

Executive Board Meeting

Date: February 27, 2015 | Time: 1:00 p.m. | Teleconference

Presiding: Shawanda Thomas, President

- I. **Call to Order** – 1:01 pm
- II. **Prayer** – by Shawanda Thomas
- III. **Roll Call** – Michael Green, Paige Feibelman, Tammy Ebert, Carol Gudauskas and Shawanda Thomas were present. Minutes were recorded by Paige.
- IV. **Approval of Minutes** – Minutes from the February 6, 2015 meeting were approved pending the correction of two typos.
- V. **Reports**
 - a. **President - Shawanda Thomas**
 - i. Shawanda reported that she is working on the conference PowerPoint presentation. She is editing the PowerPoint used by Calvin Briggs during last year's conference. Shawanda asked Michael to email her a copy of the conference program with photos to be used in the PowerPoint. Tammy will send Michael a better picture of the Faulkner State Campus.
 - ii. Shawanda is preparing an agenda for the annual AlaMATYC Business Meeting. Shawanda will preside at the business meeting.
 - iii. Shawanda is writing the changes to the By Laws and preparing a ballot so there can be a vote at the business meeting.
 - b. **Treasurer - Carol Gudauskas**
 - i. Balance Update – Current balance is \$6574.93. Carol will purchase a grand door prize to be given to the winner of the drawing from the conference participants who turn in a completed conference evaluation form.
 - ii. There are 39 people registered for the conference and 25 of those registered have paid. Tammy mentioned one other person she has spoken to who plans on attending. It was noted that fewer than 50 people attended the conference at Lawson State last year.
 - iii. Pearson, McGraw Hill and Hawkes have each paid for a vendor's table and a speaker presentation. Michael will remind Cengage to bring \$150.00 to pay for their vendor table on the day of the conference.
 - c. **President Elect – Michael Green**

2015 AlaMATYC Conference – Faulkner State CC – Fairhope, AL

 - i. Michael reported that the conference programs are almost completed. He still needs the title for Calvin's presentation.
 - ii. The schedule for the opening session will be as follows:
 1. Calvin will welcome everyone and introduce the President of Faulkner State.
 2. President of Faulkner State, Dr. Gary Branch, will state his welcome.
 3. The Elated Voices will perform for approximately 10 minutes.
 4. Shawanda Thomas will introduce the keynote speaker.
 5. Keynote address by Bill Taylor.
 - iii. Nancy Rivers will speak during the business meeting.
 - iv. Shawanda will preside at the business meeting, and Weymon Holloway will preside at the closing session. Tammy will purchase some raffle tickets for the door prizes at the closing session, unless Carol lets her know by Monday that she has some.

- v. Michael reported that Bill Taylor will be staying in Mobile. Michael has invited Bill Taylor to dinner Thursday night. Michael will let us all know whether or not Bill will be joining those of us who are able to meet for dinner.
- d. WebMaster**
- i. Website Update – Shawanda reported that Darrell was unable to attend the meeting, but the website is up-to-date. The corrected newsletter is on the website.
- e. Publications Coordinator - Tammy Ebert**
- i. Tammy reported that every room for the speaker sessions will have a Windows based laptop ready. All speakers need to do is plug in their thumb drives and they should be ready to present. Every room will have internet ready for use. Tammy said that she may need board members to assist with introductions of speakers and speaker session evaluations.
 - ii. Tammy has scheduled a photographer to be at the conference and would like to have a group photo taken at the end of the business meeting.
 - iii. Tammy will meet at 4:00 pm on Thursday before the conference with any board members who are able to assist with preparations.
 - iv. Michael reported that the umbrellas came in and they look good.
 - v. Tammy reported that the AMATYC bags came in and that Hawkes sent LED flash lights on key chains to put in the bags.
 - vi. Parking at Faulkner State is on the perimeter of the college. The United Methodist Church has given permission for us to use their parking lot. Faulkner State students will be directing people to parking areas and buildings. Tammy plans on saving parking spaces for Dr. Gary Branch and Bill Taylor.
 - vii. Michael will bring enough programs to put one in each bag and have extras to hand out at the registration table.
 - viii. Carol is bringing the name tags and Paige will assist Carol with registration.
 - ix. Phi Theta Kappa donated \$100.00 to be used toward the purchase of food at the conference. The breakfast will cost AlaMATYC only \$100.00 and will include biscuits, muffins, a fruit tray, coffee, water and orange juice. Honey Baked Ham will cater the lunch for \$6.00 per person.
- f. Nominating Committee Chair – Paige Feibelman**
- i. The following people have been nominated:
 President Elect – Tammy Ebert from Faulkner State Community College
 Secretary – Dr. Tod Childs from Faulkner State Community College
 Treasurer – Carol Gudauskas from Southern Union State Community College
 Paige will prepare a ballot with blanks to write in nominations added at the business meeting. It was decided that since each position has only one person running that there is no need to send out bios.
 - ii. Positions that still need to be filled are WebMaster, Publications Coordinator, and Liaison to ACTM.
- g. Secretary – Weymon Holloway**
- i. Weymon Holloway was not able to attend the meeting. He will bring to the conference the session evaluation forms and the conference evaluation forms with the grand prize drawing slips attached.
 - ii. Weymon will preside at the closing session and give out door prizes.

VI. Adjourn – The meeting adjourned at 1:50 pm.