**FASFAA Executive Board Minutes**

**September 22, 2022**

**3:00 p.m. – 4:30 p.m.**

The FASFAA Executive Board met virtually via Teams on Thursday, September 22, 2022.

# Call to Order

President Nadine Bailey called the meeting to order at 3:02 p.m.

|  |  |  |  |  |
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| **Voting** | **Present** | **Position** | **Last Name** | **First Name** |
| V | Y | President | Bailey | Nadine |
| V | Y | President-Elect & Nominations | Hatcher | Kris |
| V | Y | Immediate Past President/Fiscal Concerns/Parliamentarian/Historian | Conrad | Katie |
| V | Y | Vice President of Training | Ly | Jessica |
| V | Y | Secretary | Ambridge | Susan |
| V | N | Treasurer | Moat | Tracy |
| V | Y | Treasurer-Elect | Johnson | Arminta |
| V | N | Region I Representative |  |  |
| V | Y | Region II Representative | Hunt | Alisha |
| V | Y | Region III Representative | Parrales | Angelica |
| V | Y | Region IV Representative | McMahon | Jerry |
| V | Y | Region V Representative | Gass | Chrissy |
| V | Y | Conference Chair / Member at Large | Keaton | Alicia |
| V | Y | Conference Chair / Member at Large | Pleasant-Doine | Sheia |
| V | Y | Federal and State Legislative Chair/Member at Large | Reynolds | Jonathan |
| V | Y | Business Partners Advisory Council Chair/Member at Large | Dickerson | Laura |
| V | Y | Vendor/Sponsorship Coordinator/Member at Large | Davis | Becky |
| V | N | Site Selection/Event Coordinator/Member at Large | Molinares | Irma |
| NV | Y | Electronic Services | Schworn | Edward |
| NV | N | Early Awareness/Outreach/Financial Literacy Chair | Yates | Alex |
| NV | Y | Membership Chair/Volunteer Coordinator | Gross | Kylie |
| NV | N | Scholarship/Charity Chair | Wiles | Tracy |
| NV | N | Grad/Professional (Private/For Profit/Non-Profit) | Toohey | Melissa |
| NV | Y | Vocational-Technical/Clock Hour | Phillips | Kim |
| NV | Y | OSFA Outreach Liaison/Newsletter | Hernandez | Pedro |
| NV | N | Special Projects |  |  |
| NV | Y | Private Schools Liaison | McKenzie | Vandeen |
| NV | N | Global Issues/Member at Large | Hanson | Egan |
| NV | Y | Social Media/Communications Coordinator | Dickerson | Lindsey |
| NV | Y | Webinar Coordinator | Traverso | Johanna |

A quorum for voting was met with 15/18 voting members present (88%). There were 21/30members of the Executive Board present.

**Board Members Unable to Attend:** Tracy Moat, Irma Molinares, Alex Yates, Tracy Wiles, Melissa Toohey, Egan Hanson

**Guests: N/A**

**Leaving Early:** Becky Davis, Edward Schworn

**Approval of July and August Minutes: Susan Ambridge**

Hearing no discussions, President Bailey declared the minutes from the Executive Board Meetings on July 26, 2022, and August 29, 2022, passed by acclamation.

**Review of Financials and Proposed 2022-2023 Operating Budget: President Bailey and Katie Conrad**

The 2021-2022 financials were sent to the Executive Board previously and Katie discussed the report with the Board. With assistance from Tracy, last year has been closed out. The operational budget for last year was closed out on a profit although there was a little less revenue than expected.

The 2022-2023 budget was approved by the Fiscal Concerns Committee and the proposed budget was sent to the Board. President Bailey shared the breakdown of the proposed budget to the Board for discussion.

* **Motion by Katie Conrad to accept a $0 based budget for 2022-2023.**
* Second: Not needed as it was approved by the Fiscal Concerns Committee.
* Discussion: No discussion.
* Motion passes to accept a $0 based budget for 2022-2023 by Executive Board vote and full approval by all attending voting members.

The Board discussed a proposed conference registration rate of $325. The budget for upcoming clock hour workshop was discussed. To meet the room minimum, there may be an Executive Board meeting at the site during the workshop. More details will be sent if needed to the Board per President Bailey.

The Fiscal Concerns Committee will file for auditors review at the end of the year.

**Officer and Committee Updates**

President: Nadine Bailey – Report as submitted. Also, requests that the Executive Board join the FASFAA Slack group and activate notifications so that important updates are not missed.

President-Elect & Nominations: Kris Hatcher – Also, the Executive Board is seeking a replacement for the recently vacated Region I position. Requests any suggestions for potential candidates be forwarded to him. Discussed upcoming FSAG 50th Anniversary ideas, which include getting a plaque.

