



FASFAA Executive Board Minutes  
Hyatt Grand Cypress  
Orlando, FL

The FASFAA Executive Board met on Tuesday, September 20, 2016 through Wednesday, September 21, 2016 at The Hyatt Grand Cypress in Orlando, FL.

Call to Order

President Bailey called the meeting to order at 1:52 PM.

Roll Call

Called the roll Board Members present were:

Joan Bailey	President
Thomas Vo	President-Elect & Nominations
Ryan McNamara	Immediate Past President & Fiscal Concerns
Kamia Mwango	Vice President of Training
Tracy Wiles	Secretary
Gail Rogers	Treasurer
Rachel Robinson	Region I Representative
Shirley Eubanks	Region II Representative
Denise Asselta	Region III Representative
Nadine Bailey	Region IV Representative
Cherly Phillipeaux	Region V Representative
Jeff Daniels	Global Issues/Business Partner Liaison Chair
Merrian King	Membership Chair
Tracy Misner	Site Selection/Event Coordinator
Christine Taylor	Vocational/Technical/Clock Hour Chair
Jeremiah McMahon	Electronic Services Chair
Dameion Lovett	Outreach Coordinator/Debt Management/Financial Literacy Chair
Pedro Hernandez	Special Projects Committee/The Archive/Research Committee
Francisco Valines	Federal Legislative Relations Chair
Levis Hughes	OSFA Liaison & Newsletter Chair
Laura Dickerson	Scholarship Chair

Nathan Basford  
David Alexander  
Gwyn Francis

Conference Chair  
Vendor/Sponsorship Chair  
Bookkeeper

Board Members unable to attend were: Brenda Brown.

### Approval of Minutes

The Immediate Past President and Fiscal Concerns Committee made a motion to accept the minutes from the June 29<sup>th</sup> and 30<sup>th</sup> Executive Board Meeting with corrections submitted. The Treasurer second the motion. The motion carried with majority vote.

**Purpose:** Overview of President's Proposed working budget.

The President handed out a proposed budget with the explanation of the breakdown on each expense. The training budget was broken down to include both graduate/professional and financial literacy. The proposed budget included to increase the New Aid Officers Workshop training expenses to \$5,000 since this training is a separate activity that is not a part of a pre-conference event. The proposed budget also changed the amount that clock hour was able to have to \$8,000 for their clock hour workshop.

**Motion:** The Immediate Past President and Fiscal Concerns Committee made a motion to accept the proposed budget with the amended changes discussed. The Treasurer second the motion. The motion carried with majority vote.

**Purpose:** SASFAA Leadership Symposium will be held in Orlando.

Two FASFAA Members were picked to attend the Leadership Symposium. The two attendees will be Denise Asselta and David Alexander. This event will be co-sponsored with SASFAA.

**Purpose:** Review of Bylaws.

The President Elect reviewed Bylaws that with small committee assigned by President, which will be discussed in future. The Immediate Past President and Fiscal Concerns Committee will help with the bylaws section in regards to FASFAA's investment with UBS. FASFAA's UBS investor moved to a new company, Ameriprise and asked if we would like to move with him. The Immediate Past President and Fiscal Concerns Committee will be working with the Treasurer and Bookkeeper to set up a face-to-face meeting with UBS and Ameriprise to see if either of these institutions are better for FASFAA or is we need to move back to Wells Fargo. They will have a meeting to discuss this.

**Purpose:** FASFAA Annual Conference Update.

The FASFAA Conference Chair stated that this upcoming year's conference will be FASFAA is Golden. Celebrating five decades of success and commitment. The Conference Committee chose between six different charities and the charity we will be raising funds for will be The Bridges of Life charity. With this charity, 100% of the proceeds will go to the children and the local community. For this charity, we will also be collecting school supplies, in addition to monetary

funds. The Bridges of Life education fund will also be setting up funds for victims involved in the Orlando shooting. The organization is working to raise \$30,000 for each student. The Conference Committee is hopeful that they may be able to get a survivor and someone from the organization to come and speak at the conference. The Business Partner Liaison will be working with the Vendor and Sponsorship Chair to update the list of vendors and contact information.

