

**LRC Officers Meeting
June 12, 2020**

Attendance: Mercedes Clement (Chair), Claire Miller (Past Chair), Lena Phelps (Historian), and Brett Williams (Secretary)

Meeting was called to order at 9:30

Bylaws Review

There were no suggested changes to the Bylaws for 2020. The Bylaws were updated at the AFC Annual Meeting in November but the new Bylaws are not on the Commission website yet. Brett will send an email to the AFC office with the updated Bylaws again.

It was noted that the Commission website does not have minutes from our meetings in 2019 or 2020. Brett will send the minutes along with the Bylaws so they can be included on the AFC Commission website.

2020-2021 Operational Plan Outcomes

Mercedes shared the Operational Plan she is going to submit to AFC. Mercedes asked if we want to announce the winners of the Exemplary Practice Awards before the AFC Annual Meeting in November. It was decided we will send an announcement of the winners before November's meeting. Mercedes will send the announcement to AFC.

We are needing nominees for the position of Vice-Chair for 2021. Now is a good time to start recruiting nominees. Claire suggested Nora Morales might be willing to serve in a leadership role. Brett agreed that it would be a good idea to recruit someone willing to serve who works in a Learning Support department. Since a lot of faculty and staff might be taking vacation over the summer we should send out an email soliciting nominations in early August.

In an earlier meeting we discussed how LRC could support our members during our time working remotely due to COVID-19. Claire is going to type up a proposal to send out to members asking for participants in a virtual Roundtable discussion. We could host the discussion on our Facebook page possibly using Facebook Live.

The meeting was adjourned at 10:15.

Submitted by Brett Williams, Secretary