



FASFAA Executive Board Minutes  
Embassy Suites – USF/Busch Gardens  
Tampa, FL

The FASFAA Executive Board met on Thursday, March 23, 2017 through Friday, March 24, 2017 at The Embassy Suites – USF in Tampa, FL.

Call to Order

President Bailey called the meeting to order at 1:31 PM.

Roll Call

Called the roll Board Members present were:

Joan Bailey	President
Thomas Vo	President-Elect & Nominations
Kamia Mwango	Vice President of Training
Tracy Wiles	Secretary
Gail Rogers	Treasurer
Rachel Robinson	Region I Representative
Nichole Crowley	Region II Representative
Denise Asselta	Region III Representative
Jeff Daniels	Global Issues/Business Partner Liaison Chair
Kim Phillips for Tracy Misner	Site Selection/Event Coordinator
Christine Taylor	Vocational/Technical/Clock Hour Chair
Brenda Brown	Graduate/Professional Chair
Jeremiah McMahon	Electronic Services Chair
Nathan Basford	Conference Chair
David Alexander	Vendor/Sponsorship Chair
Gwyn Francis	Bookkeeper

Board Members unable to attend were: Ryan McNamara, Nadine Bailey, Cherly Phillipeaux, Merrian King, Dameion Lovett, Pedro Hernandez, Francisco Valines, Levis Hughes, Tracy Misner and Laura Dickerson.

## Approval of Minutes

The President-Elect made a motion to accept the minutes from the September 20<sup>th</sup> and 21<sup>st</sup> Executive Board Meeting, Conference Call and eMeeting. The Treasurer second the motion. The motion carried with majority vote.

### Purpose: Board Appointees

President Bailey spoke with the Parliamentary Chair prior to the conference meeting to ensure that we would have a quorum established. A quorum was previously established. President Bailey appointed that Brenda Brown be a voting member for this meeting only and Conference Chair Basford be Parliamentary Chair for the current meeting only.

### Purpose: Conference Updates.

President Bailey stated that the Registration Chair stepped down due to other fulfillments. Since then, President Bailey has Registration Co-Chair replacements: Kim Phillips and John Snow. Site Selection Coordinator Misner has been working with Kim Phillips to work with the hotel and updates on arrangements. The Conference Committee group has been working together to create the Conference Chair Policy and Procedure manual to ensure that we list the rooms and registrations that should or should not be comped.

**Motion:** The Treasurer makes a motion that FASFAA pays the President and Conference Chairs Conference Registration for 2017. The President-Elect second the motion. Discussion occurred. The motion carried with majority vote.

### Purpose: President Updates.

President Bailey was able to network quite a bit at the SASFAA Conference and met a lot of vendors. President Bailey will give their information to Vendor/Sponsorship Chair Alexander. President Bailey met with the President-Elects for each state and worked with Conference Chair Basford as liaison for the president's handbook. The SASFAA Board accepted the handbook and will start using it.

President Bailey will be attending the Kentucky Conference in April. The Kentucky President-Elect and a number of other SASFAA members will be coming down to Florida for our annual conference in May, as the SASFAA Transition meeting will take place in Ft. Lauderdale the week following.

President Bailey will be doing a hill visit in Washington D.C. next week. President Bailey will forward the talking points to the board as she will be meeting with the Housing Education Lending Programs (HELP) Committee on the Senate side. During her visit, she will be meeting with the House side in the morning. The Federal Legislative Relations Chair plans to go with President Bailey to the meeting. The Federal Legislative Relations Chair will go back to the hill on Thursday and meet with the United States Senator of Florida, Marco Rubio.

**Purpose:** President-Elect Updates.

President-Elect Vo attended the SASFAA Conference and President-Elect workshop, which were both valuable and rewarding experiences. The workshop provided a great networking experience, exchanging of ideas, and touching up on the proper rules and governance for the association. President-Elect Vo is looking at potentially have Ron Day come back to the FASFAA Transition Meeting to go over the proper governance for the association. President-Elect Vo will be doing a President swap with Georgia next year and will work with the Site Selection Chair to get our conference dates versus their conference dates.

President-Elect Vo attended the NASFAA Legislative and Leadership Conference for the association management track from February 27<sup>th</sup> to March 2<sup>nd</sup>. Attending the meeting helped President-Elect Vo better understand Robert's Rule of Order and budgeting for the association, and was able to experience capitol hill and meet with the lawmakers. President-Elect Vo arranged for a meeting with Gail McClarnon from the Department of Education Office and pushed for Prior, Prior Year, Year Long Pell, and schools having the authority to limit student loan borrowing. President-Elect Vo also met with Senator Rubio's Office, which they took his business card. President-Elect Vo stated that this was a great experience and he would encourage others to attend in the future on their own.

