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| **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.
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| **[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.
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| **[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
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| 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.
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|  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 |
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| **[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.
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|  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.
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|  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.
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|  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 |