



## **MINUTES**

### **Land of Sky P20 Council: Executive Committee**

January 12, 2026 11am-12pm

Location: Teams

#### **Present:**

Dr. Ivry Cheeks, Dr. Gene Loflin, Emily Martin, Emily Nicholson (Executive Director), Dr. Tracy Parkinson, Katlen Smith (Staff), Melissa Zenz (Staff)

#### [Link to agenda](#)

1. Mrs. Nicholson started with reviewing the minutes from the [December 8th, 2025 meeting](#).
2. The committee next discussed 2026 meeting formats with the goal of increasing attendance. Various options were reviewed, as outlined in Ms. Smith's December 19, 2025 email. The group reached consensus to explore hybrid meeting options for Q2 and Q3. Ms. Smith will follow up with Blue Ridge Community College and Asheville-Buncombe Technical Community College regarding potential dates and will update the Executive Committee on Q4 room availability at WCU-Asheville that can accommodate hybrid meetings. Ms. Zenz suggested that if meetings transition to a fully virtual format, the meeting length could be shortened to two hours since lunch would no longer be served. The group agreed.
3. The 2026 Q1 meeting will be held at WCU-Asheville and will coincide with the myFutureNC Viewing Event. Invitations have been sent to council members, former steering committee members, and community stakeholders. Attendance will be monitored, and Ms. Smith will begin sending RSVP updates to the Executive Committee starting January 20. Executive Committee members may assist with outreach if needed. Dr. Loflin suggested creating an exit form for attendees to identify organizational commitments aligned with the needs outlined in the presentation.
4. Ms. Nicholson then led a discussion on modifying the bylaws and attendance expectations. The proposed [bylaw](#) change is as follows:
  - a. Pg 7: "Members who do not attend 70% or more of the Council meetings will be removed from the Council by the Executive Committee."
  - b. Proposal: "Members who do not attend **or send a delegate to at least** 70% of regularly scheduled Council **and committee** meetings (**combined**) will be removed from the Council by the Executive Committee."
  - c. Other updates - use [this link](#) to make comments
  - d. [Proposed form](#) for delegates regarding membership

5. A Council Recommitment Process was discussed and a proposed recommitment form with options to reaffirm, change representative, or withdraw will be sent out with feedback encouraged for withdrawing members if needed.
6. It was further proposed to expand attendance requirements to include Strategic Plan Subcommittee meetings. The group agreed. It was suggested that Strategic Plan Groups meet twice per quarter between P20 quarterly meetings, following this schedule:
  - a. One meeting before Feb 10th
  - b. Two between Feb 11-April 13th
  - c. Two between April 15-Sept 14
  - d. Two between Sept 16-Nov 11
7. Executive Committee members were asked to send Ms. Smith a list of days and times that do **not** work for them to lead their group meetings. Ms. Smith will then create a communication template for Executive Committee members to send to their respective groups. Once distributed, Ms. Smith will schedule meetings for the full year and send calendar invitations to all participants.
8. Johnny Burleson, from Creative Fundraising Advisors (CFA), sent Ms. Nicholson a draft Sustainability Plan for review. Ms. Nicholson created an editable version and requested that members add comments, edits, and suggestions. The goal is to finalize the plan prior to Ms. Nicholson's March 30 meeting with Dr. Leatherwood and Dr. Gossett. Ms. Nicholson will ensure CFA is aware of this timeline.
9. Dr. Loflin expressed interest in discussing community member guidelines at the next meeting, and Ms. Nicholson agreed.

The meeting adjourned at 12:10 PM.