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| **2017 AFC Annual Conference CPEC Business Meeting** |
| 11-2-2017  | Call to order: 7:30am | Adjourned: 8:31am |
| Meeting called by | Greg Williams (CPEC Chair-Elect) |
| Type of meeting | 2017 AFC Annual Conference CPEC Business Meeting  |
| Note taker | Katie Profeta (CPEC Secretary) |
|  Attendees | Matt Wetzel (Chair), Gregory Williams (Chair-Elect), Katie Profeta (Secretary), Kathy Bauernfeind (Treasurer), Rachel Pulliam, Kim Baker (Immediate Past Chair), Dana Livesay, Carol Pugh, Obi Kalu, Sharon Walker (Region 1 Rep), Kimberlie Massnick, Lyn Becker, Margaret Bronson, Cara Bennett, April Leake, Tracy Glidden, Peggy Stanley, Roland Hyacinthe, Cristen Jacobsen, Jennifer Lewallen, La-Keryl Ingram, Patricia Williams-Shaford  |
| **[Agenda Topic]** |
| Discussion | **Welcome** |
| * Greg called the meeting to order and provided a brief welcome to all attendees. He identified communication as one of the items he would like to work on as CPEC Chair next year.
* Matt provided a brief recap of the last few meetings heading up to AFC Annual Conference. One of our biggest focuses will be and has been fundraising. This year, we cut back a few awards due to the substantial amount we have been paying out in total. The amounts awarded for Exemplary Practice and Employee of the Year were swapped due to our focus being on Career and Professional Employees.
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| **[Agenda Topic]** |
| Discussion | **Nominations for Executive Board**  |
| * Greg reviewed all nominations received for CPEC Executive Board via email and from the board and asked for any additional nominations from the floor.
	+ Chair-Elect
		- Katie Profeta
		- Rachel Pulliam
	+ Secretary
		- Jennifer Lewallen
		- Kimberlie Massnick
		- Rachel Pulliam
	+ Treasurer – Two-year term, no election in 2017. Kathy Bauernfeind remains Treasurer.
* Nominators/Nominees were permitted to provide brief dialogue on why they think they or their nominee would excel in the role.
* All nominees’ names were written on the board and they were asked to leave the room for voting.
* Nominations were paused for a clarification on eligibility. It was confirmed that faculty members are able to run for CPEC board positions based on AFC bylaws.
* Matt reopened nominations after this clarification. With no other additions for Chair-Elect, April moved to close nominations and Kim seconded. All board members were in favor.
* Official nominations were done via paper and votes were tallied on the board.
* Newly elected 2018 officers:
	+ Katie Profeta – Chair-Elect
	+ Jennifer Lewallen – Secretary
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| **[Agenda Topic]** |
| Discussion | **Bylaw Review**  |
| * Matt provided a brief overview of the discussion in the CPEC Board Meeting regarding bylaw amendments (omitting vice chair, amending awards, etc.). He opted to table voting on the bylaws until Dana was finished with the updates and they could be shared with CPEC members. Voting will occur electronically. Katie made a motion to table the discussion and Kim seconded. All board members were in favor.
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| Action Items | Person Responsible | Deadline |
| Provide amended bylaws to board members  | Dana | Upon conclusion of AFC Annual Conference |
| Vote electronically on bylaw changes  | CPEC Members | Upon receipt of suggested bylaw amendments |
| **[Agenda Topic]** |
| Discussion | **Treasurer’s Report**  |
| * Kathy Bauernfeind provided the Treasurer’s Report. Currently, we have $700.11 in the CPEC account.
* AFC Match of $500.00 will put us at $1200.11.
* We will be giving away $900.00 at Conference leaving us with $250.11 (after outgoing chair gift), plus any money we raise at conference for shirts and raffles.
* Kim made a motion to approve the Treasurer’s Report and April seconded. All board members were in favor.
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|  Action Items | Person Responsible | Deadline |
| New Region Reps | Greg  | Upon conclusion of AFC Annual Conference |
| Update CPEC Brochure | Katie | Upon conclusion of AFC Annual Conference |
| **[Agenda Topic]** |
| Discussion | **Award Presentations** |
| * Kim presented the 2017 CPEC Awards
	+ Book Scholarship: Margaret Bronson
	+ Essay Contest: Kathy Fields
	+ Unsung Hero: Greg Williams
	+ Exemplary Practice: Summer Washington
	+ Employee of the Year: Cara Bennett
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| **[Agenda Topic]** |
| Discussion | **CPEC Events at Annual Conference** |
| * Matt reviewed the remaining CPEC events occurring at the AFC Annual Conference.
	+ Exemplary Practice – 11/2 at 10:00am
		- Summer is unable to be here, so Gregory and Sharon will be presenting
	+ Fundraisers
		- CPEC Buttons $2.00
		- CPEC Shirts $15.00
		- Gift Card Tree
			* 1 ticket for $1, 6 tickets for $5, 30 tickets for $20
* Please be sure to sign up for table shifts when you are available.
* Region 1 & CPEC Conference – 4/20/18
* Before adjourning – Tracy suggested going around the room for brief introductions.
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