

RACEA Executive Committee
Conference Call, Friday, March 11, 2016, 9:00 AM

Attendees: Bryan Davis, Danielle Buehrer, Michael Black, Cathi Jenks, Angeles Eames
Absent: Jill Lane, Allan Aycock, Amy Foster, Juliana Lancaster, Barbara Brown

1. Approval of Minutes from February 12, 2016
 - a. Minutes were approved without corrections

2. Annual Meeting Planning
 - a. Danielle Buehrer is waiting to hear from Marci Middleton and Kelli Brown regarding their attendance at the annual meeting. According to the draft agenda, everything is in place. Upon a final count, Danielle will notify Clayton State of an approximate number for catering and break out rooms.
 - b. Michael Black reported a total of 25 registrations for the annual meeting (21 online and 4 check payments). This puts us very close to covering the estimate for the catering.
 - c. Danielle Buehrer will send out registration reminders to the RACEA distribution list on Monday and then again in April.
 - d. Jill Lane has the meeting room(s) and menu taken care of.
 - e. Danielle Buehrer and Jill Lane will coordinate to send parking passes to registrants.
 - f. Bryan Davis has the name tents and will create new ones as needed.

3. CPR Committee Update
 - a. Angeles Eames reported that she circulated the template for feedback. Several RACEA members provided detailed feedback on the template. Marci Middleton and Kelli Brown presented the template at the RACAA meeting. There was a lot of discussion of the template and many suggestions for changes. Some of the discussion affirmed suggestions made by RACEA members. Kelli Brown and Marci Middleton are thought to be in the process of making changes to the template. As of today, there has not been any update from them.
 - b. Bryan Davis reported that the comprehensive program review committee might be moving slowly because Kelly Brown is interviewing for the presidency at Georgia Southern University.

4. Next Call: April 8th at 9:00 AM.

Minutes prepared by Cathi Jenks, Secretary