

A4LE - NC Chapter - Board Meeting Minutes

Meeting Date: January 16, 2019

Location: Embassy Suites/Marriott, Winston-Salem, NC

Members Present: Sheri Greene, Rachel Sayre, Will Crabtree, Carolina McCormac, Hamilton, Cort, Renee Pfeifer, Colon Moore, Hal Bowen, Jeff Church, Rick Petty, Ashley Dennis

Members on the Phone: Edi Francesconi, Adam Fouse, Mark Strickland

Dial In Information: 515-604-9518 *634362*

Meeting Minutes Approval: Approved

Treasurer's Report – Last balance statement - \$137,000

Governors' Report – No update.

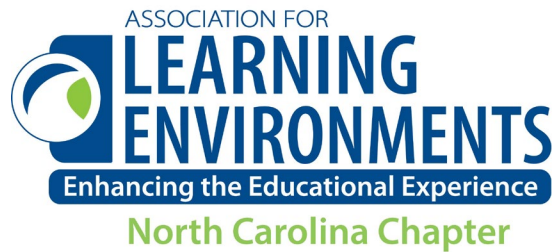
New and Ongoing Business:

FastNC Donation:

- It was determined at the National Conference that as an organization, we are not allowed to make another donation to an organization. Therefore National will not approve our \$20K donation to FastNC.
- We are only able to make payments for services.
- Hamilton suggested using the funds from the Silent Auction to donate to hurricane relief.

Scholarship Efforts:

1. Nathan to work on new form
 - a. Drop recommendation
 - b. Drop essay portion
2. Plan to advertise ASAP
3. Will award scholarships in February to be accepted at our conference and used for Fall 2019 Semester
4. Agreed to increase the number of scholarships up to 5 @ \$2k.

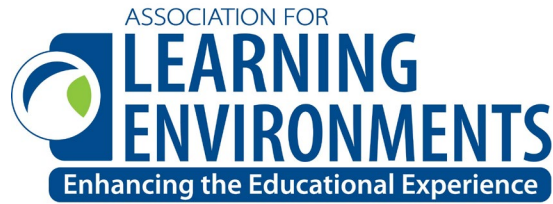


5. Plan to advertise with NCSU, App, UNCG, A&T, ECU and Western Carolina
6. Cohl to look into advertising the scholarship on scholarship apps and would like to get scholarship listed on scholarships.com – Adam to assist.

2019 Conference Planning –

1. Winston-Salem Marriott/Embassy Suites downtown
 - a. 3/31 – 4/2
 - b. Contract has been signed for the hotel
2. Breakout Sessions – Narrowed it down to our 6 breakout sessions. Rene and committee to email all submissions to let them know if they are accepted or not. Rene to send Rachel schedule of breakout sessions to be added to program.
 - a. #8 – Using Multiple Intelligences for Learner Personalization and the Implications for Design of Learning Spaces
 - b. #10 - Think Better: Attention in Education
 - c. #12 – Yes, you can have it too! Case studies of STEM upgrades in existing schools
 - d. #14 – Best Design Practices for School Security
 - e. #15 – Optimizing Daylighting: Balanced Approach for Today's Learning Environments
 - f. #21 – Design through the Decades: Can Past Trends in School Architecture Inform the Future?
3. Food - Colon will reach out to dinner dine around restaurants to see if they can accommodate our groups. Looking for 8-10 restaurants.
4. Sponsorships – sponsorships are live on the website and conference registration is open. Caroline to send out revised 2019 google doc. Board members to sign up for who they are going to call for sponsorships.
5. Awards – Hal suggested sending out an email to the general membership for nominations for the planner of the year. Hal to draft a letter and send to Edi.
6. President's Reception: 5:30 – 7:00pm – beer and wine will be an open bar. Hal to confirm that we can have alcohol at the library. Sheri is confirming the caterer. Plan to include a map at registration to inform people where to go. Rachel to create.
7. Registration will be in Embassy Suites.
8. Colon to arrange Color guard and music for Monday morning from local school.
9. Silent Auction – board decided the money raised during the silent auction will be used for hurricane relief since we can use money from the conference to fund the scholarships. All board members are to begin asking for silent auction donations.

Update from Ann - My update for Silent Auction & Sponsorships is to ask all board members to look at the spreadsheet and modify or add anyone to the list. Or they can let me know and I'll get them added to the list. The list was created several years ago, so I'm afraid that some contacts are outdated. Also, they can



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add their name to the list if they will contact a potential sponsor. I am planning to have a reminder sent out in early/mid February reminding folks to participate.

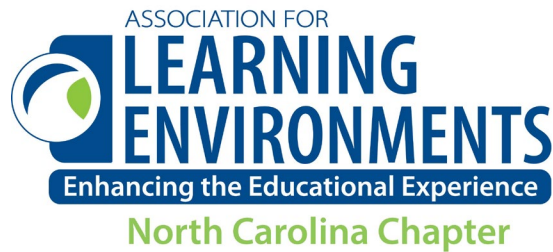
10. Graphics – Accent Imaging will be doing all the printing for the conference. Plan to have everything completed and sent to Accent Imaging by March 22nd.
11. Hal to touch base with our Event Coordinator Ashley regarding room layout for vendor tables.

