

TCC Administrative Association Executive Board Minutes

Date: June 7, 2017

Time: 2:00 PM

Location: 602 District/Green Building

Present:, Beth Callahan, Sarah Lupton, Kevin McCarthy, Lynn Rainard, Blair Rhodes-Ellis, Emily Hartman

Absent: Phyllis Eaton, Amanda Burbage

I. Call to order and welcome: by Lynn Rainard at 2:03 PM.

II. Approval or correction of April and May minutes: Minutes were unanimously approved.

III. Business

- A. **Administrator of the Year Award:** Beth reported that she will continue to serve as lead for the Administrator of the Year. There was discussion of moving the elections up a few weeks sooner to make sure there is plenty of time to have the plaque complete before the Professional Development Day. Once that date is set the EC will determine when the nominations email should be sent out.
- B. **Executive Board Membership:** The Norfolk seat has not been filled. Blair has a possibility for who may fill it and will let the EC know.
- C. **General Body Meeting:** All of the dates have been set and two of the locations (Chesapeake and Virginia Beach) have rooms reserved. The dates are: 10/11/2017-C Big Otter Room, 11/08/2017-N TBA, 2/28/2018-P TBA, and 03/23/2018-B K320 from 3-4:30. The brown bag sessions will be decided in the August meeting.
- D. **EC Meetings:** All the dates for EC meetings have been set. There are follows: 07/05-cancelled, 08/02, 09/06, 10/04, 11/01, 12/09, no meeting in January, 02/07, 03/07, 04/04, 05/02, and 06/06 from 9-11 in Green Building RM 602
- E. **Professional Development Day:** Emily Hartman volunteered to serve on the committee as well as Amanda Burbage, more volunteers will be needed.
- F. **Social Committee:** Kevin reported that the first social will be in Chesapeake directly after the General Body meeting, he will let the committee know when he decides on a restaurant. The information for the Social will be sent with the invitation to the General Body meeting is sent out a month before the first date.
- G. **Webpage:** Beth updated the webpage with John Morea's information and will send in the dates of the General Body Meetings for the upcoming year, once Amanda returns she will take over the webpage committee.
- H. **Professional Development Fund:** Sarah requested another volunteer to help with distributing the funds, Veronica Cianetti has stated that she will volunteer with Sarah for another year. Sarah also reported that she updated the webpage and the Professional Development Form to reflect the changes in the PPD Fund

per the President. The EC discussed the distribution of funding: \$5000.00 for Fall, \$5000.00 for Spring, and \$5000.00 for Professional Development, Administrator of the Year, Plaque and left overs for summer or late requests.

IV. New Business

- A. 2017-18 Calendar Year Projects:** Each subcommittee member will put together information on what is needed for their subcommittee and give this information to Blair electronically as well as in paper so that if a member unexpectedly leaves the information and work that was previously done is documented. Each subcommittee lead will be responsible for updating this information once a year to provide to the current Committee Chair.
- B.** No July meeting.

Meeting Adjourned at 2:46 PM

Minutes respectfully submitted by Beth Callahan