THE COUNCIL OF EDUCATIONAL FACILITY PLANNERS INTERNATIONAL

Minutes of Board Meeting held on September 12, 2014

Attendees (indicated by an ‘X’ next to name):

- Ray Maher SC (Past-President)
- Glenn Meeks NC (President)
- Bill Bradley VA (President-elect)
- Mike Satterfield GA (Vice-President)
- Vijay Ramnarain VA (Secretary)
- John Hill VA (Treasurer)
- Christina Lighthall NC (International)
- Howard Collins VA (Membership)
- Walter Bruch SC (Industry partner)
- Barbara Worth CEFPI

- Maureen Hannan VA (chapter governor)
- Betty Farley SC (chapter governor)
- Jim Copeland NC (chapter governor)
- Mike Satterfield GA (chapter governor)
- Mike Mulheirn KY (chapter governor)
- Mark Manchin WV (chapter governor)
- Keith Webb VA (chapter president)
- Tim Fisher GA (chapter president)
- Chuck Saylors SC (chapter president)
- Eric Allen NC (chapter president)
- Steven Ward KY (chapter president)
- TBD TN (chapter president)
- John Ramsey CEFPI

GUESTS
- Howard Collins VA (Membership)
- Chuck Saylors SC (chapter president)
- Eric Allen NC (chapter president)
- Steven Ward KY (chapter president)
- TBD TN (chapter president)

A. REPORTS

I. Glenn called the meeting to order at 11:05. Vijay completed the roll call. There was quorum.

II. There were no agenda additions or amendments.

III. Bill moved a motion, Maureen seconded and the minutes of the previous meeting were approved.

IV. Committee Reports:

1. Membership and Chapter Development Committee:

V. Treasurer’s report (John Hill):

SE is paying $2819 for the SOFT SE team to go to Portland.

Glenn added that we can expect about $5K in revenues from membership. John is working with Michelle to see whether it is worth moving the SE funds to a CD or MM account.

VI. International Report (Christina Lighthall):

Christina invited everyone to the international conference in Portland. Registration was 100 more than the last conference; next year’s conference will be in San Diego on October 20-27.

The Branding Committee set up a task force to look at preparing a new logo for the organization. Another task force is looking at job descriptions to avoid differences between regions and create uniformity across the organization. There are new innovations: 1. The organization wants to get more students involved and hear what they have to say; 2. Use industry partners to promote the organization, 3. Update the website. Barbara said that the new website will be launched by the Portland conference.

She also added that there were 500 registered attendees; because of the Portland 10K run hotels were filling up. Part of the attendance numbers may be attributed to the new dues structure.

John reported that 3 of the schools that were entered for the McDonnell Awards were on the tours at the conference.
VII. Chapter Reports:
1. **Georgia (Mike Satterfield):** Their conference will be in November, the program has been set up. They have concerns with the fee structure but will work with it.
2. **Kentucky (Mike Mulheirn):** Their conference will be in November, the program has been set up. They have concerns with the fee structure but will work with it.
3. **North Carolina:** They are working on the SE/NC joint conference. There is one day event scheduled for 10/17 when they will visit a school in Wake County.
4. **South Carolina (Betty):** They are planning a golf outing, the conference planning is moving ahead with Barbara’s help. There has been an increase in membership and change in the Board. They have (1) superintendent and (2) assistant superintendents who have joined their organization.
5. **Virginia (Maureen):** The chapter’s midyear will be held on October 24th in Charlottesville, Planning is on for the annual conference in Williamsburg.
6. **West Virginia:** No report.

B. Action Items:
7. **SE/NC conference (Bill Bradley):** The joint annual conference will be on 4/19/2015 to 4/22/2015 in Asheville at the Crone Plaza hotel. A call for speakers will be sent out soon; Barbara is working on the contract with the hotel. Jim said that the hotel has been very accommodating: they will have free shuttle and it’s been a good location financially. The planning committee is working on cast sharing idea and is looking at different scenarios. Mike Mulheirn recommended that the committee plan on having the Board dinner that Grove Park inn.

8. **School of the Future design competition:** Glenn said that he received information from Keith Webb that Virginia will not participate in funding the travel of the SOTF team to Portland. He recommended that SE develops a policy document about expectations of the chapter and regions for the SOTF competition. This will avoid issues and clarify expectation and responsibilities. Mike Satterfield said that the SOTF was a good program at the GA conference and he enjoyed it.
   After further discussion Vijay moved the following motion:
   *That the SE Board resolves to set up a committee to look at the holding of the SOTF competition, and that the committee will prepare guidelines and make recommendations about the responsibility for funding of the SOTF teams by participating chapters and the SE.*
   Bill Bradley seconded the motion and the motion was carried unanimously.
9. **Fellow nomination:** Len Wright has been elected.
10. **Portland conference meeting:** Bill added that there will be a visioning meeting on October 2nd. Bill thanked Glenn for this leadership and hard work in promoting the SE chapter. The SE Board joined in thanking Glenn.
11. **Next meeting:** There will be a Board meeting at Portland.

There being no other business, the meeting adjourned at noon on a motion by Bill moved and seconded by John Hill.