

AFC-CPEC minutes

PBoard Meeting		
10.14.2015	Call to order: 3:01 p.m.	Adjourned: 4:10 p.m.
Meeting called by	Tracy Glidden (CPEC Chair)	
Type of meeting	Annual Convention Planning Conference Call	
Note taker	Cara Bennett, CPEC Secretary	
Attendees	Tracy Glidden (chair), Cara Bennett (secretary), Sarah David (vice chair), Matt Wetzel (program chair), Colleen Farinelli (awards chair), and Loretta Jackson (historian)	
[Agenda Topic]		
Discussion	Call for nominations, officers and standing committees	
	<ul style="list-style-type: none"> • Elections for chair elect, vice chair, and secretary will be held during the business meeting on 11/12/15. <ul style="list-style-type: none"> ○ Kim Baker is incoming chair ○ Kathy Bauernfeind remains treasurer (two-year term) ○ Matt is thinking about running for vice chair ○ Colleen wants to run for chair elect • Incoming chair will appoint historian, parliamentarian, legislative liaison, webmaster, ways & means chair, program chair, bylaws chair, and awards chair. 	
Action Items	Person Responsible	Deadline
Recruit colleagues for open positions	All	November 11, 2015
Let Kim know of interest in appointed positions	All	December 31, 2015
[Agenda Topic]		
Discussion	Annual Conference	
	<ul style="list-style-type: none"> • Tracy, Cara, Matt, and Coleen will be attending, Sarah and Loretta cannot. • There will be a board meeting on 11/11 at 12:30 p.m. The general meeting will be held on 11/12 at 8 a.m. • Bylaw changes will be voted on during general meeting. Changes have been posted on CPEC website for review. • Depending on time, Tracy may present CPEC101 during the general meeting. • Election of new officers will be held during general meeting. • CPEC's exemplary practice presentation will be held immediately after the general meeting, at 9:15 a.m. • Awards will be presented at general meeting. Award checks will need to be requested from Eileen Johnson after winners have been decided upon at the board meeting. All awards have received at least one application. The deadline to apply is October 26th. • Our fundraiser will be a gift card raffle. All board members have been asked to pick up a \$20 gift card and make sure it gets to conference. They will be reimbursed from raffle proceeds. • While we have decided not to make another donation to the "Burst the Balloon" campaign (we consider the \$1180 the foundation received from the spring conference raffle our donation), we still need to come up with a donation for the Silent Auction. Tracy has a photographer friend that may donate a framed print, but that is not certain. 	
Action Items	Person Responsible	Deadline
Pick up and send in \$20 gift card. Card must be redeemable state-wide.	All	November 11, 2015
Acquire a suitable item to donate to the Foundation's Silent Auction.	Any one	ASAP

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[Agenda Topic]		
Discussion	Commission Book	
Loretta is putting together the commission book for submission to AFC. It's our hope that we win Commission of the year. Loretta and Tracy feel we've met all the qualifications, with the exception of a third social media outlet. Tracy has asked Matt to put that together to include in the book.		
Action Items	Person	Deadline
Create third social media outlet	Matt Wetzel	October 30, 2015
[Agenda Topic]		
Discussion	Financial Report	
<ul style="list-style-type: none">• Kathy submitted the Treasurer's Report (see attached).<ul style="list-style-type: none">◦ We have not yet received the \$590 from the Spring Raffle		
[Agenda Topic]		
Discussion	Spring Raffle (with Region III)	
<ul style="list-style-type: none">• Our raffle raised \$590 for both the commission and Region III• AFC has authorized up to hold the raffle again in 2016. In 2017 AFC will any group to make the same arrangement with the foundation.• It was agreed that we would use the proceeds to fund travel for AFC-CPEC members who could not otherwise attend conferences/convention (scholarships).<ul style="list-style-type: none">◦ A scholarship committee should be formed to collect and award.◦ Priority will be given to applicants who have participated on a local or state level in the past.• In 2016, we will sell tickets from Spring Conference on, straight through to convention, with the drawing to be held at convention.		

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**ASSOCIATION OF FLORIDA COLLEGES
CAREER AND PROFESSIONAL EMPLOYEES
COMMISSION
TREASURER REPORT
Running Log**

Beginning Balance		\$1,310.31
4/1/14	1/2 page ad in conference program	(\$50.00)
4/7/14	Gift cards for fundraiser	(\$40.00)
4/22/14	Deposit from conference fundraiser	\$198.00
6/5/14	Deposit from Spring Conference	\$708.91
8/28/14	Burst the Balloon	(\$250.00)
10/27/14	Book award	(\$100.00)
10/27/14	Essay winner	(\$100.00)
10/27/14	Exemplary practice award	(\$700.00)
10/27/14	Employee of the Year award	(\$250.00)
10/27/14	Unsung Hero award	(\$100.00)
10/27/14	Items for silent auction (convention)	(\$50.00)
10/27/14	AFC Matching Funds	\$500.00
11/7/14	Deposit from Convention	\$278.00
11/15/14	Reimburse Cara for flowers for Frances Ash	(\$58.80)
6/1/15	Deposit from Spring Conference	\$480.00
TOTAL		\$1,776.42

PENDING TRANSACTIONS

Nov 2015	50/50 Drawing Proceeds	\$590.00
Nov 2015	Book award	(\$100.00)
Nov 2015	Essay winner	(\$100.00)
Nov 2015	Exemplary practice award	(\$700.00)
Nov 2015	Employee of the Year award	(\$250.00)
Nov 2015	Unsung Hero award	(\$100.00)
Nov 2015	AFC Matching Funds	\$500.00
	Pending New Balance	\$1,616.42