

AFC-CPEC minutes

Annual Conference General Meeting	
11.12.2015	Call to order: Adjourned: 9:10 a.m.
Meeting called by	Tracy Glidden (CPEC Chair)
Type of meeting	General Membership
Note taker	Cara Bennett, CPEC Secretary
Attendees	Shelly Castillo – PBSC, Lynn Becker – PBSC, Kim Baker – HCC, Sara Stoekel – EFSC, Matt Wetzel – FSCJ, Terri Witt – PHSC, Patti Elliot – SSC, LaFran Reddin – HCC, Brittany Resman – SSC, Marlena Grisby – NFSC, Todd Reiland – CF, Shena Grant – CF, Cara Bennett – CF, Lana Lutz – CF, Kathy Bauernfeind – EFSC, Coleen Farinelli – PBSC,
[Agenda Topic]	
Discussion	Nominations/Elections of 2016 Executive Board
	<ul style="list-style-type: none"> Chair-Elect: Coleen Farinelli nominated by Tracy. Motion to approve by Kim, second by Matt. Unanimous vote in favor. Vice-Chair: Matt Wetzel nominated by Tracy. Motion to approve by Kim, second by Sara. Unanimous vote in favor. Secretary: Patti Elliot nominated by Kim. Patti declined the nomination. Cara Bennett nominated by Kathy. Motion to approve by Coleen, second by Kim. Unanimous vote in favor. Treasurer: Being a two-year term, this position will continue to be filled by Kathy Bauernfeind. Appointed positions include Historian, Parliamentarian, Legislative Liaison, Webmaster, Ways & Means Chair, Program Chair, Bylaws Chair, and Awards Chair. Kim Baker (2016 CPEC Chair) will be filling those positions with volunteers.
[Agenda Topic]	
Discussion	Vote on Bylaws changes
	<p>Proposed changes to the bylaws have been posted on the APC/CPEC website 30 days prior to the meeting. No substantive changes were made. Changes included clarification of board terms, renaming of colleges, changing the word “convention” to “conference”, and adding the phrase “if available” to region representative requirements.</p> <ul style="list-style-type: none"> LaFran had concerns about adding the phrase “if available” to region representative requirements. It was stated that representation would always be sought, but that it was not always possible to get and we did not want to be stuck in a situation where we could not proceed without violating bylaws. We agree that we would revisit this issue in 2016. Matt moved that we approve the changes, Marlena seconded. Vote was in favor of approval.
[Agenda Topic]	
Discussion	Financial Report
	<ul style="list-style-type: none"> Kathy presented our budget and shared that our fund balance is \$2,366.42 with future expenses of \$750, leaving an expected balance of \$1,616.42. We are currently holding a gift card raffle that will bring in additional funds. The 2015 50/50 raffle held jointly with the Foundation and Region III raised \$590 for the commission. Proceeds will fund scholarships for the CCP. One scholarship will be granted for each region for a total of \$600. We will run the raffle again, with the same partnership, in 2016.
[Agenda Topic]	
Discussion	Commission Book
	<ul style="list-style-type: none"> Loretta Jackson has completed and submitted the Commission Book for consideration in the Commission of the Year Award. We’d like to extend our sincere thanks for that tremendous task.

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[Agenda Topic]

Discussion

Award Presentations

- Exemplary Practice Award: \$700 was won by Patricia Elliot and Brittany Resman (from Seminole)
- Essay Contest: \$100 was presented to Sara Stoeckel (from Eastern Florida). Tracy read her essay to the group.
- Unsung Hero: \$100 was presented to Dana Livesay (from HCC)
- Book Scholarship: Rita Maldonado's (from Valencia) name was drawn for this award
- CPEC Employee of the year: \$250 was presented to LaFran Reddin (from HCC). LaFran's nomination came with several letters of recommendation.
- Tracy presented the executive board with Certificates of Appreciation
- Kim presented Tracy with an Amazon gift card in recognition of her hard work and contribution to the commission.

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
11/9/15 50/50 Drawing Proceeds	\$590.00
TOTAL	\$2,366.42

PENDING TRANSACTIONS

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

Respectfully submitted,

Kathy Bauernfeind

Kathy Bauernfeind/Commission Treasurer

*approved
Kim - mot.
matt - second*