* **Motion by Kris to approve the contract for the Sunseeker Resort for the 2023-2024 annual conference.**
* Second: Arminta.
* Discussion: Sunseeker has a deadline to sign the contract by September 30. There is a concern by the Board that there is not enough time for further discussion on logistics of the contract and rates.
* Motion to sign the contract for the 2023-2024 annual conference at Sunseeker is tabled while logistics are being considered.
* The Board will request an extension from Sunseeker to determine logistics and work with resort on pricing.
* **Motion by Kris to pursue a research opportunity with Dr. Crowley.**
* Second: Jessica.
* Discussion: Discussion on logistics ensued. Concerns from the Board that there is not enough information on what the research project entails and what the expectations of the Board would be.
* Motion is tabled to pursue a research opportunity with Dr. Crowley while more information is being determined.
* Kris and President Bailey will meet to discuss the opportunity and work with the Fiscal Concerns Committee to determine if the motion will be put forward again.

Immediate Past President/Fiscal Concerns/Parliamentarian/Historian: Katie Conrad – Report as submitted.

Vice President of Training: Jessica Ly – Report as submitted.

Secretary: Susan Ambridge – Report as submitted.

Treasurer: Tracy Moat – Not in attendance. Report as submitted.

Treasurer-Elect: Arminta Johnson – No Report submitted. She shared that she is currently learning the role of Treasurer.

Region I Representative: No Report submitted – Position is currently vacant

Region II Representative: Alisha Hunt – Report as submitted.

Region III Representative: Angelica Parrales – Report as submitted. Angelica shared that she is available to assist other Region Representatives if needed.

Region IV Representative: Jerry McMahon – Report as submitted.

Region V Representative: Chrissy Gass – Report as submitted.

Conference Chair / Member at Large: Alicia Keaton- Report as submitted.

Conference Chair / Member at Large: Sheia Pleasant-Dione – Report as submitted

Federal and State Legislative Chair/Member at Large: Jonathan Reynolds – Report as submitted. Also, requested advocacy ideas from the Executive Board be sent via Slack.

Business Partners Advisory Council Chair/Member at Large: Laura Dickerson – Report as submitted.

Vendor/Sponsorship Coordinator/Member at Large: Becky Davis – Report as submitted. Also, discussed Vendor Proposal that was sent to the Executive Board.

* **Motion by Becky Davis to approve the Sponsorship Prospectus.**
* Second: Jessica Ly.
* Discussion: The 2022-2023 Sponsorship Prospectus was sent to the Executive Board for review. If approved by the Board, Becky will send the Sponsorship Prospectus to Eddy for the web.
* Motion passes to approve the Sponsorship Prospectus with Executive Board vote and full approval by all attending voting members.

Site Selection/Event Coordinator/Member at Large: Irma Morales – Not in attendance. Report as submitted.

Electronic Services: Edward Schworn – Report as submitted.

Early Awareness/Outreach/Financial Literacy Chair: Alex Yates – Not in attendance. No report submitted.

Membership Chair/Volunteer Coordinator: Kylie Gross – Report as submitted. Also, shared that there is not a low interest on volunteer signups at this time. Seeking ideas to create more interest from the membership for volunteers.

Scholarship/Charity Chair: Tracy Wiles Not in attendance. Report as submitted.

Grad/Professional (Private/For Profit/Non-Profit): Melissa Toohey Not in attendance. Report as submitted.

Vocational-Technical/Clock Hour: Kim Phillips – Report as submitted. Also, confirmed that a representative from the Department of ED will be presenting at the Clock Hour Workshop. More information will be announced soon.

OSFA Outreach Liaison/Newsletter: Pedro Hernandez – Report as submitted. Also, discussion regarding very few submissions for the newsletter submitted.

* **Motion by Pedro Hernandez to allow Newsletter Liaison to receive all Board Reports from FASFAA OneDrive to compose FASFAA, Newsletter. This will surrender the FASFAA departments/individuals their right to have their articles published as submitted by FASFAA Executive Board.**
* Second: Kylie Gross.
* Discussion: No discussion.
* Motion passes to allow the Newsletter Liaison to utilize the Board Reports from the FASFAA OneDrive to compose FASFAA Newsletters with Executive Board vote and full approval by all attending voting members.

Special Projects: None submitted. Position vacant.

Private Schools Liaison: Vandeen McKenzie – Report as submitted.

Global Issues/Member at Large: Egan Hanson Not in attendance. Report as submitted.

Social Media/Communications Coordinator: Lindsey Dickerson – Report as submitted. Also, requests a minimum of 72-hours advanced notice for any assistance with special requests.

Webinar Coordinator: Johanna Traverso – Report as submitted.

**Adjournment of Meeting**

With no further business to discuss, President Bailey declared the meeting adjourned at 4:45 p.m.

Executive Board Meeting Minutes submitted by,

Susan Ambridge

FASFAA Secretary