

## SECTION G MEETINGS/CONFERENCE INFORMATION

### G-1 Typical 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-2 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 CypressGardens**

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. However since 2005 the conference site has been somewhere in the Orlando and Daytona Beach areas, so the January meeting can be a site where the 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
- Nominations for awards
- Suggested workshops, sessions, etc.
- Set budgets for speakers, including travel
- Local Arrangements Chair report
- 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 Chair report
5. Reports from other positions

### **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
	8:45 PM	Wine & Cheese Reception 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
	12:00 PM-1:15 PM	Awards Luncheon
	1:30 PM-5:00PM	Concurrent Sessions
	4:00 PM	End voting for new Board Members
6:00 PM	Entertainment/Dinner	
<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 Regions for Conference Planning**

### **REGION I (Florida Panhandle)**

ChipolaCollege

Gulf Coast Community College

Northwest Florida State

PensacolaJunior College

TallahasseeCommunity College

### **REGION II (North Florida)**

Florida State College at Jacksonville

Florida Gateway Community College

NorthFloridaCommunity College

St. John'sRiverCommunity College

Santa Fe College

### **REGION III (Central Florida)**

Bethune-Cookman University

BrevardCommunity College

College of Central Florida

Daytona State College

Lake-Sumter Community College

Seminole State College of Florida

### **REGION IV (Florida Central West Coast)**

Edison State College

HillsboroughCommunity College

ManateeCommunity College

Pasco-HernandoCommunity College

Polk State College

St. PetersburgCollege

SouthFloridaCommunity College

### **REGION V (South Florida)**

Broward College

Florida KeysCommunity College

Indian River State College

MiamiDadeCollege

Palm Beach State College