



FASFAA Executive Board Minutes
The Naples Beach Hotel & Golf Club
Naples, FL

The FASFAA Executive Board met on Monday, June 29, 2016 through Tuesday, June 30, 2016 at The Naples Beach Hotel & Golf Club in Naples, FL.

Call to Order

President McNamara called the meeting to order at 11:16 AM.

Roll Call

Called the roll Board Members present were:

Ryan McNamara	President
Joan Bailey	President-Elect & Nominations
Maureen Anderson	Vice President of Training
Tracy Wiles	Secretary & Conference Co-Chair
Gail Rogers	Treasurer
Wayne Kruger	Immediate Past President & Fiscal Concerns
Rachel Robinson	Region I Representative
Kamia Mwango	Region II Representative
Denise Asselta	Region III Representative
Dameion Lovett	Region IV Representative
Cherly Phillipeaux	Region V Representative
Jeff Daniels	Global Issues/Business Partner Liaison Chair
John Snow	Membership Chair
Christina Acosta-Heritage	Electronic Services Co-Chair
Thomas Vo	Conference Co-Chair
David Alexander	Vendor/Sponsorship Chair
Gwyn Francis	Bookkeeper

Board Members unable to attend were: Lori Auxier, Lorrie Allen, Kristopher Hatcher, Francisco Valines, Levis Hughes, Rick Snodgrass.

Approval of Minutes

A motion to approve the minutes from the March 1st Executive Board Meeting was made and seconded. The motion carried with majority vote.

A motion to approve the minutes from May 17th Conference Call with necessary changes to titles was made. The motion was seconded to update changes. The motion carried with majority vote.

Purpose: Overview of FASFAA's operating budget.

The bookkeeper handed out the operating budget. Conference expenses were discussed, explaining the training budget ended up making money. In future years may want to reassess the budgets to ensure that FASFAA does not go in the red for the books and possibly cut some costs at workshops or conferences.

Motion: A motion was made to accept budget for audit purpose. The motion was seconded. The motion carried with majority vote.

Purpose: Review FASFAA's five-year fiscal plan from 2011-2016 to update for future.

Executive board was to review the 2017-2021 five-year fiscal plan with edits and updates to be discussed and voted on by the end of this year's board meeting.

Purpose: Region representative reports and activities.

Region I Representative is going to try to see if fall workshop can be held at Gulf Coast University. An updated report will be sent with accurate dates from both the fall and spring region workshops for the past year.

Region II Representative will provide templates to help future regions representatives with their job. This past year a lot of personalized emails were sent out which helped increase participation at the region workshops. Direct email was extremely beneficial with the attendance turnout.

Region III Representative is already starting to plan next fall's region workshop, which will take place Friday October 14 at Technical Education Center Osceola (TECO). The draft agenda for the workshop is still being put together, but it hoping to have more of a roundtable discussion and at least one clock hour and credit hour breakout session. The region representative is going to look at sending out emails to other regions that may be more accessible to attend the workshop as it may be closer than their actual region workshop.

Region IV Representative had a smaller turn out for the spring workshop as it was hosted in the Fort Myers area. The low number of attendance was expected as that area is further away for most workshop attendees. About one quarter of the attendees were new to the profession, 6

months or less. The region representative also tried to grab some attendees from Region V that may be close to where the workshop was held.

Region V Representative had a successful spring workshop. Joining SASFAA helped the region representative to pick presenters for the workshop. The workshop will be held at Broward College in the fall.

Purpose: Annual Conference reflection on future recommendations.

A future discussion needs to take place defining who gets comped room for annual conference, some confusion may have occurred from previous practices. Updates and revisions may need to be in the Policy and Procedure Manual so that it is clear and easy to understand. A recommendation or either using a clicker system or ticket system for meals may help better the head count for all meals eaten at the conference. Recommendation for the future is to verify how food is being charged, whether it is by plate, headcount or consumption. In future years, site selection and conference chair will want to take the increased food prices into account when thinking about the registration cost for conferences. Having scripts of the daily program to be given to electronic services chair(s) will help ensure that the conference flows seemingly each day. Conference supplies that are stored need to be tracked so that future conference chairs make arrangements to have brought to future conferences.

Vendor chair exceeded the annual conference goal by \$7,000. The vendors complimented the success of the conference. In future years, may want to let vendors know that they must be registered by a certain date for their company name to be printed on conference material. May want to consider mixing vendors at workshops as well to get them more involved in membership.

