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## **Administration Commission Conference Call Meeting Notes**

**September 9, 2019**

**Meeting called to order at 3:04 by general consensus**

**In Attendance: Lynne O'Dell, Keri Hughs, Mark Thompson, Nikki Duslak, Tracy Glidden**

### **1. Leadership in Excellence Award**

- Deadline this Friday – we have two submissions so far, should be receiving one more this week
- Voting - SurveyMonkey that needs every board members vote

All agreed this would be best option to proceed. No objections.

### **2. Annual Conference**

- Auction items- thinking of putting together a basket with wine, gift cards etc.

Wine and a movie was last year's basket and it went over well, so we will continue this idea.

- Need speakers for our panel discussion

Survey was sent out and panel discussion with admin was indicated as a point of interest. Please reach out to administration to ask for volunteers. (Director or higher). Get names of those interested as quickly as possible.

- Encourage any co-workers that are attending the annual conference to get involved in our commission and attend our meeting during conference

### **3. Needs for the new year in January**

We are in need of an incoming chair and co-chair. Let Lynne know of any interested parties.

### **4. Board of Directors meeting Friday, September 20<sup>th</sup>**

Lynne will email update after meeting.

## **5. Administration Commission Board Meetings Conference Calls**

- **October date TBD**

Discussion regarding raising awareness and interest in commissions.

Meeting adjourned at 3:21 by general consensus.