

## **A4LE - NC Chapter - Board Meeting Minutes**

**Meeting Date:** October 23, 2018

**Location:** WCPSS

**Members Present:** Hal Bowen, Sheri Greene, Rachel Sayre, Marcella Rorie, Cohl Faulk

**Members on the Phone:** Edi Francesconi, Renee Pfeifer, Colon Moore, Mark Strickland, Ann Collier, Adam Fouse

**Dial In Information:** 877-326-0011 \*3910845\*

**Meeting Minutes Approval:** Approved

**Treasurer's Report** – Will was not present. No update.

FastNC – Hal spoke to Bill Bradley and will be discussing donation at National Meeting on 10/31. Trying to get approval for \$20k donation. Additional \$10k for raising \$250k and another additional \$10k for raising \$500k.

**Governors' Report** – No update. Last meeting was cancelled.

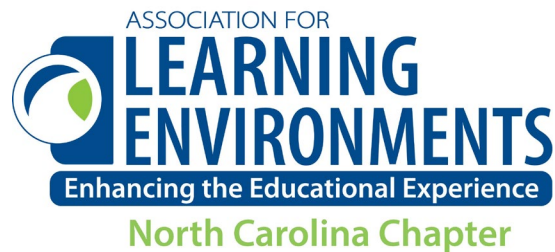
### **New and Ongoing Business:**

#### **Fall Tour**

- a. Great attendance – 80 people.
- b. Lesson learned – having group leaders discuss talking points and provide an information sheet on the school that is being toured. Discussed creating a mailer to send out to attendees. Renee to get with Nick and Ashley to create something.
- c. Common questions - How many bus students? How many students are picked up? How many students walk?
- d. Believe location was a factor in the good attendance.

#### **Schools Next:**

1. Neal Middle School is attending National Conference in Chicago. Trying to determine if someone from North Carolina board can attend the meeting.
2. Donna is working with SchoolsNEXT. Presentation will take place on Nov. 3<sup>rd</sup> at 10:15am at National Conference. Need to reach out to schools systems to get better participation.

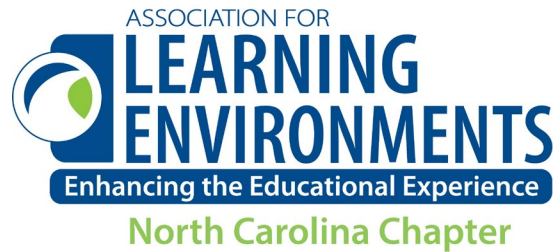


### **Scholarship Efforts:**

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. Key Note Speaker – Dave Davlin – Renee has reached out to check availability. Going to send clip to all board members. If everyone agrees, we will move forward with booking. Board to look at clip within the next week to make decision on Dave.
3. Tim Clue is another option for key note.
4. Food – Sheri sent list of restaurants to Hal and Renee. Sheri thinks 1703 is best fitted for President's Reception. Sheri is looking at options for restaurants for dinner dine around. Hoping to see catering menu at 12/12 meeting and be able to start making selections.
5. 12/12 meeting in Winston Salem – Renee, Ann, Colon, Mark (maybe), Hal, Sheri, Marcella, Rachel, Cohl (maybe)
6. Sponsorships – Ann to send out link to google doc that shows sponsorship list.
7. Silent Auction – Ann working on letter thanking contributors and typical items donated
8. Need to invite attendees from fall tour that usually are not at the annual conference.
9. Scholarships – Hal spoke to Nathan after the last meeting about updating the scholarship form. Last we discussed was making award in February to be presented at the annual conference. Applications need to be accepted by the end of January to make award in February. Need updated application from Nathan.
10. School Tours – Colon narrowed it down to five schools. Board approved to have Downtown Elementary School for conference tour.
11. President's Reception – will be held at Forsyth Library – 5:30 – 7:00pm. Dinner dine around to follow at 7:15pm.
12. School Board Systems – agreed that all school system members get free registration



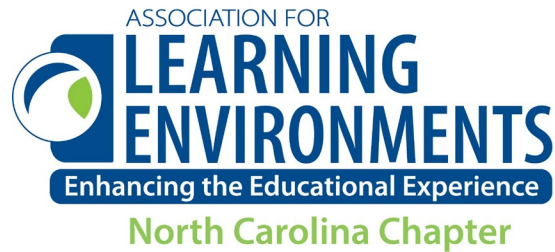
13. Entertainment – Colon has had a discussion with the music and arts directors to have groups lined up.
14. Panel discussion for Tuesday am
  - a. Monika Johnson Hosler – WCPSS
  - b. Forsyth County Schools Director of Safety – Colon
  - c. Angela Crawford (Architect/AIA Safety Committee – Hal
  - d. Eric Allan (Security for WCPSS – cost and timing) – Sheri
  - e. DPI Security Expert – Nathan
  - f. Looking to get board member to be the moderator – Paul, John, Mark or Sheri

**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 31<sup>st</sup> – April 2<sup>nd</sup>, 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:**

- December 12, 2018 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! ☺

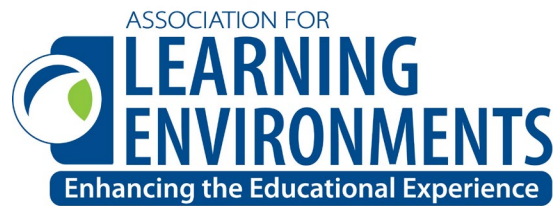
**Drop Box** - <https://www.dropbox.com/home/A4LE>

**Google Doc** -

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

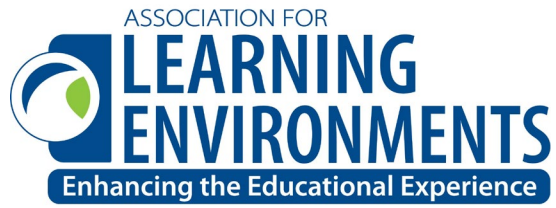
Board Members, I am including this as a “work in progress” This needs to be modified but at minimum it gets us thinking about the work ahead of us. If you see something you want to learn more about, please let us know! If you know of something we need to add, let us know and THANK YOU for your help! 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!**



### North Carolina Chapter

<b>Task</b>	<b>Complete Task by:</b>	<b>Committee Leader</b>	<b>Notes</b>
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	Confirm options
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	12-1-18	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
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	
School Tours		Bill & Colon	
Silent Auction		Caroline, Ann, Marcella	
Communications		Edi, Cohl	
Website		Edi	
Sound and Technology		Rick Petty	



North Carolina Chapter

Introduction of colors and National Anthem		Bill, Colon	
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