



FASFAA Executive Board Meeting

Caribe Royale

Orlando, FL

February 29-March 2, 2016

Meeting Notes

Meeting began on March 1, 2016 at 9:02 AM.

Attendees: Ryan McNamara, Joan Bailey, Maureen Anderson, Tracy Wiles, Gail Rogers, Rachel Robinson, Kamia Mwangi, Denise Asselta, Dameion Lovett, Cherly Phillipeaux, John Snow, Lori Auxier, Lori Allen, Francisco Valines, Rick Snodgrass, Thomas Vo, David Alexander.

Not in Attendance: Jeff Daniels, Christina Acosta-Heritage, Kris Hatcher, Levis Hughes, Gwyn Francis.

Meeting called to order on March 1 at 9:02 AM.

Quorum was established by Tracy Wiles, Secretary.

Ryan: Almost finalized policy section of P&P. Yesterday we started on procedure section and will work on again tomorrow to hopefully finish. Went to SASFAA and had a good turnout and representation for the state of Florida. SASFAA Board Meeting at the conference we saw and heard how other states operate things and what we may want to do moving forward.

Joan: attended SASFAA in early February. Was a President-Elect workshop where incoming President came and talked to all president-elect's. Some of the stuff that wasn't doing wasn't right and what should be right. At the President-Elect workshop, shared ideas on what we want to work on and things that we're doing and want to continue. Talked about documents association needs to have. Selected Kim Phillips and Tracy Wiles were selected as Co-Conference Chairs for 2017, unfortunately Kim had to step down, therefore Nathan Basford has stepped up to be conference co-chair with Tracy Wiles. They have started working on 2017

conference. Have approached some folks about the makeup of the board for next year. NASFAA Leadership and Legislative Conference was very eye opening. Some areas in which we're lacking such as a 5 year strategic plan and we do not have on the website, as every association should have. The Fiscal Concerns Committee should be reviewing and looking at that to be voted on for the next five years. Either need to get a committee together or President and President-Elect need to work on one and have it together for the next year. Initial thought is what SASFAA and states in our region have. Some of the other state websites have on their website so we may be able to look at and model. All the President-Elect's from all the associations were there and hear their thoughts and ideas. All states were surprised that we have a bookkeeper. Typically Treasurer and President-Elect is sent to these conference since there is specific information for both positions. Were impressed that both Treasurer and Bookkeeper. Some regions have a Treasurer-Elect to be that balance and check, however it helps that we have checks and balances with both the Treasurer and Bookkeeper. Workshop gave us practical experiences and suggestions. In prior years they talked about leadership, this time they went into how you do leadership since you're already here as a leader. Things in minutes we don't have to put names in minutes. Who made motion, discussion took place and motion was second, no name needed for who seconded the motion. If they sue the association they're suing all of us that are voting members. Talked about doing things in executive sessions, minutes are not taken and there is no record of what is said. When an executive session is called, it is only the voting members that can sit in that session. Might want to look at Florida Sunshine laws since we are a nonprofit organization to make sure that it is open to do → Frank will check into that. All meeting minutes should be published on the website. President-Elect from Alabama will be going to our conference in May and Joan will be going to Alabama March 13-17 of this month. Will be doing two presentations in Alabama.

Ryan: dealing this past year with other SASFAA President's we are very lucky and grateful that we all get along.

Maureen: also attended NASFAA Leadership and attended on behalf of institution. Attended enrollment management track and said very important to encompass in sessions for this conference. Trying to push for at this conference. The future vice-president and association need to look at that for upcoming conference. Have a shell of the conference agenda that is moving together nicely. David Bartnicki will be flying in Monday morning. Business Officers Meeting will be starting at 8:30 on Monday morning. Administrative capability, compliance. Expect and planning on around 100-150. Waiting for David to look at the agenda to ensure okay. David talked about having this at upcoming conference since he knew that there is a real need for this. Moving forward cost is \$160 but intended to be stand alone for business officers. Approached by FABSAA President and interested in supporting and cobranding for this conference. Supportive and thankful for this training. For Monday morning they would provide the two presentations before David gets there. Several comptrollers have contacted her to provide CPE's for some of these trainings. Will be cobranding with FABSAA. Second pre-conference activity, the NASFAA trainer Dana will provide any sessions that we want to offer. In addition, they will also provide

