

CCCAOE BOARD OF DIRECTORS  
October 12, 2001 Meeting

Attendees: John Avakian, George Blanc, Kay Bruce, Susan Clifford, Susan Coleman, Bobbie Edgin, Kim Holland, Eileen Kraskouskas, Bill O'Rafferty, Catherine Swenson.

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW UP</b>
<b>Conference Planning</b>	The meeting was called to order at 12:10. Facilitators reviewed the discussions which followed this week's keynote in order to identify topics for the March conference. Susan Clifford led a discussion to continue planning for the spring conference including: the conference title, entertainment, transportation, prizes and gifts, call for proposals, breakout strands, awards and retirements, scheduling, Board meeting, and Chancellor's Office presentations.	Facilitators will email their flip-chart notes from keynote follow-up discussions to the Board.  Board members who arrange for speakers must get the audio visual needs to Bobbie by January 31.
<b>Follow Up from October 9</b>	Nominations: Names were put forth for the positions of President-Elect, Treasurer, and open VP positions. It would be best if three nominees could be offered for each position.  Credit card payments: This item was shelved until the January meeting.  Cancellation fee for fall conference: It was decided that more information was needed regarding the hotel charges. Bobbie will email info to the Board so that a consensus can be reached.	Kay will bring ballots to the January meeting.  Members need to recruit additional nominees for the open Board positions.  Each nominee needs to send a one-paragraph bio to Bobbie before the January 23 meeting.  Bill and Bobbie will add the credit card payment discussion to the January agenda.  Bobbie will email further information to the Board about the cancellation fee for the fall conference.
<b>Adjournment</b>	The meeting was adjourned at 1:35.	