

**Virginia Community Colleges Association
Executive Committee Meeting Minutes
Telephone Conference
January 29, 2010**

- Present Nicki Coyle, Jennifer Jessee, Kimberly French, Alan Harris, Denise Harrison, Rena Mallory, Chris Pauly, Karen Roberson, Sandy Saunders, Nova Wright, Paulette Yates
- Absent George Hoffman, Barbara Moore, Issi Patterson, Becca Slayton, Neka Wilson
- Call to Order President Alan Harris called the meeting to order on Friday, January 29th, 2010, at 9:05 a.m., welcoming the incoming and outgoing committee members.
- Reports Minutes of the previous meeting and the treasurer's report were not available. They will be emailed to the committee.
- Old Business**
- Evaluations The 2009 conference evaluation comments were discussed. Corrections will be made to the concurrent session slots to reflect session substitutions made.
- Meal tickets A suggestion was made that a meal ticket option be made available on the conference registration form for attendees to select meals that they would be attending during the conference for meal planning.
- New Business**
- Membership Chris Pauley accepted the position as membership liaison. Rena Mallory has removed some VCCS retirees from the membership list and will e-mail the membership spreadsheet to Chris. Rena reported that VCCA has 549 members to date.
Chris will send a letter to all college contacts to announce the VCCA membership drive beginning in March.
Karen Roberson made a motion that all college contacts that turn in 7 or more VCCA memberships by April 15th will be eligible for one \$50 gift card drawing. Kimberly French seconded the motion. Motion carried.
Karen Roberson made a motion that all new or renewing VCCA members by April 15th will be eligible for one \$50 gift card drawing. Sandy Saunders seconded the motion. Motion carried.
Nicki Coyle volunteered to inquire about six free tickets to the Naval Industry. These could possibly be used during the membership drive. Discussion was given to MAL's phoning college contacts to be sure that the college contacts are still interested in performing their duties. An email will follow the phone call.

2010 Conference

Theme	Alan asked members to submit theme ideas for the 2010 conference. Suggestions included "sailing into the future", "spirit sails in the VCCA," "a wave of spirit" or something with the word "spirit" in it.
Thursday Options	Discussion was given to offering a Thursday night option including the Spirit of Norfolk dinner cruise or the Olde Towne walking tour.
Speaker/Topic	Topic suggestion: moral building. Speaker suggestions for the conference included Jill Biden, Jeannie Robertson, Gerard Robinson (Virginia's Secretary of Education), magician Joseph Young. Rena e-mailed other possibilities to Alan. He will follow up and contact the committee with findings.
Suggestions	Alan will contact the mayor of Portsmouth to welcome the attendees.
Hospitality Room	Alan will speak to vendor Kendal Hunt about hosting the hospitality room.
Spring Newsletter	Items to be sent to Jennifer by February 19 th include: conference recaps, letter from the president, awards and recognitions, October conference date, pictures, and membership drive information, hotel and tourist information for 2010 conference-Sept. 30-Oct.2, ad for new webmaster, call for concurrent sessions (provided by Denise). Alan will ask the Chancellor to write a letter for inclusion. In the event that Jennifer is unable to complete the newsletter, Nova volunteered to complete it. Discussion was given to Robert Jobin's retirement in the summer of 2011 and to other executive committee positions including photographer and parliamentarian. Alan will confirm the photographer and parliamentarian and notify the committee.
Commission Chairs	Alan will email commission chairs a list of their responsibilities for review by March. Nova will email an updated list of commission chairs to the executive committee members. Alan will send Robert an updated concurrent session form to publish on the web.
Miscellaneous	Archive VCCA documents – Nova will be attending a workshop at the Virginia State Library and will get information pertaining to archiving VCCA documents.
Next meeting	March 18-19, 2010, at the Virginia Beach Resort Hotel and Conference Center. http://www.virginiabeachresort.com/

Having no further business, the meeting adjourned at 11:55 a.m.

Respectfully Submitted,
Nova Wright, Secretary