NASFAA Credential training will then get a voucher to leave the training and go home to take the credential test. Will have offer two credentials → 1 for \$50 and 2 for \$75. Session credentials will be Professional Judgement as one. Will work together with regions reps to see which of the other 11 sessions should be offered. Training would be Monday afternoon and Tuesday morning. Normally session is \$100 per session. Will be general session at 8:30 Wednesday (David) and Thursday. Looking at 6 or 7 concurrent sessions. Don't want to have too many concurrent sessions from NSLDS Reporting, State Update, ect. Looking at Wood coming in Wednesday and Thursday. Justin Draeger on Friday and having another general session that day with Global Issues. Looking at having Mike O'Grady present at this. Will be helpful and eye opening for membership from traumatic brain injury and mental health. Will work with region reps for a couple that need to be voted on that are somewhat similar.

Treasurer: passed out copies of budget. Move sections of report for audit purposes only. Action Item or request for finance committee. Laptops using are so outdated. Get with Christina to get at and look at. Meeting with the Fiscal Concerns Committee and work with that. Will need to meet via telephone conference. Change financial in QuickBook to make it annual conference rather than spring conference. Region Reps should be able to pay out of pocket and get reimbursed. List of FASFAA Logo items as giveaways at the workshops. Never buy prizes for workshops, can ask if we have previous giveaways that we can use. Can do more than one expense report for region workshops so you do not have to wait til the end. Could look at potentially talk about vendor sponsorship. Maybe look at holding region workshop at a vocational tech school to help cut costs. Be frugal and good stewards of FASFAA's money. Keep in mind how many people you are serving as amount should be reflective of number.

Joan: Transition meetings are important to give you the nitty gritty on what is expected of each position.

As of right now have \$20,000 toward 50th anniversary.

Wayne: unable to attend since a nephew/niece was born. Assured that stuff will be taken care of. Updating the fiscal plan.

Rachel: already started working on workshop on March 18. Will be at FSU campus in Panama City. Agenda together and online. Bill Spires will be presenting and helping out. Terry Lucas with transient process. Pete Hernandez talk about federal and state. John will send Region One list. Encourage attendees to pay membership prior to workshop. Attendees should pay in advance or pay there. If someone has attended, should be billed to the institution. No cost to those that are members and if you are not a member then would need to pay the membership.

In Fiscal Concerns Committee needs to address that with bounced checks.

Mia: will send updated report with fall workshop. Was held at St. Johns River State College. Were 43 attendees. A lot of the personal emails helped. Bonnie Pirkle raised \$40 and person donate money back to BP. Other information has been sent out to listserv such as Bartnicki Bulletin. Can state that breakfast and coffee will not be provided or can state that coffee will be provided and provide boxed coffee. Possibly ask for donation for coffee.

SASFAA Update: as you do your region workshops provide SASFAA and NASFAA Update. Jacksonville Alabama, Jacksonville State, especially new aid to go. June 19-24. Registration is \$675 include materials, housing, and all but one meal. Bootcamp. NASFAA Conference this year is July 10-13 in Washington D.C. this is their 50th anniversary. Will have a lot of representatives going there to speak.

Region 3: lunch was provided by culinary school. Been letting people know about running for executive board for upcoming year and what is coming up.

Region 4: fall workshop had about 68 that attended, despite the rain. Spring workshop is scheduled for Thursday this week. As of right now have 38 registrants. For this one moved to southern region so that they were able to attend. Number of topics on agenda: Thomas, Ryan and Lori will be presenting. Looking forward to meeting those people. John will send email for anyone in Collier County for Region V to attend. Sessions that are being offered came from membership.

Region 5: fall region has about 6 registered at Palm Beach County. Since it was small is a hands-on workshop. Still planning on Spring workshop for April 15th to see if we can have at Frank's location. Trying something new where they're giving the topic to present and tapping into the board.

Reminder to send in sign in sheets, have them print and sign their name and possibly list institution.

