**Executive Board Meeting**

Conference Call 2/14/2017 - 11:00 AM

**Presiding: Tammy Ebert, President**

**Board Members:**

1. The meeting was called to order at 11:03 a.m.
2. The following members were present: Tammy Ebert, Carol Gudauskas, Paige Perry, Nathan Winkles, and Kelly Cannon.
3. The minutes from January 20, 2017, were discussed. One mistake was noted – changing the word "cards" to "tags" - in reference to name tags. Carol motioned to approve the minutes and Paige seconded.
4. Reports and/or Action Items
	1. **President-Elect Carol Gudauskas**
		1. Conference updates - See the checklist sent by Paige Perry for all assignments. I have included a copy at the end of the minutes for reference. One change in the assignments for Breakout Session III, assigning Michael Green instead of Paige Perry to BTC 303, was requested and has been updated.
		2. Each Executive Board member should bring door prizes/bag stuffers. Bag stuffers need to be placed in the bags on Thursday evening. There will be 75 bags premade for the conference. Carol will take care of putting peppermints or small candy in the bags. Door prizes may be brought as late as the morning of the conference.
		3. Rooms and evaluation forms are set. Windows capable computers and projection screens are in each room. Tech support is available on the day of the conference.
		4. Don’t forget your Big House donations - beach towels or large colorful towels.
		5. The conference will be held in the Southern Room. Call Carol or Paige or view the map included in a previous email from Paige if there are any questions about the location. Vendors will be in the room with us this year.
		6. Breakfast will include: Chic-fil-a chicken minis, donuts, fruit, water, and soda. Lunch will include: wraps, hoagies, chips, left over fruit, salad, brownies, cookies. There will be less spent this year on food than last year.
	2. **President-Tammy Ebert**
		1. 2017 AlaMATYC Conference
			1. Carol will contact Annette Cook about her hotel arrangements and dinner on Thursday night. Should we take her out to eat? Will she be there early enough on Thursday?
			2. Dinner on Thursday evening will be as soon as all board members that are in town get to Opelika. These members include: Tammy (will arrive around 3-4 p.m.), Carol, Paige, and Kelly(will arrive around 5-6 p.m.). Paige and Carol will already be on campus and will begin working on the bags and setting up for the conference at 2:30 p.m. Amy, Michael, and Nathan will be in Opelika on the day of the conference.
			3. Michael Green has worked on gift ideas for Annette Cook. Tammy will purchase pottery (teal or aqua pottery from Bob Jones in Fairhope). The gift will be between $100 - $150. Last year $103.50 was spent on the gift. She will also be presented with a certificate and a past-president plaque. These will be presented to her after she is done with the keynote address.
			4. Tammy is in charge of the following: Program, Power Point, Certificates and Frames, Plaques, and bringing her Camera. Tammy will ask Michael to update the PowerPoint.
		2. Photobook will be created by Tammy at a later date for display at 2017 AMATYC meeting. The photobook will also be displayed at the 2018 AlaMATYC meeting.
		3. Proposals to change Bylaws must be made by next Monday 20th and sent to Tammy. Michael will reword the ones that have already been discussed at previous meetings.
		4. The following people will be given 5 minutes during the luncheon meeting: Michael Green - Math tournament, Nancy Rivers Regional Vice President – Project Access, Carol will ask Marty Kellum if he wants 5 minutes to talk about Project Access. Note: Matt Smart from ALADE is not coming, but he sent his email list of members. In turn, Tammy sent 20+ new potential AlaMATYC members a newsletter and invitation to the conference.
		5. Carol will have the floor at the officer change and give plaques to current officers of AlaMATYC. She will announce these awards and hand them out.
	3. **Past President – Michael Green**
		1. Michael is taking care of ballots, election and nominating committee. He has the officer list and will bring the ballots. Please contact him as soon as possible if you have additional officer nominations. Note: Marty Kellum is interested in becoming an officer. Michael will email this week to find out which specific office each candidate is interested in.
		2. Michael is bringing the Pepsi sign with him. Carol will look at it to see if we use it this year or discard it.
	4. **Treasurer – Paige Perry**
		1. Treasurer’s Report- The current balance is 7,491.72. This balance is changing daily with venders paying, conference registration, and conference expenses. Four venders have paid.
		2. Numbers for conference – There are 64 registered for the conference.
		3. Special Requests – Among the 64 registered, there are no special requests that are not accommodated through the meal choices.
	5. **Webmaster – Nathan Winkles**
		1. It was requested that Nathan take down from the website the proposal to present at the conference.
		2. Michael Green will take the banner, officer name tags, and table cloths to Shelton State for use at the math tournament. Kelly Cannon will get them from there. Kelly will take only the yellow signs from the conference back to Bevill State.
5. New Business
	1. There was no new business.
6. The meeting was adjourned at 11:39 a.m.

