion to approve the Treasurer’s Report and Kim seconded. All board members were in favor.
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| **[Agenda Topic]** |
| Discussion | **Bylaw Review**  |
| * Greg opened the floor to discuss the bylaws and any changes that needed to be presented.
	+ The board discussed the role of Vice-Chair and whether or not the position should be omitted from the CPEC bylaws. Kim made a motion to omit the Vice-Chair position from the bylaws and Dana seconded. All board members were in favor. All mentions of the Vice-Chair position will be removed from the bylaws.
	+ The next discussion revolved around cleaning up the Awards Committee Section of the bylaws. Instead of explaining the selection committee for each award (Article VIII, Section 2, Subsections BCD&E), the committee would be explained once (Article VIII, Section 2, Subsections A). Article VIII, Section 2, Subsections D&E will be omitted based on board decisions made about CPEC Awards.
	+ The board discussed the Essay Award. It was suggested to omit the award and instead use the funds for a more generic CPEC Scholarship Award. Kim made a motion and Katie seconded. All board members were in favor.
	+ The board discussed the Pat Barritueau Unsung Hero Award. It was also suggested to omit this award and instead use the funds for a more generic CPEC Scholarship Award. The Unsung Hero Award could be done away with and another award could be named after Pat Barritueau. Kim made a motion to omit the Unsung Hero Award and Dana seconded. All board members were in favor. Discussion on renaming another award has been tabled to provide all board members with time to get more information on Pat Barritueau.
	+ The board discussed renaming the CPEC Book Scholarship to the CPEC Education Scholarship at $150.00. This would allow the funds to be used for items other than books (professional development, conferences, etc.). Establishing criteria has been tabled to a later date.
	+ Kim motioned to approve all bylaws revisions discussed and Sharon seconded. All board members were in favor. A vote will take place at the business meeting or electronically. D
* Dana will be amending the bylaws. Once finished, she will send them out for review.
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| Action Items | Person Responsible | Deadline |
| Provide amended bylaws to board members  | Dana | Upon conclusion of AFC Annual Conference |
| Gather more information on Pat Barritueau before renaming another award  | All Board Members | Upon approval of bylaw amendments |
| Establish criteria for CPEC Educational Scholarship | All Board Members | Upon approval of bylaw amendments |
| **[Agenda Topic]** |
| Discussion | **Member Recruitment** |
| * Greg Williams discussed his vision for member recruitment. We currently have 1900 members on paper, and he’d like to see more people at events.
* CEPC can recruit at Region & Commission conferences. New Region Reps are needed to assist.
* Kathy suggested updating the CPEC brochures so they can be used in the recruitment effort. Katie will work on updating the brochure.
* Katie suggested utilizing more statewide communication (through AFC State Office email blasts) to advertise conferences, service projects, and fundraisers to help get members involved and interested.
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|  Action Items | Person Responsible | Deadline |
| New Region Reps | Greg  | Upon conclusion of AFC Annual Conference |
| Update CPEC Brochure | Katie | Upon conclusion of AFC Annual Conference |
| **[Agenda Topic]** |
| Discussion | **Nominations for Executive Board** |
| * Matt reviewed all nominations received for CPEC Executive Board via email and from the board
	+ Chair-Elect
		- Katie Profeta
		- Rachel Pulliam
	+ Secretary
		- Jennifer Lewallen
		- Kimberlie Massnick
		- Rachel Pulliam
	+ Treasurer – Two-year term, no election in 2017. Kathy Bauernfeind remains Treasurer.
* Additional nominations would be taken from the floor during the business meeting prior to elections.

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| **[Agenda Topic]** |
| Discussion | **CPEC Awards** |
| * Kim reviewed all submissions for the CPEC Awards.
	+ Employee of the Year
		- Cara Bennett (84 points) - Winner
		- April Leake (72 points)
		- Robin Halifko (19 points)
	+ Book Scholarship
		- Margaret Bronson – Winner
	+ Essay Scholarship
		- Kathy Fields – Winner
		- Daniella Pierre
	+ Unsung Hero
		- Greg Williams – Winner
		- Marilyn Rouse
	+ Exemplary Practice
		- Summer Washington – Winner
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| **[Agenda Topic]** |
| Discussion | **CPEC Events at Annual Conference** |
| * Gregory Williams reviewed the remaining CPEC events occurring at the AFC Annual Conference.
	+ CPEC Business Meeting – 11/1 at 7:30am
	+ Exemplary Practice – 11/2 at 10:00am
	+ Fundraisers
		- CPEC Buttons $2.00
		- CPEC Shirts $15.00
		- Gift Card Tree
			* 1 ticket for $1, 6 tickets for $5, 30 tickets for $20
* Please be sure to sign up for table shifts when you are available.
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| Action Items |  Person Responsible | Deadline |
| Review Operational Plan | Greg  | Future CPEC Meeting |