Conference Dates:

1. There will be NO Southeast Conference in 2018. The 2019 conference will be in a coastal area of Georgia in June of 2019.
2. The **NC Conference** dates:
 - a. March 31st – April 2nd, 2019 in Winston Salem
 - b. **April 7-9, 2020** TBD

These will be confirmed once we have contracts in place with a hotel or convention center. Please do not share this information with others until it is confirmed.

3. International Conference dates are:
 - a. 2018 - Chicago



Upcoming Meeting Dates:

- Wednesday, February 6th at WCPSS
- Wednesday, February 20th at WCPSS
- Wednesday, March 13th at WCPSS
- Sunday, March 31st at Marriott/Embassy Suites in Winston Salem

Links of interest: Remember we NEED you to add information to these sites for them to be updated and useful for all of us! 😊

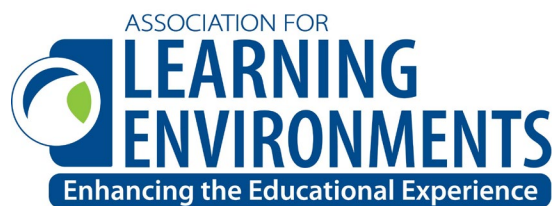
Drop Box - <https://www.dropbox.com/home/A4LE>

Google Doc -

<https://docs.google.com/spreadsheets/d/1JQUAXu6SJhqqjNbmK6CfQvNM72XO18RgQAMmzeuEgyw/edit#gid=0>

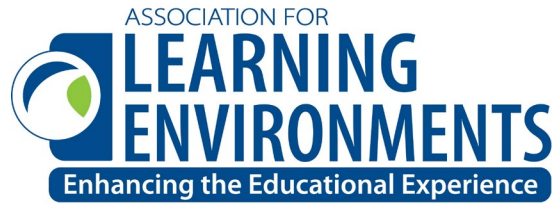
Board Members, I am including this as a “work in progress” This needs to be modified but at minimum it gets us thinking about the work ahead of us. If you see something you want to learn more about, please let us know! If you know of something we need to add, let us know and THANK YOU for your help! I will eventually add this to our google spreadsheet once everyone starts using it and we define some of this information better.

CALL YOUR DISTRICTS AND TALK WITH THE APPROPRIATE PEOPLE IN THOSE COUNTIES ENCOURAGING THEM TO ATTEND THE CONFERENCE!



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Task	Complete Task by:	Committee Leader	Notes
Select and secure hotel/conference location	6-1-18	Hal Bowen and Caroline McCormac	Completed
Select and confirm Key Note Speaker	9-1-18	Hamilton, Marcella, Renee, Colon	Dave Davlin – confirm deposit with Edi
Conference Theme	7-1-18	Hal	Completed
Call for Speakers goes out	ASAP	Edi	
Deadline for Call for Speakers	11-1-18	Edi	
Select Conference Break Out Speakers and complete program	1-16-19	Hamilton, Renee, Mark, Hal, Adam	
Select Food for Conference and Presidents Reception	3-1-19	Sheri, Renee, Marcella	
Printing/Graphics/Program	3-22-19	Rachel	
Request sponsorships for conference	Fall	All board members	
Request Silent Auction items	Fall	All board members	
Get awards and plaques produced		Ashley	
Scholarships		Nathan, Paul, Cohl	Scholarship Apps – Cohl to help
Lanyards and name tags			Put out for Sponsorship
School Tours	8-1-19	Bill, Colon	For Tuesday morning
Book location for Sunday Evening reception		Hal	Forsyth Library 1703 Restaurant catering
Business Meeting Agenda		Hal	
Continuing Education Credits	2-1-19	Edi	Submit session info to AIA three weeks before conference
Name Tags		Edi	
Sponsor Logo files	3-1-19	Edi	Please send to Ann, Rachel & Rick
Layout for all sponsor tables		Adam Fouse, Caroline, Hal	Caroline and Hal have requested a layout drawing from the hotel
Schools Next		Ashley Dennis and ALL district board members	
All Speaker Information due for AV	3-15-19		
Meeting with Hotel to finalize all details	2-20-19	Sheri, Rachel, Renee, Ashley, Hal	
Determine Caroline McCormac award – Above and Beyond for NC Chapter	3-1-19		
Planner of the Year - Determine Lifetime Achievement Award	3-1-19		
Entertainment		Bill, Colon	
Silent Auction		Caroline, Ann, Marcella	
Communications		Edi, Cohl	
Website		Edi	
Sound and Technology		Rick Petty	



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Introduction of colors and National Anthem		Bill, Colon	
Tuesday morning panel discussion		Hal, Caroline, Hamilton, Mark, Paul	