Conference Chairs: Expecting a proposed agenda coming out by end of this week. Promote the event within your regions and volunteers to help with certain items or tasks, please let us know as well. Hoping to promote the charity with either food drive or monetary donations. Day one of conference will have someone from conference speak and will have table in the vendor area and will have someone manning the table for the bulk of the conference. If you want to accept donations we will start taking those as well. need to put numbers on the top of the cans. Push reservations for conference, especially with pre-conference to determine our numbers to try and get as many registrations in as possible. Looking for a keynote speaker from high level administration to tie into conference them: Pursue Excellence. Wednesday will wear region colors that and will have pictures with our regions for members. Email the region workshops the charity information. Looking to get PDF's and brochures as well. Sending them the information so they can send out prior so that Dameion could possibly send out information tonight. Can set up at your institution a FASFAA charity box. Possibly having a construction competition.

Keynote Speaker: Josh Wyner Executive Director of College Excellence Program. Willing to pay transportation cost, food, hotel. Look at having sponsor provide cost. Veterans may speak on Pursue Excellence for free. Possibly President's of institutions. SASFAA General Katchum may be able to reach out to them. Frank will reach out to Amy and cc: Joan to see if will work. Denise has a few different people in mind.

Lorrie: few responses for sessions at annual conference and forwarded to Maureen. Looking at dates for fall clock hour workshop and will start working with David Bartnicki on when it may work for him. Received email from a technical school in TN interested in attending this years upcoming conference.

Jeff: Possibility of global issues topic last day at conference.

John: has 548 members as of 2/25, has gone up by about 10 this past year. Will be able to PDF formatted version of certificate to send to them. need to decide if we are going to just email them or print them. cost of mailing is minimal. All of them are PDF's so they can't be altered. Can mail merge each of them straight from mail merge. At next board meeting can bring a copy. Could save money by doing electronic. Within next week EB will get an electronic copy to see how it would work. will try with board to see how it works. Publicly thank John and all of the help he has done as it does go unnoticed.

Gail will get w/ electronics services on ordering.

Frank: organize meetings will be done. legislative will be attended by Frank and Ryan.

BMI, Asgap Payment, Copyrights, Trademarks → doing research doesn't mean that your nonprofit doesn't mean your exempt from that. Licensing fee is so small and recommend we should pay for that so the organization is covered. Looking into copyright a lot more complex because it's the creator of copyright. Government content is not copyrightable and we couldn't copyright what we're doing if we're using their content. Output of content we want to produce. Creative commons license, we created this and want it credited if used. Register presentations of creative commons but who would need to be credited for that. Unless you register a piece for copyright don't have. Adding statement to presentations add disclaimer stating that these are not the opinions of the organization. There is a statement in the FASFAA Policy and Procedure document to put in the presentations. Lori will send out the wording of the Release of Liability. Want to put into the procedure part of the manual. Taking a closer look at the duties that listed for each position to ensure that it is clearer for each position. Trademark to trademark our name or our logo. There is a cost associated and updated every 5-6 years. Look at protecting the organization whether old information, ect. have to do a trademark search on whatever you're trademarking and there will be fees that need to be paid → Frank will research and bring to us.

Lori: Working on Board Meeting and Conference Committee on upcoming conference. Working with hotel on meal functions and trying to keep meal cost under \$275 fee. Will need to limit

what we're offering at the conference under that cap. Hotel is working with me to keep in under that price. Won't be able to offer breakfast that morning and afternoon breaks all but one day. may want to consider increasing conference rates in the future to cover the food costs. Will have to increase roomblock for Sunday and Monday night. A couple of things to review with Joan for executive board retreat and two locations to look at. Will need to go back and look at meals for \$245. Bump the room rate up a little bit in order to offset the food cost. right now looking at \$275.68/person. Think about going forward increasing conference rate with food cost associated with hotels. Need to take that into consideration with the food cost with the revenue rebate to help cover that expense. Talk w/ Tracy Misner on about how much less she had for previous year. Conference committee takes a recommendation to the board for next year's conference. Rebate helps to break even. Sponsorship profit made, rebate covers expenses of board and food costs.

Levis: information about legislative session that expecting to end on March 11. Until budget signed off by governor don't have final bills yet. Waiting for private institutions to turn in audit reports by March 31st. email of expanded report requirements, work behind the scenes to collect data on all state colleges. For those working at private or state universities have turned in by April __. Renewal participation application is due June 8th. Wrapping up CGS, had 41 sites participated this year. Looking at how to change for next year since application opening date will be October 1. Grant funding for event will not be available. Things will be changing with CGS as far as when we're going to be able to offer and what we're going to be doing dollar wise in the future. FASFAA Newsletter, please provide something for the upcoming newsletter. Going to try to get published by July 1st. would be a better publication is we could have more member submissions than just vendor submissions. FASTER whether high school or postsecondary institution to ask for transcript and send somewhere else. This service can be uploaded electronically if we're looking for online transcript options.

