

**NJCOE EXECUTIVE COMMITTEE MEETING**  
**November 15, 2016**  
**10:00 AM**  
**NJASA HEADQUARTERS**  
**MINUTES**

Recorder: Geraldine Carroll

Call to Order

President Ken King opened the meeting at 10:07

Present: Kenneth King, Cheryl Simone, Geraldine Carroll, Steve Blake, Charles Ford, Sandra Lowe, Martin Smith, Vincent Przybylinski, Piera Gravemor, Charles Ivory and Alease Griffith,

Absent: Donna Marable, Deborah Evans, Mel Persi and Janet Holdcraft

President's Comments

Ken thanked everybody for attending and for their efforts. He extended special thanks to Steve for helping with the transition. He requested update on status of stationery and brochure. He also requested ongoing updates of contact information including change to Wolverton Library for EIRC.

Secretary's Report

Minutes were reviewed. Charles Ivory moved to approve and Steve seconded the motion. All present approved the minutes.

Treasurer's Report

Charles Ivory presented all balances. He will analyze the dues payment patterns and will develop a way to track payments. All bills have been paid. Cheryl relayed a question re: the need for a W9 and is waiting for information from Pat Will. She also asked about a provider #. Charles got the forms for 501c3 status and will follow through in getting the necessary information. Charles also informed the group that he and Sandy had new positions as Executive Director for Institutional Advancement at Camden County College.

Appoint the Nominating Committee

Steve, Debbie, and Ken will make up the Nominating Committee. All Officers agreed to move up to the next position. Charles and Donna will need to be replaced on the Executive Committee, leaving two seats. Alease will decide if she wants to move up to secretary or stay as the Historian. If so, we will need a secretary. Charles Ford may fill that position. We will need to survey to recruit possible Executive Committee Members. The Audit Committee will be Charles, Cheryl, Ken and Gerri.

Membership Report

Piera reported that an online application form is being developed. We already have two applications. A discussion ensued re: why new members do not continue to attend. Sponsors should call their members. Pat Will will be contacted to set up a

survey monkey asking why members did not attend. Charles Ivory asked whether we could record presentations to put on the website to entice memberships with the value of participation. He will contact Monroe to see if students can videotape. Piera discussed a newsletter and possible save the date. She suggested mentioning the need for a "Communication Officer" at our next meeting. Sandy suggested reaching out to College Presidents or their Representative to attend meetings.

#### Website

Vince reported that there are 15 members on Linked In. He indicated that the presentation and list of active members would be on the website. He will update photos and brochures. Sandy asked if we needed a release from the presenters. Alese reported that she sent pictures electronically for the website and made a few hard copies for individuals. She said we want to create an accessible, permanent record of all photos. Ken will talk to a tech person to find out the best way to accomplish this. Vin indicated that the website needs to be updated and perhaps students could become involved as a service project.

#### Distinguished Educator

Steve suggested Janet Holdcraft. Additional suggestions should be sent to Cheryl ASAP. All past Distinguished Educator's will be recognized at meetings.

#### April Meeting

Cheryl's brother will be the speaker at Forsgate. The topic will be Nutrition and Childhood Obesity. Mel has a sponsor. Sandy will touch base with him for a five -7 minute presentation and a lobby table. Charles has a sponsor for the Fall. Ken will review contract and logistics. Cheryl will set the menu to be aligned to topic.

#### Fall Meeting

Ken will talk to FEA re: costs. Meeting will be Oct. 13 or 20 at FEA. Sandy suggested Online Learning as a topic with Eric Sheninger or Data Use presented by a panel. Cheryl discussed future topics. Members want **on (an)** educational topic and one personal topic per year. Dr. Simone will discuss **Childhood Obesity** on April 28<sup>th</sup> at Forsgate. The next Executive Committee Meeting will be **Nov. 15 (February 15<sup>th</sup>)** at West Windsor Plainsboro to cut costs. Sandy suggested thinking about future sponsors including Wells Fargo, Forsgate, and Lincoln Investment.

#### Comments from Vice President

No comments at this time

#### Future Dates

Feb. 15 at 10:00 at West Windsor

The meeting was closed at 11:55 by Kenneth King on Motion by Cheryl and Second by Steve

Minutes respectfully Submitted by Geraldine Carroll