

**Meeting Minutes**  
**Sunday, April 17, 2016**  
**Crystal Coast Civic Center, Morehead City**

**Called to Order by:** Ralph Evans, Director

**Members Present:** Sharon Arrington, Laura Biggs (for Tanya Turner), Vivian Bullock, Shelia Cumiskey, Brenda Dail, Catrina Davis, Kenya Grant, Jacqueline Hargrove, Mary Harrell-Sessoms, Jennifer Hill, Kelly Jones, Shamica Long-Lane, Shirley Powell, Betty Pugh, Marianne Russell, Sonya Rinehart, and LaTonia Vincent.

Also present was Ralph Evans.

**Members Absent:** Dr. Ella Benson, Cedric Gerald, and Dr. Shelia Williams.

**Agenda:** The agenda was approved as presented by consensus.

**Minutes:** The minutes from the previous meeting were approved as presented by consensus.

**Budget Report:** The budget/finance report was approved as presented. (Moved by LaTonia Vincent, seconded by Marianne Russell and approved unanimously).

**Information Items:** **Director's Report**

- **Calendar Update/Birthdays**
  - Happy April Birthday to:
    - Tammy Boone – 1
  - Check calendar -- Review Calendar and Update
- **Spring Conference** – Ralph reminded the group of the dates for the next conference: **April 7-9, 2017**.
- **Meeting Schedule Draft** – Ralph shared with representatives a draft of the 2016-17 Collaborative meeting schedule and asked them to review prior to our June meeting.
- **Fall Conference Committee Meeting** – The Fall Conference Committee will meet May 18, 2016 at 9:00 am on the campus of East Carolina University. (Ralph Evans, Catrina Davis, Kenya Grant, Mary Harrell-Sessoms, Sonya Rinehart, Tanya Turner, and Hazel Walker).
- **June 3 Meeting (Hitch 'N Post)** - Ralph provided the group with a list of items that will be included on the June 3 meeting agenda (see below), and asked the group to let him know if there are other items they would like to have included.
  - Spring Conference Evaluation Report
  - Fall Drive-In Conference Committee Report
  - ECU Grant Update
  - Strategic Plan
  - Reflections on year
  - Preliminary ideas for next year
  - Director's Evaluation
- **Conference Debriefing** – The group spent some time reflecting on the conference and pointing out some strengths and things on which to improve.

**Plus/Delta:** The Collaborative used a Plus/Delta form to provide feedback on the meeting. A summary of results is listed below.

- Plus
  - Timely and informative
  - BT's thoroughly enjoyed
  - District reps also gathered information to share
  - Praxis Session
  - Daily Five
  - Great opening session
  - Great topics
  - Ralph's leadership
  - Best conference!
  - Awesome opening session
  - Very delicious food
  - Great sessions
  - Well planned schedule for the weekend
  - Wonderful location
  - Great conference
  - Facility
  - Relevant topics
  - Informed presenters
  - Excellent opening session
  - Hotel (great to be so close)
  - Saturday's schedule
  
- Delta
  - Strategic Model (promoting self as trainer)
  - Incorporating physical activity (not active at all)
  - Lunch too early
  
- Comments
  - BT's commented on having lunch later in the day ... maybe between 3<sup>rd</sup> & 4<sup>th</sup> sessions.
  - Possible 2-part Praxis Session
  - Thank you Mr. Evans. You have worked hard & put in a lot of work. We truly appreciate it.
  - Move lunch to a little later on Saturday
  - Have other universities to attend (Chowan and ECSU)
  - Praxis session in Fall
  - Friday speaker was awesome. Very motivating. Great Friday evening start!
  - Great job Ralph
  - Thank you for a fantastic event
  - Thanks for such efficient planning. I really enjoyed it and learned a lot!
  - Well received by majority of Bt's

**Announcements:** A special thank you to everyone for helping to make our conference a success. We had a great time.

The next meeting will be held Friday, June 3, 2016 in at the Hitch 'N Post in Williamston, 10:00 am – 3:00 pm.

**Adjourn:**

With no further business, the meeting was adjourned.

\_\_\_\_\_, Director

\_\_\_\_\_, Recording Secretary