President-Elect Vo is finalizing the Conference Save the Dates which will be sent out soon. Once the agenda is finalized, President-Elect Vo will be designing and creating the conference pocket agenda.

**Purpose:** Vice President of Training Updates.

Vice President of Training Mwango will have the conference session descriptions within the next week. The session titles are currently out on the FASFAA website. Vice President of Training will be working with the Site Selection Chair on room assignments. The guest speakers and bios are in the works. The Vice President of Training will be working with the Electronic Services Chair to put up the information on the FASFAA website. The PDF's of the sessions will be posted on our website for those that are allowed to share their presentations with the association.

Vice President of Training looked into getting a Wi-Fi hotspot for the association. Wi-Fi hotspot plans range from \$30 to \$50 with a two-year contract and range depending on the amount of data needed. The Vice President of Training would write up of the chart for the cost for the board member to be able to use at board meetings and other events.

**Purpose:** Treasurer's Operating Budget submitted.

Treasurer Rogers submitted the operating budget. President-Elect Vo's trip was not built into President Bailey's budget as it should have been. The will cause the President-Elect's travel to go over due to the NASFAA trip. Next year there will only be one representative attending the NASFAA trip for next year since it will be in June.

Treasurer Rogers stated that there would be no funds earned from New Aid Officer's Workshop this year as there would not be a New Aid Officer's Workshop prior to the annual conference starting. Treasurer Rogers stated that they are trying to breakeven for the upcoming annual conference. The Graduate/Professional and Financial Literacy Workshop will be used for this year's Pre-Conference Workshop. Outreach Coordinator/Debt Management/Financial Literacy Chair Lovett and Graduate/Professional Chair Brown will be comped for the pre-conference workshop. There will be no additional expenses from the Pre-Conference workshop as there will be no food during the workshop.

Treasurer Rogers stated that the association made money from the clock hour workshop again.

**Motion:** Treasurer Rogers motions that we file the operating budget for auditing purposes only. President-Elect Vo seconds the motion. Motion carried with a majority vote.

**Purpose:** Conference Chair Updates.

Conference Chair Basford stated that the conference registration is up and running. To date there are 126 registered for the conference, 11 for the Graduate/Professional and Financial Literacy Workshop, and 9 for the NASFAA Credentials. Conference Chair Basford would like to commend Vice President of Training Mwango for doing an excellent job on the session descriptions. Conference Chair Basford stated that President-Elect Vo will be working on the pocket agenda. The evening events are all arranged with karaoke, BINGO and Thursday's celebration night. Membership Chair King has been working on the electronic conference booklet. Cindy Lewis is working with the Past Presidents that will be attending the conference, as well as Special Projects Committee/The Archive/Research Committee Chair Hernandez on the association archives. All giveaway items have been ordered or are in the process of being ordered. On Memorial Day, some of the conference committee members will go volunteer with our Charity organization and have an ice cream social.

**Purpose:** Vocational/Technical/Clock Hour Chair Updates.

Vocational/Technical/Clock Hour Chair Taylor had a successful clock hour workshop. Treasurer Rogers and Bookkeeper Francis were helpful at this event and all payments were collected from the workshop. The Site Selection Chair helped the Vocational/Technical/Clock Hour Chair out. There were over 100 attendees with a few attendees from Georgia. There was good feedback from the workshop attendees.

**Purpose:** Global Issues/Business Partner Liaison Chair Updates.

Global Issues/Business Partner Liaison Chair Daniels found someone from UCF that would be a good presentation to have. Global Issues/Business Partner Liaison Chair stated that we have a good problem with many good quality sessions that were approved for the upcoming conference.

**Purpose:** Membership Chair Updates.

Membership Chair King was absent, however her report was shared. As of Sunday, there is 598 paid member for 2016-17 year, of which 100 are new members. The Membership Chair is working on the New Member goody bags for the conference. The Membership Chair is also working on a banner.

**Purpose:** Electronic Services Chair Updates.

Electronic Services Chair McMahon has been approved to do comps and will create a discount code to use at checkout for those that are approved conference comps. No retirees have signed up for the conference at this time.

**Purpose:** Region I Representative Updates.

Region I Representative Robinson held the fall workshop at Gulf Coast State College in Panama City. 18 members attended the workshop and \$52 was raised from the 50/50 raffle. The spring workshop was held at the FSU Panama City Campus on March 3<sup>rd</sup>. 22 members attended the workshop and \$52 was raised for the 50/50 raffle.

**Purpose:** Region II Representative Updates.

Region II Representative Crowley is excited to be on the board. The spring workshop has been scheduled and will be held at Keiser University in Jacksonville on April 28.

