

## SECTION G MEETINGS/CONFERENCE INFORMATION

### G-1 Executive Board Annual Meeting Schedule

The FDEA Executive Board normally meets twice during the annual conference and three other times during the course of the year. The following are recent examples of the times and places.

**PRE-CONFERENCE:** (if not using a conference planner)

**October 15 – 16, 2002 Cypress Gardens**

Tuesday Evening prior to the conference (6:00 p.m. – 10:00 p.m.)

Agenda:

1. Dinner
2. Finalize Local Arrangements for conference.
3. Review agenda
4. Organize conference freebies.
5. Adjournment

Wednesday morning of the conference (9:00 a.m. – 11:00 a.m.)

Agenda:

1. Minutes
2. Treasurer's Report
3. Committee Reports
4. Board of Education Report
5. Old business
6. New Business
7. Adjournment by 11:00 a.m.
- 8.

**POST CONFERENCE: October 18, 2002**

Friday at the conclusion of the conference the FDEA Executive board members are required to attend a post conference Board meeting at the conference site. (12:00 – 2:00 p.m.)

Agenda:

1. Election of new officers
2. Conference Overview
3. Board Meeting Schedule for Following Year
4. Adjournment by 2:00 p.m.

**PRE-CONFERENCE:** (With a Conference Planner)

**October 25-27, 2006 Sheraton Safari Orlando**

Wednesday lunch prior to the pre-conference: (Noon. – 2:00 p.m.)

Agenda:

1. Lunch
2. Finalize Local Arrangements for conference.
3. Review agenda
4. Adjournment

**POST CONFERENCE: October 27 2006**

Friday at the conclusion of the conference the FDEA Executive board members are required to attend a post conference Board meeting at the conference site. (12:00 – 2:00 p.m.)

## Agenda:

1. Election of new officers
2. Conference Overview
3. Minutes
4. Treasurer's Report
5. Old business
6. New Business
7. Board Meeting Schedule for Following Year
8. Adjournment by 2:00 p.m.

**OTHER MEETINGS DURING THE YEAR:**

**January and April or May:** The executive board meets Friday evening (6:00 – 9:00 p.m.) and on Saturday from 8:00 – 4:00 p.m.

**JANUARY 19 – 20, 2007:** Location is usually the site for the next year's conference (2003 – Daytona Beach) --\*\*Conference site since 2005 will be somewhere in the Orlando area, so the January meeting can be a site where board members have not been before—Example: Pasco-Hernando, January, 2007.

## Agenda:

- Appointment of committee chairpersons and committees
- Set goals for current year
  - Who are we
  - Why we exist
  - Where are we
  - Where do we want to go
- Newsletter
- Minutes
- Treasurer's Report
- Membership (Individual and Institutional)
- Awards
- Political Liaison
- State Board Report
- FCRC Report
- Diversity
- Nominations
- Historian

- By-Laws
- Site Provides a presentation on developmental education
- Conference Planning
- Meeting site for following year(s)

April: Location –Regional Workshop site

**April 7, 8**—Best Western at Brandon and Hillsborough Community College, board meeting and Saturday workshop and board meetings

Agenda:

- Program chair Report
  - Select Theme for next conference
  - Possible Keynote speakers
  - Other speakers, (Tallahassee)
- Nominations for awards
- Suggested workshops, sessions, etc.
- Set budgets for speakers, including travel
- Local Arrangements
- Site visit
- Reports from other positions

September: Location site for the year's conference.

**Friday and Saturday after Labor Day**

Agenda:

1. Program Chair update
2. Review of facilities
3. Conference program
4. Local Arrangements report
5. Reports from other positions

## **G-2 Description of Board Agenda**

The following items are typical actions and topics of discussion at Executive Board meetings.

- I. Call to Order
- II. Minutes of the Last Meeting
- III. Treasurer's Report
- IV. Membership Committee Report
- V. Institutional Membership Report
- VI. Nominating Committee Report
- VII. Scholarship Committee Report
- VIII. Awards Committee Report
- IX. By-Laws Committee Report
- X. Update from the Division of Community Colleges
- XI. FCRC Update
- XII. Local Arrangements Chair Report
  1. Forthcoming Conference
  2. Conference two years in advance
- XIII. Program Chair Report
- XIV. *Newsletter* Report
- XV. New Business

NOTE: The President sends an agenda for each meeting to the Executive Board members 30 days prior to the meeting.

