

Executive Board Meeting

Date: June 20, 2014 | Time: 12:00 pm. | Location: Panera Bread, Montgomery, AL

Presiding: Shawanda Thomas, President

- I. **Call to Order** – 12:16 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 Shawanda.
- IV. **Approval of Minutes** - The minutes were approved from the May 2, 2014 Executive Board Meeting
- V. **Reports**

a. President - Shawanda Thomas

2014 AMATYC Conference November 13-16, 2014 in Nashville, TN

- i. 1 Affiliate Scholarship – It was decided that Tammy Ebert will receive the affiliate scholarship this year.
- ii. Delegates – It states in the bylaws that Shawanda has to be a delegate. Tammy volunteered to be the other delegate.
- iii. Hospitality Donation – It was decided that \$150 will be donated to the hospitality suite at the national conference. This is the same as last year's donation. Carol will send the check to AMATYC. Paige will provide Carol with the address to send the check.
- iv. Liaison to ACTM position – Shawanda received an email from Lisa stating that she felt it would be better to let someone else assume the role of Liaison to ACTM. Shawanda would like Tammy to advertise this position and the responsibilities in the next newsletter. The responsibilities are listed within the bylaws.

b. Treasurer - Carol Gudauskas

- i. Balance Update - \$5743.98
- ii. Bank Update – Carol ordered 252 business checks for \$60. The EIN # is 47-1107235. After looking over the previous treasurer's report from Michael, Carol inquired about the \$641.75 paid to Victory Design although the total cost was \$699.51. Michael explained that taxes were not paid to Victory Design; hence, the check of \$641.75. Carol also inquired about the check written out to Shawanda. Shawanda explained that the check was a reimbursement for snacks purchased at Wal-mart for the conference. Michael will resend the file with more detailed information in order to clear up any ambiguities. Michael sent an e-mail to Miriam Cooper (Accounts Receivable at Shelton) regarding a request to transfer the money from the Shelton account to the new AlaMATYC account at Regions. Miriam sent an e-mail back to Michael stating she would have to look into it and will get back to him next week.

c. President Elect – Michael Green

2015 AlaMATYC Conference – Faulkner State CC – Fairhope, AL

- i. Speakers and Rates – Michael elaborated on why he felt that Bill Taylor would be a good keynote speaker. Carol made a motion to request Bill Taylor as our conference speaker and Paige seconded the motion. Carol said we should reconsider having him as the speaker if his rate is more than \$500.
- ii. Theme (Never Stop Learning, Mathematics: Learning to Infinity, etc.). It was decided that next year's theme is "Mathematics: Learning to Infinity." Shawanda suggested that Calvin Briggs create a conference graphic because he is good at creating logos. Tammy said that Fairhope is associated with pelicans (just in case we wanted to consider

incorporating pelicans to the graphic in some way). Paige will send Michael the files pertinent to conference logistics by email. Michael inquired about ways to increase our conference participation. Carol suggested that we get a list of all community colleges who were not represented at the conference and ask the department chairs to provide at least one representative from their school. Tammy suggested we take a group photo at our next conference during the networking break or business lunch meeting. Carol and Michael felt that a guided discussion should be integrated into the conference.

d. Publications (Tammy Ebert)

- i. Newsletter Update - Tammy sent out the newsletter this month. She received good feedback. Tammy suggested that we lower the 3-year commitment to a 2-year commitment for the publications coordinator and webmaster positions.
- ii. Items to include in next newsletter: Conference Info-Date, speaker, theme, Policy section, President's Corner, Liaison to ACTM position, etc.
- iii. Next Newsletter – tentative date in November – Shawanda recommended that newsletter be completed after the national conference (late November).

e. WebMaster (Darrell Hagler)

- i. Website Update – Darrell sent an email earlier this week addressing the website. The board agreed that the website looks good. Shawanda recommended that the icons on the website be changed to actual pictures. Michael displayed the website on his laptop for the board to see. The board members liked the picture. Shawanda believes that changing all the icons will make the website feel more personalized.
- ii. Any recommendations from the Board – Shawanda made a suggestion to add the names of the community colleges whose instructors participated in the 2014 conference (or paid dues) to the website

VI. Unfinished Business

- i. AMATYC Presidential Student Scholarship Candidates - Shawanda gave out folders which included details of the student scholarship. Michael suggested a student, but he does not meet the 3.0 criteria. Board members will present candidates at the next meeting in September. Paige has a student in mind who is a member of Mu Alpha Theta.

VII. New Business

- i. Increasing Dues/Vendor Rates - Shawanda suggested increasing member dues and vendor rates. Carol believes that we should increase the membership instead.
- ii. Budget – Recommendations for conference (percentage towards conference, percentage toward savings) – Shawanda suggested that Carol make recommendations for a conference budget. Carol agreed that this was a good idea and will create a conference budget for our next meeting.
- iii. Auditor Recommendations and Rates – Shawanda inquired about an auditor and rates. However, Carol explained that it was not required to hire an auditor if the board does not deem it necessary. Carol will disseminate the monthly statements and other pertinent information to the board members upon request. Carol will also complete the necessary documents for income tax purposes.

VIII. Announcements

- i. Next meeting date, location, and time – The next meeting will be a conference call on Friday, September 19, 2014 at 11:30 a.m.

IX. Adjourn – The meeting adjourned at 1:15 p.m.