AlaMATYC Conference

**Programs** – Tammy Ebert

**Photographe**r – Shondae Brown

**Certificates** **& Plaques** – Tammy Ebert

**Presider Directions** – Paige Perry

**Floating between rooms –** JamesAlsobrook

**Breakout Session I – 10:30 am – 11:10 am**

Hawkes Learning (Vendor) room BTC 301 – Amy Shaw

Kristi Mann room BTC 303 – Vicki Adkins

Shywanda Moore room BTC 307 – Gail Queen

Sam Evers BTC 309 – Dutchess Jones

**Breakout Session II – 12:50 pm – 1:30 pm**

McGraw Hill (Vendor) room BTC 301 – Valarie Boyd

Cengage Learning (Vendor) room BTC 303 – Ghytana Goings

Dana Einfeld room BTC 307 – Mary Johnson

Brandon Morgan BTC 309 – Carol Gudauskas

**Breakout Session III – 1:40 pm – 2:20 pm** Pearson(Vendor) room BTC 301 – Marty Kellum

Carol Gudauskas room BTC 303 – Michael Green

Dutchess Jones room BTC 307 - Mary Emma Dunn-Richardson

Shawnda Thomas room BTC 309 – Charles Fowler

**Outside Signs** – Have yellow signs in place by Thursday evening – Eddie Pigg. Large Pepsi sign (if presentable) also put up by Thursday evening – Joseph Halsey. Carol Gudauskas will contact Joseph Halsey.

**Inside Signs** – Have in place by Thursday evening. Carol Gudauskas

**Door Prize Coordinator** – Collects door prizes, display them before closing session, give out evaluation forms and door prize tickets, and handle drawing. Valarie Boyd and Vicki Adkins. Bring two baskets for drawing – Carol Gudauskas.

**Maintenance Request** – Tables to be in place, coolers, and packages by Thursday at 2:00 pm – Carol Gudauskas. Also return packages and clean up on Friday afternoon.

**T-Shirts –** Pick up in Montgomery on 2/22/17 – Randy Perry

**Conference Bags** – Stuff bags at 2:30 pm on Thursday – Paige Perry, Carol Gudauskas and Mu Alpha Theta Members

**Registration** – Name tags – Carol Gudauskas; registration materials – Paige Perry; and work registration table – Paige Perry and Kelly Cannon

**Conference Evaluation** – Prepare speaker session evaluation forms and conference evaluation forms, collect speaker session forms – Paige Perry

**Name Tags –** Collect officer’s magnetic name tags and attendee’s plastic name tag holders – Paige Perry

**Food** – Tracey Crowley - Coffee and drinks all day

**Computer Technician** – Will Crenshaw and/or Mei Wang

**Ice/Ice Chests** – Southern Room kitchen has ice and refrigerator for use. Carol Gudauskas will ask Joseph Halsey about Southern Union Coolers. Mu Alpha Theta members will ice down drinks Thursday afternoon.

**Kelly Cannon** – Take table cloth, signs, etc. to Bevill State to be used next year!!!!

**Shopping** – Carol Gudauskas, Paige Perry and Tracey Crowley