### **G-3 Typical Annual Conference Schedule**

Typically, the annual FDEA Conference has been held in early or mid-November. The following time schedule is general, and the times of the sessions may vary.

<b>DAY</b>	<b>TIME</b>	<b>EVENT</b>
<b><u>Wednesday</u></b>	9:00 AM-4:00 PM	Executive Board Meeting
	5:00 PM-7:00 PM	Registration
	7:00 PM-9:00 PM	Opening Session Legislators Reception Wine & Cheese Reception
	8:45 PM	Voting begins & continues during Registration Hours
<b><u>Thursday</u></b>	7:45 AM-8:45 AM	Continental Breakfast
	8:00 AM-12 Noon	Registration
	8:00 AM-6:00 PM	Publishers' Displays
	8:00 AM-10:00 AM	Concurrent Sessions (Session lengths vary)
	10:00 AM-10:45 AM	Coffee Break Visit Publishers' Displays
	11:00 AM-11:45 AM	Concurrent Sessions
	4:00 PM	End voting for new Board Members
	6:00 PM	Entertainment (Dinner on your own)
<b><u>Friday</u></b>	7:45 AM-8:45 AM	Continental Breakfast
	8:00 AM-9:00 AM	Registration
	8:00 AM-10:30 AM	Concurrent Sessions
	10:45 AM-Noon	Closing General Session
	12:30 PM-2:30 PM	Executive Board Meeting

## **G-4 Calendar for Local Arrangements**

### **Pre-conference year**

- October** Obtain the Conference Notebook with previous conference reports, contracts, and information. See the Local Arrangements Check List
- November** Secure potential hotel contract for discussion at Board meeting. Begin dialog with colleagues at the host college securing possible volunteers for obtaining audio visual equipment, door prizes, transportation vans from the college, guest speakers, entertainment, a community project; organize the fun run.
- January/March** Discuss contract items with prospective hotel. (See previous years contracts and conference summaries in Conference Notebook) Arrange for Executive Board meeting in April. Generally, meeting room, coffee and pastries are complimentary for this meeting. Arrange for easily accessible lunch for Board members. Continue dialog with host college; schedule keynote speakers and entertainment.
- April/May** Revision of contract, signing of contract, payment of deposit. Provide hotel with letter of credit form. Make arrangements for August Board meeting to be held at the conference hotel. Invite host college president to welcome all to the conference during the opening reception. Obtain additional volunteers for welcome table, decoration assistance, door prizes; encourage attendance from the host college. Invite other administrators.
- August** Confirm with the college president the date, time and place of welcome address. Confirm college entertainment; confirm keynote speaker; confirm August meeting hotel arrangements; menu selection with the hotel. Coordinate with the Program Chair, the Exhibitor Chair and the technical support person to determine equipment needs. Include a walk through of the break-out rooms and hotel facilities. Technical support person should compile a list of equipment needs and discuss with the host college to see what can be loaned such as overhead projectors, screens, easels, whiteboards, extension cords. Contact the college public relations department for publicity on FDEA and the conference.

**August** Fun Run person should secure the run/walk route and prepare details. Final door prizes should be secured. Reminder of the community project should be included in correspondence to attendees of the conference. Final count of meals should be given to the hotel.

**October** Prepare a “trouble box” of small emergency equipment needs. Final luncheon count

**November** Get letter of credit from Conference Hotel

## **Conference**

*Wed.- Friday*

### **Pre-conference Board meeting:**

Ask for volunteers for whatever still needs to be done.

### **Opening Meeting:**

Be available to greet college president and other college administrators  
Introduce college president

### **Conference:**

Make necessary announcements to participants  
Be at welcome table  
Greet speakers and entertainers and see to their set-up

### **Post Conference**

With Treasurer and President, go over final hotel bill and close account.

Revised 1/07, 4/01 – 1/02