Purpose: Understanding the President's swap that occurs within SASFAA.

The President's swap within SASFAA can be voted on by FASFAA Board, if FASFAA board doesn't approve of it then FASFAA may not participate in SASFAA's swap. A discussion occurred that the executive board needs to vote on this to make sure that our state organization is in agreement on what will be done in the future. If the executive board is in agreement to participate in the future, then written guidelines need to be established as to what is expected to be gained from the swap and who would attend various visits. These guidelines should become a part of the Policy and Procedure Manual.

Purpose: Electronic services updates.

Since the Annual Conference, the FASFAA Home Facebook page has more likes; hopefully this will help engage our members throughout the year. It is important to stay on top of our social media presence throughout the year. A subcommittee may want to be created so that all social media platforms are being utilized.

Anyone that is checking out clickers for workshops or any event must complete checkout forms.

All ballots from the previous election at the Annual Conference have been electronically destroyed.

Purpose: Membership updates.

The current Membership Chair will be assisting with the transition period of the new Membership Chair. Membership Certificates were sent out this week for all members that were paid up until last Friday. In future may want to look at only allowing school or vendor checks and no personal checks to pay for membership or conference fees.

Purpose: Bonnie Pirkle updates and discussion of how scholarship funds are to be awarded.

\$5000 was moved from operating budget to Bonnie Pirkle for upcoming year. Discussion occurred throughout the year to see if there was a discussion that the president would be able to give the \$5000 to a student. A board discussion occurred that \$2600 would be given to President and \$300 would be given to all elected officials to use at their institutions with the exception of the Immediate Past President and the President Elect, however in the Policy and Procedure Manual it lists that all scholarship funds go to the President only. If a motion were to be made and carried then there would need to be revisions made to the Policy and Procedure Manual. The Fiscal Concerns Committee discussed meeting annually to discuss if the amount of Bonnie Pirkle should be reevaluated yearly.

Motion: A motion was made for the President to award \$2,400 to another student at his institution. The motion was seconded. The motion carried with majority vote.

The President will award an additional \$2,400 Bonnie Pirkle scholarship to another student from his institution in the medical field.

Motion: A motion was made to request that we award the scholarship funds to the institution of the 2014-15 President to allow them to award a student \$2,500 for the service that the President provided while at their institution. The motion was lost. Discussion occurred. The motion was withdrawn.

Motion: A motion was made to not pay \$2,500 to the Immediate Past President at this time. The motion was seconded. The motion carried with majority vote.

Motion: A motion was made that some of the scholarship money be given to each region representative to give to an institution within their region. Motion second. Discussion occurred. A motion was made to amend the motion on the floor. "I motion that we update the Policy and Procedure Manual to annually award to the President 50% of the amount that has been determined by the Fiscal Concerns Committee to use for the upcoming year and the remaining 50% to be divided between all elected officials equally other than the Immediate Past President,

President and President Elect.” The amendment has been accepted. The motion was seconded. Discussion occurred. The motion was carried.

The Secretary will update the Policy and Procedure to reflect this motion.

Motion: A motion made to accept the five year fiscal plan with the 2017-2021. The motion was seconded. The motion carried with majority vote. The Fiscal Plan is accepted as submitted with any grammar or formatting changes that may need to be made.

Motion: A motion made that the Procedure section of the Policy and Procedure be updated as proposed to include the scholarship and membership section that was passed on June 30, 2016. The motion was seconded. The motion carried with majority vote.

Purpose: New Business.

In the future the board needs to have written procedures to alleviate confusion in the future.

Vendor Chair will add verbiage that must be a sponsor at least 30 days prior to the conference starting to be on all publications. Will also need to have some communication to explain that one comp can be made, however membership is not comped and vendor would need to pay that. Suggest that when we do thank the vendors we ask them to stand up so that the attendees know who the go to person is, we will also want to notify the vendors in advance as to when this will take place at the conference.

Motion: A motion made that an ad hoc committee be formed to create a policy and procedure conference manual. The motion was seconded. The motion carried with majority vote. The incoming President will work with the incoming President-Elect to form a committee.

Adjournment of Meeting

With no further business to discuss, the President declared the meeting adjourned at 11:03 AM on Wednesday, July 30, 2016.

Respectfully Submitted by,

Tracy Wiles

FASFAA Secretary