**Arkansas Association of Federal Coordinators Board of Directors Meeting**

**Hot Springs Convention Center**

**September 20, 2017**

1. **Call to Order - 11:33 am by Christie Jay**
2. **Members Present-Roll Call Karleen Sheets, Kim Anderson, Christie Jay, Kimberly Glass, Gwen Adams, Sharon Hale, Julie Adams, Shantele Raper, Paul Jenkins, Anita Farver, Susan Gilley, Tina Kimbrell, Robyn Keene, Judy Ballard**
3. **Approval of Minutes-July 31, 2017 - Kimberly Glass made a motion to approve the minutes from the July 31, 2017 meeting and Gwen Adams seconded the motion. Motion was passed.**
4. **Membership Report and Membership Comparison September 15, 2017 - Membership spreadsheet was reviewed and Robyn Keene made mention of the additional 20 members on the list. It was also discussed that instead of brochures for new members that we possibly start an email drive.**
5. **Approval of Financial Report-August 31, 2017 - Robyn Keene reviewed the financial report and stated that the balance is higher than in previous years. Looking at the balance longitudinally shows that it is steadily climbing from year to year. She did state that the portion of the computer lab at the remodeled AAEA building that we agreed to fund has not been paid as of yet. Anita Farver made a motion to accept the financial report and Kimberly Glass seconded the motion. Motion was passed.**
6. **Old Business**

a. Mentoring Program-Jenny Barber - Kimberly Glass discussed the mentoring program and how the meeting scheduled today for the AAFC attendees was the first mentoring session of this season. During that session we would elicit recommendations for future mentoring meetings with set agendas so as to avoid confusion of the focus of the meeting. It was assured that we will still have a Q&A session attached to the meetings.

 One item brought up would be to discuss completion of applications, etc for the funds we are allocated.

b. New Coordinator’s session-Fall AAFC (See board packet for schedule) - Karleen Sheets asked for Kimberly Glass to pass out index cards for questions and to collect those at the end of the session today. We would answer those that we could and save the remainder for ADE’s sessions tomorrow. We will prep ADE people in advance.

c. AAEA Summer Conference Feedback? - Robyn Keene stated she needs to finish looking at the survey data and to collate the findings prior to presenting to the board.

**VII. New Business**

1. AAFC Fall 2017 - Briefly discussed and thanked Kim Anderson for all her hard work.
2. AAFC Spring 2018 - Several items were discussed. It was suggested that we contact individual speakers to address some upcoming issues we may be facing. We will look into having Dr. Bernhardt lead a discussion on the importance of data and how that piece fits into our programs. It was also discussed that we may need to have a meeting sooner, whether webinar, zoom, COPOP’s etc., to clarify any new procedures in reference to the state application to the federal government. The information pathway was also discussed and that being ADE 1st and then AAFC would meet to clarify and/or discuss said procedures. It was also discussed concerning the format of the conference and would it be more practical to eliminate the Exhibit Hall and have vendors embedded in the conference and set up lunch in a buffet style in the hall by the rooms we are using. Robyn Keene felt the change would not negatively impact the conference budgets but said she would need to research in order to be certain.
3. NAFEPA Updates-Kim and Anita - Anita Farver and Kimberly Glass thanked the board for the opportunity to be at the conference. Their main take away was to hone the work that is being done. They talked about Doug Resse with being a speaker possibly at some point. Additionally, Dolly Parton’s “Imagination Library” and how we could get the word out about it. Another concern was that the “Hill” visits had been cut out. Concern was raised over how to properly and legally advocate for programs that are major concerns without being viewed as lobbying for them. Possibly need a trainer on how to be a legal advocate for these necessary programs. Also discussed ACSIP Assurance language, etc. Kimberley Glass stated we need to be proactive in these areas and not reactive. Anita Farver suggested Doug for a speaker at our Spring conference. Christie Jay talked about the broader need to include other topics in the discussions such as ALE, ELL and other funding sources. Christie thanked everyone for their support in keeping the AAFC constituents informed and the invaluable assistance with the conferences.

**VIII. Membership -Teresa Lawrence - Nothing new**

**IX. Scholarship - Anita Farver - Locating information for the scholarship recipient**

**X. Constitution - Gwen Adams - No changes at this time**

**XI. Nominating - Karleen Sheets - Karleen-past president**

**XII. Announcements - Judy Ballard brought our attention to the AT Risk Food for Academic Programs and how it was working in their district and suggested that the rest of us should look into this program**

**a. Future Conference Locations and Dates**

September 20-22, 2017 HSCC

May 2-4, 2018 HSCC September 19-21, 2018 HSCC May 1-3, 2019, HSCC September 18-20, 2019, HSCC May 6-8, 2020, HSCC September 23-25, 2020, HSCC May 5-7, 2021, HSCC September 22-24, 2021, HSCC

**XIII. Adjourn Motion to adjourn was given by Kimberly Glass and seconded by Tina Kimbrell at 12:30 p.m.**