**EXECUTIVE BOARD (E-BOARD) MEETING**

Wednesday, October 2, 2013
1010 Campus Center, RIT

<table>
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<tr>
<th>Call to Order</th>
<th>Del called the meeting to order around 12:00pm.</th>
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<tr>
<td>Debrief of 1st Community Meeting</td>
<td>Del led a discussion regarding the September 25 community meeting and everyone agreed that there was an overall positive response. The meeting was well attended with approximately 55 people in attendance. Del suggested that, if at all possible, not to use Skalny in the future due to the room restrictions/limitations unless; of course, it could be arranged to suit our needs. All agreed. Jonathan reported that the new signup sheets were great, referencing the column for new/potential members and request for follow-up.</td>
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<td>Review and Approval of Previous Community Meeting Notes of Wednesday, September 25</td>
<td>AFSA Community Meeting notes were reviewed and approved with the noted corrections. Plans are to share with the AFSA Community via e-mail and/or the website and to post all future Community Meetings to the AFSA website as soon as possible. MLK date is January 30, 2014.</td>
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**Confirm Community Meeting Dates & Times for Rest of Academic Year**

- **Wed., October 30, 11:30am-1:00pm**, including 11:30am networking session.
- **Wed., November 27, 8:00am-9:30am**—including light breakfast and networking session at 8:00am-8:30am
- **Fri., December 2013--No AFSA Community Meeting—E-Board will meet. Reminder: Holiday Party is Friday, December 13, 5:00pm-8:00pm.**
- **January 2014-May 2014--AFSA Community Meetings—third Wednesday of the month, 11:30am-1:00pm, including lunch and beginning with the 11:30am networking session. Notices will be sent to AFSA members (Stephanie)***

Stephanie will continue to send the meeting announcements via List Serve and Message Center with the assistance of Morgan Martins. Due to the continued growth, she expressed concern about maintaining the current List Serve and suggested exploring the possibility of the “Constant Contact” program. Del will look into the feasibility of using “Constant Contact” for AFSA and report back to the Board.

Discussion ensued--To accommodate those working in the service areas, which are unable to make the community meetings due to work commitments, Candi suggested the possibility of ASFA E-Board representatives attending their respective staff meetings from time to time if mutually agreed upon. Natasha suggested the possibility of an AFSA liaison for those respective
departments/programs. The Board discussed the importance of setting for efforts to modify meeting times where feasible and reasonable (i.e., given the number of factors and costs [number of people, time and effort] etc.).

### C.A.S.E. Report

Plans are to get the draft CASE map on the AFSA website for members to review prior to the October Community Meeting and then, hopefully, vote on and ratify it at the October Community Meeting.

**Website & Newsletter Updates**—Discussion ensued. Stephanie expressed concern about the current AFSA Newsletter, seeing it as unproductive, due to the time, effort, etc. All agreed that the newsletter provides meaningful value; however, going forward there will be two to four a year versus every month. Del asked Jonathan to be responsible for the newsletter as part of his Engagement efforts. Jonathan agreed to do so. Del asked Stephanie to contact Chandra McKenzie to see if she would be willing to work with AFSA on updating and maintaining the website as well as posting items (i.e., CASE, meeting notes, announcements, newsletters, etc.) from time to time. Stephanie will continue to lead Communication; Del will continue to focus on Advocacy; Natasha will continue to lead Service and Jonathan, Engagement. **Action Item:** Stephanie will contact Chandra about the website and report back.

**Distribution List**—Stephanie noted that the current List Serve was becoming overwhelming and suggested another mechanism, such as Constant Contact. **Action Item:** Del will explore the capability and possibility of utilizing Constant Contact for our distribution and database and report back to the E-Board.

**Review Communication Process with Deans/Departments**—Candice reported that her staff is compiling a listing/database of the deans. She has already made contact with several deans. Candice and Del still plan to formally meet with them.

In addition, Charlotte Thoms asked Del to serve on the AALANA Faculty Advisory Council. The Council works on issues impacting AALANA faculty.

In an effort to help address faculty and staff concerns that still exist, Candice asked about the possibility of AFSA developing and maintaining a database/some type of mechanism that would anonymously track faculty and staff concerns, progress and resolutions. Discussion followed. **Action Item:** Del will speak with Kevin McDonald, as there might already be a system in place, and if not, whether AFSA should pursue developing the database. Del will report back to the Board.

**Engagement**—Del emphasized the importance that the AFSA E-Board and Community track community engagement and other activities related to CASE. The information needs to be shared from time to time as well annually to see whether we are aligned with our strategic map--all agreed. Kudos to Gwen, ROAR volunteer, was featured in a ROAR photo.

### Establish Draft Agenda for October Community Meeting

Agenda yet to be finalized. One agenda item to include: the results of AFSA ROAR contributions. Lunch will be ordered for approximately 50 people. This will be monitored to determine whether more/less food is needed as well as to avoid excess. Candice confirmed that MCAS students will assist in the cleanup effort following the community meetings. **Action Item:** Candice will order lunch for the October community meeting and bring takeout containers.
| **Review Financials (Venessa)** | Current budget is approximately $2,800.  

Last week’s lunch was $230, for approximately 50—55. Plan is to keep the lunches at $225 maximum. Venessa requested that Del talk with Kevin McDonald about obtaining the usual financial support from President Dr. Destler. Venessa also inquired about who has access to and authorization of AFSA funds, noting the recent transfer by MCAS to purchase last week’s lunch. As treasurer, she should have been aware. Del agreed. He also pointed out that the AFSA fund was set up and is maintained by Kevin’s area (CDO).  

**Action Item:** Del will contact Kevin about additional financial support from Dr. Destler and report back. |
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<td><strong>New Business</strong></td>
<td>None.</td>
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<td><strong>Wrap-Up and Adjournment</strong></td>
<td>Del thanked everyone for his/her efforts on behalf of AFSA and the meeting ended around 1:10pm.</td>
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**Action Items:**

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