

AEFCS Monthly Meeting

Date: Monday, January 10, 2022

Attendance:

- Charles Parker
- Jill Sperling
- JessaLee Goehring
- Diane Wong
- Nina Snow
- Rosalinda Jorin
- Melissa Webb
- Jackie Jones

Start Time: 10:00 am

Travel

- Approving things as they come through
- Get ready to think about next year travel
- Hotel Reservations: If two people are on a reservation, the travel is not allowing you to split the cost. We'll have to do that separately. Having both names on the receipt when you check out.
- Allowed amount and mode of transportation – sometime the numbers are little higher than what was allocated. Anything that is over \$250, Nina needs to split into every category. She'll be reaching out if your numbers are off.
- As we do our travel for next year, we need to note/ inform Nina what is included:
 - Example: Region is paying for meals/hotels
 - Some time regional supervisors are not claiming meals for trips to save money (since they only have so much to spend per year)
- For future, let us know what Nina needs
- For next year, maybe we need to change the form (include mileage, meals, etc) and provide more up front information
- Just a heads up – they usually only do 3 trips at a time

In Office

- Any new requirements? Need vaccination cards?
- No new requirements. Need to have a negative test / proof of vaccination
 - No one is checking

Office Updates

- Diane - Working on next year's AIG
- Nina - working on Travel
- Melissa - working on State Conference
- MFE/ALA this past weekend – we had 2 positive cases

Adjourned: 10:26 am

Next Meeting Date: February 7th @ 10 am