

Charlotte Area Educational Consortium
Executive Committee

Meeting Minutes
June 21, 2010

1. Call To Order

Hampton Hopkins called to order the Executive Committee meeting of the CAEC at 2:00 pm on June 21, 2010 at Carolinas College of Health Sciences. Hampton welcomed Dianne Snyder to the meeting as the new President of CAEC.

2. Present

Hampton Hopkins, Dr. Tanya Davis, Inis, Gibbes, Dianne Snyder and Gloria Kelley.
Absent: Mr. Ed Adams and Dr. Gwendolyn Peart.

3. Officer Reports

Hampton provided the outgoing chairperson report.

The following handouts were shared with the committee

1. A list of all CAEC Council Institution Representatives
2. CAEC Officer Slate for 2010/2011 Executive Committee
 - a. **Action Items:** Two positions are needed to complete the ballot for the annual elections.
 - i. Inis Gibbes will contact a possible candidate for the position of Registrar Representative and
 - ii. Gloria Kelley will contact a possible candidate for the position of Library Representative.

Inis Gibbes provided the outgoing Treasurer's report.

The following handouts were shared with the committee

1. Budget Report
2. Dues Report – All member institutions dues were paid for 2009/2010. Dues for 2009/2010 were decreased to \$300.00, but will return to \$400.00 as of July 1, 2010.
3. 2010/2011 Draft Budget
4. **Action Item:** The new treasurer will need to send an invoice to all member institutions as of July 1, 2010.
5. Concerns: The budget has a high balance and the board may want to consider creating professional development opportunities for the membership or giving out more scholarships for the coming year.

Discussion of 2010/2011 Year

1. Action Items

- a. Dr. Davis and Ms. Snyder will determine the date and location of the annual meeting. Tentative date is Friday, Sept. 24, 2010 at Cabarrus College of Health Sciences in Concord, NC from 8:00-10:00. (Breakfast meeting).

- b. Dr. Davis will need to send out the announcement about CAEC grant opportunities and have the grants ready for approval for the Sept. 24 meeting.
- c. Hampton will check with York Tech to determine availability of the Baxter Hood Center for CAEC annual workshop. Tentative weeks to consider are the week of Nov.1 and Nov 15, 2010.
 - a. Possible programs include the presidential Form and a representative from SACS. Hampton will work on organizing this workshop.
- d. Hampton will be checking with Winthrop University Representatives to see if they are interested in housing the papers of CAEC. Currently Winthrop is hosting the CAEC website.
- e. Hampton and Inis provided the committee with informative information about the organizational design of CAEC and what activities have been completed for 2009/2010.

Meeting was adjourned.

Minutes submitted by: **Gloria A. Kelley**

Attachments:
CAEC Executive Committee Slate of Officers
2010-2011 Budget (Draft)
Budget Report, June 16, 2010
Dues Report

***Action items in RED.**