

**Meeting Minutes**  
**Friday, February 9, 2018**  
**Bertie County Schools**

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

**Members Present:** LaKesia Boone, Shawnda Cherry, Karen Dameron, Mary Harrell-Sessoms, Yolanda Johnson, Dr. Shamica Long-Lane, Shena Royster, Marianne Russell, Tammi Ward, and Kristen Watford.

Also present was Ralph Evans.

**Members Absent:** Dr. Ella Benson, Shelia Cumiskey, Catrina Davis, Oliver Holley, Rhonda Holmes, Karen Riddick, Sonya Rinehart, and Dr. Shelia Williams.

**Agenda:** The agenda was approved as presented. (Moved by LaKesia Boone, seconded by Marianne Russell and approved unanimously).

**Minutes:** The minutes from the previous meeting were approved as presented. (Moved by LaKesia Boone, seconded by Mary Harrell-Sessoms and approved unanimously).

**Budget Report:** The budget/finance report was approved as presented. (Moved by Karen Dameron, seconded by LaKesia Boone and approved unanimously).

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

- **Calendar Update/Birthdays**
  - Happy **February** Birthday to:
    - Shelia Cumiskey – 13
  - Check calendar -- Review Calendar and Update (add new reps birthdays)
- Ralph introduced Shena Royster to the Collaborative. She was representing Warren County Schools.
- **Possible ECU Grant** – Ralph informed the group that he had received a call from Dr. Alana Zambone at East Carolina University, regarding the possible in a grant in its initial planning stages. He will update the Collaborative when more details are available.
- **Spring Conference** – Ralph provided the group with a summary of timelines and other notes regarding the Spring Conference.
  - Notification of **tentative acceptance** for **presenters 2/14/18**
  - Email notification of online registration 2/14/18
  - Participant registration -- **deadline March 7**
  - Registration Fees -- **deadline March 9**
  - Final presenter selection **March 9**
  - Notify presenters of final selection **March 14**
  - Conference bags (color options)
  - Once participants register, we can determine
    - sessions for final approval
    - Lodging for participants, presenters and speakers
    - Session schedules

- Program needs
  - Logo/theme
  - Saturday ticket collectors
  - Invocation
- Shirt size for Tammi Ward, Karen Riddick, Yolanda Johnson, Oliver Holley, and Shena Royster.
- Consider revamping Collaborative for next year due to decline in numbers and budget

### **Regional and Partner Updates**

**Catrina Davis, Rhonda Holmes, and Sonya Rinehart** could not attend the meeting; however, they submitted updates which are posted on the Collaborative meeting wiki: <http://necollaborative.wikispaces.com/2018-02-09+Meeting> .

### **Other Action Items: 2018 Spring Conference**

The Collaborative approved, through consensus, updated plans for the Spring Conference based on workgroup sessions and member discussions.

- Selected theme and logo for the conference
- Updated program assignments
- Narrowed the list of session proposal from 30 to 20 with 3 proposals reserved as alternates in case one of the 20 drops out.
- Ralph will **notify** proposal **submitters** of their **first cut status** by **February 14, 2018**.
- Ralph will prepare and email to reps the link for the online participant registration by **February 14, 2018**.
- Participant registration deadline – **March 7, 2018**
- Registration fees deadline – **March 9, 2018**
- Final sessions for conference -- – **March 9, 2018**
- Notify presenters of final selection – **March 14**
- Conference bags – **blue**
- Collaborative will pay for new reps conference shirt. **Others may order new shirts at their expense.**
- Conference registration fee \$250 per person based on two people sharing a room. Includes covering cost for two nights lodging, meals (except Saturday night), conference materials and facility rental.
  - Additional \$135 per person if not sharing room.
  - Additional \$48 per person for guest meals
- BT Networking activity (Friday)
  - Participants will be assigned to tables based on teaching area (Table number will correspond to name tag number) and have informal conversation during dinner.
  - Human scavenger hunt where participants will move from their tables and connect with other participants before returning to their tables for closing activity

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

- Plus
  - Meeting those that I didn't know

- Warm welcome
- Handouts
- Easy to navigate agenda
- Delicious breakfast and lunch
- Collaboration on finalizing plans for the conference
- Accommodations (food, gifts, etc.)
- Always very organized meeting
- Food
- Session selection activity
- All forms available on wiki
- Due dates are set up in a timely manner to allow us time to turn in information
- Conference planning
- Proposal decisions
- Technology/WiFi access
- Nice meeting area
- Updates from Director/Director's report
- Great gifts from Karen Dameron & Ralph Evans
- Good progress on the conference
- Awesome meeting.
- Loved the activity working w/peers
- Quick adoption of agendas to move on to new business
- Quickly worked together to achieve a list of preferred chosen topics for the conference
- LUNCH ☺
- Delta
  - None
  - None
  - None
- Comments
  - Thank you for welcoming me to the meeting! I look forward to coming back.
  - I enjoyed the meeting & the information presented. It is always great to work together towards one common goal.
  - Great meeting
  - Great food
  - Another great meeting with members hard at work.

**Announcements:**

Thanks to Karen Dameron and the Bertie County Schools for hosting our meeting. We had a great time. The next meeting will be held **Friday**, March 9, 2018 at the Northampton County Schools Central Office.

**Adjourn:**

With no further business, the meeting was adjourned.

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