**Purpose:** Region III Representative Updates.

Region III Representative Asselta held the fall workshop on Friday, October 14<sup>th</sup> at Technical Education Center Osceola. There were about 25 members that attended. \$53 was collected from the 50/50 raffle and the winner took home \$25.50. The spring workshop will be held on Friday, April 14<sup>th</sup>.

**Purpose:** Vendor/Sponsorship Chair Updates.

Vendor/Sponsorship Chair Alexander stated that we have met the new goal of \$40,000 for this year's upcoming conference. To date, we have 25 vendors and have earned \$40,600. Vendor/Sponsorship Chair is working on the vendor game word search and will incorporate all of the vendors on the game. The winner of the game will be given a free registration for the 2018 Annual Conference. Special recognition will take place at the conference to show our appreciation to the vendors.

**Purpose:** Graduate/Professional Chair Updates.

Graduate/Professional Chair Brown acknowledged all of the hard work that Outreach Coordinator/Debt Management/Financial Literacy Chair Lovett has done to prepare for the Pre-Conference Workshop and for other members that have helped.

**Purpose:** Nominations Update.

President-Elect & Nominations Chair Vo stated that the slate of candidates will be for the following positions: Region I Representative, Region III Representative, Region V Representative, Secretary, Treasurer, and President-Elect.

**Purpose:** Site Selection Updates.

Site Selection Chair Misner had Kim Phillips step in for the current board meeting. Phillips wanted to remind the board to make their room reservations. As of today, 470 nights have been booked, they would like to hit a goal of 600. Site Selection Chair will work with the Vice President of Training to make sure that all the sessions have room assignments and are set up accordingly.

**Purpose:** Old Business

The Fiscal Concerns Committee went back to insurance agent to figure out what was covered with the association's liability insurance. The committee worked with the insurance agent to ensure that FASFAA is fully covered for all workshops, conferences, and board meetings. The insurance cost increased from \$400 to about \$1,200 for a year.

Secretary Wiles will send the Policy and Procedure updates to Electronics Chair McMahon to get updated on the website.

The board agreed that the UBS debit card would be switched to a Wells Fargo credit card with a \$5,000 credit limit. The Bookkeeper and President will each have a credit card that may be used for incidentals and travel.

Immediate Past President McNamara paid the other scholarship recipient the funds received from the Bonnie Pirkle Scholarship. The scholarship recipient information will be shared with Treasurer Rogers. The Bonnie Pirkle scholarship could be increased to \$10,000 due to the 1.3% inflation.

**Motion:** Treasurer Rogers made motion that The Fiscal Concerns Committee makes the recommendation that FASFAA awards \$10,000 in Bonnie Pirkle Scholarships for the 2016-17 year. The Conference Chair second the motion. Discussion occurred. The motion carried with majority vote.

**Purpose:** Update on supplies and website.

Clickers have been purchased. Inventory will need to be taken for all of FASFAA equipment. Specific roles may need a laptop for the association, which would help so that information does not get lost as board member positions change. Will want to look at the potential of purchasing laptops or portable hard drives for key positions. The Electronic Services Chair will do research and come back with a recommendation to best store FASFAA's information to be available in future years. Electronic Services Chair will talk to SASFAA's Electronic Services Chair to compare Wild Apricot versus MemberClicks.

**Purpose:** New Business

President-Elect Vo presented a slate of candidates.

Conference Chair Basford made a motion that the nomination and election chair open up nominations within the next 10 days to membership and the nominations committee discuss and executive board make final decision on nomination slate no later than, up to 30 days prior to the start of the conference. Region I Representative second the motion. Discussion occurred. The motion carried with majority vote.

**Purpose:** Bylaw changes.

The Bylaw changes will be a part of the upcoming election for membership to vote on. President-Elect Vo and Electronic Services Chair McMahon will work together to have included on the slate for the election.

**Purpose:** FASFAA Awards.

President Bailey called an executive session to order in regards to the FASFAA Awards for the upcoming conference. The awards are as listed: The Honorary Lifetime Membership Award, Lifetime Service Recognition Award, and Distinguished Service Award.

**Motion:** Conference Chair Basford made a motion to accept Sheri Ogorek as Honorary Lifetime Membership. The Treasurer second the motion. Discussion occurred. The motion carried with majority vote.

**Motion:** Treasurer Rogers made a motion to accept Andrea Burnett as Lifetime Service Recognition Award. The Region III Representative second the motion. Discussion occurred. The motion carried with majority vote.

**Motion:** Treasurer Rogers made a motion to accept Brenda Brown as Distinguished Service Award. The President-Elect second the motion. Discussion occurred. The motion carried with majority vote.

The President called the executive session to a close.

### **Adjournment of Meeting**

With no further business to discuss, the President declared the meeting adjourned at 1:45 PM on Friday, March 24, 2017.

Respectfully Submitted by,

Tracy Wiles

FASFAA Secretary