Rick: working with conference committee and new member gift will be portable charger and purchase up to budget. Talked about emailing for volunteer for events. Want to continue to remind people about conference. Always include Bonnie Pirkle and remind them to also send out volunteer link form from our website. Send out email for gift door prizes for Bingo and one last volunteer list to help.

David: 18 vendors sign up as of right now. \$31,858 raised so far. Memberclicks issue has been resolved, expecting to meet \$35,000 goal and extended early bird deadline. Working on information scavenger hunt on what to expect and prepare for. Newest thing to be produced work with two vendors and have the moderators to spark more interest. Around 30 giftbags for vendors and will work with Thomas and Tracy for winners on vendor giveaways.

Nominations Report: solicit nominations for Region II, Region IV, VP, President-Elect. Must have management and office support as our absence does affect the offices we work in. Two nominations for Region II Reps: Alysia Pearsall and Shirley Eubanks. We accept the

recommendation of the committee. We accept the nominations of region two. If any of these candidates are not current members then they will have to pay membership to run for position. Region IV: Nadine Bailey has stepped forward to run as Region IV Rep. We accept the Region IV Nominee. VP of Training: Kamia Mwangi and Terry Lucas. Recommendation made to go to single slate candidate. We accept the recommendation that Kamia Mwangi is the sole candidate for the VP. President-Elect: three nominations Sedra Butler, Thomas Vo, Maureen MacFarlane-Anderson. Recommendation made to go to dual slate with Thomas Vo and Maureen MacFarlane-Anderson. We accept the recommendation.

As a united front the nominations committee and the board decided to move forward with these candidates.

Action Items:

Leadership Experience – reached out to Stephanie and various others involved with Leadership Conference. She would like to meet first cohort group and would bring a new set in on Monday, either on Monday or Tuesday would meet with new set on what they got from it and how to move forward. Mia was able to get presentations that were used but will need help from board on what should or should not be doing. Send email out for people to have support of your organization to come in the day earlier and support and guarantee to attend the upcoming years conference. Thomas will send emails out to show Joan. Joan will email out next week and will use Maureen and Region reps for help. Possibly have previous leadership attendees present. Contract signed between Mentor and Mentee on schedule of activities that we needed to do monthly. Stephanie would email and follow up with mentors and mentees each month. Since this is a working budget can pay for books, ect. Mentee has opinion is to have it continued the way it is. Where does this fit going forward? President, training, Past President? Make position on board for someone to take ownership of Leadership Program. Line item needs to be included in Action Budget. Have Stephanie close out first year under her for continuity purposes.

1. Send out email solicitation for new folks, some of continuing folks can let of know if they'd like to continue.
2. Reach out to Stephanie and see what she is willing to do. If she's willing to do then we could have someone shadow her to see what we're willing to do in the future. Past President will be responsible for that moving.
3. Report back to board and let all know what is happening and go from there.

Once ironed out then that information can go onto the website. Mia and Cherly are willing to help with that as well.

New Business:

Maureen: Future of our association need to have an ongoing association, when you have a time card employee we need to think of this in future meetings. Any employee that makes less than

\$50,000 becomes a time card employee. If make less then need timecard and institutions and HR are talking about how this will be implemented. Effects for our time in this meetings, travel included, lunches included for on clock employee. Has not yet been passed. If entire association is invited then has to be considered time worked.

Joan: don't have five year strategic plan and we need one. President will pick committee. John, Francisco, Ryan and Joan. Nathan will send all of the SASFAA 5 year fiscal plan to these committee members to help develop.

Will not have a board meeting at the conference, but will have a Board dinner at the conference on Monday night. Will send out information once we know more.

Next physical board meeting will be at the beginning of the transition meeting. Will be sent out last weekend of June and July first or second. The earlier you can get in to help the better. The room will be covered the one night under the board to help and that will be covered by FASFAA's cost. We all need to pay on our own accounts and Lori will have discounts taken. Expecting about 40 moderators.

Thank you cards for moderators. Anyone on board have experience with Publisher. Thomas will check with some people and if doesn't find out then will let Joan know.

Meeting adjourned at 3:55 PM.