**Purpose:** Clock Hour Workshop Update.

The Vocational-Technical and Clock Hour Chair has been working with the Vice President of Training to create an agenda. Save the Dates have been created for the workshop, which will be held October 25-27 in Sarasota, FL.

**Purpose:** Creation of an Annual Conference Guide.

The Global Issues and Business Partner Liaison has asked for a committee to be formed to create a conference guide so that upcoming conference chairs will have a guide to follow when they take over in future years. The committee will consist of Jeff Daniels, Tracy Misner, Kim Phillips, LeeAnn Wolfenden, and Nathan Basford.

**Purpose:** Region Representative Updates.

The Region I Representative will have their Fall Region Workshop on Friday, October 14, which will be held at Gulf Coast in Panama City.

The Region II Representative has a tentative date planned for the Fall Region Workshop on October 26 at Orange Park Campus at St. John's River State College. Currently they are trying to move the date to a different week since it is scheduled at same time of the clock hour workshop.

The Region III Representative sent out a welcome back email and listed that the Fall Region Workshop will be held on Friday, October 14 at Florida Technical Osceola. They will have a packed schedule with many sessions, which is already listed on the FASFAA's website.

The Region IV Representative will be including graduate, financial literacy, and verification sessions at the upcoming Fall Region Workshop. The workshop will be held at Hillsborough Community College Dale Mabry Campus on October 21.

The Region V Representative is working on the agenda for the Fall Region Workshop that will be held on October 21. Once the agenda is finalized, the agenda will be sent out to all members of the region.

**Purpose:** Legislative Update.

The Federal Legislative Relations Chair is waiting to see who will be elected as President. Once the President is elected, we will be able to see who is controlling the Senate. Congress is in session for the election.

**Purpose:** Site Selection Updates.

The Site Selection Chair has been working on executive board meeting and clock hour workshop. Next year's conference has been booked at the Naples Grand in South Florida. The Site Selection Chair is starting to look for 2019 location, centrally located so that it is able to

help with more of the schools budgets. The venue for the upcoming 50<sup>th</sup> anniversary conference will be very nice as the location set up will be great because all the traffic will be able to flow easily through the vendor area. The Site Selection Chair went back for this past annual conference and was able to get the cost dropped down more from the finalized bill.

**Purpose:** Scholarship Chair Updates.

The Scholarship Chair is getting acquainted with everyone and streamlined communication that is sent out. There will be a new scholarship opportunity this year for each region to be supported with a scholarship.

**Purpose:** OSFA Liaison and Newsletter Updates.

The Newsletter Chair normally send out the FASFAA newsletter before Christmas. The Newsletter Chair would like to have articles submitted to him so that the members can see what is going on from the Board and schools within the state. The majority of the articles that are submitted are from vendors. The Newsletter Chair would like to have all articles submitted by the end of October in order to get the newsletter sent out in between Thanksgiving and Christmas.

The OSFA Liaison stated that there are currently 22 sites set up for CGS. CGS will be earlier this year, rather than around Super Bowl. The OSFA Liaison stated that OSFA has sent out reporting requirements and funds to institutions from OSFA. There will be a legislative inquiry to see how OSFA can ensure funds are being used to help with the students.

**Purpose:** Vendor and Sponsorship Updates.

The Vendor and Sponsorship Chair has updated the site to reflect the sponsorship activities. The sponsorship goal listed on the budget for the upcoming conference is \$40,000.

**Purpose:** Scholarship update for second scholarship recipient.

The remaining \$2,400 of the Bonnie Pirkle scholarship was awarded to a student named Steven Holly. Steven will become a nurse practitioner. The scholarship is listed on the operating budget on the last page as 16-17 disbursement from 15-16 expense.

**Purpose:** Old Business

The FASFAA Liability Insurance for the Organization needs to be looked over to see if updates need to be made. All hotels require that the organizations have additional liability insurance to be covered for at least one full year or longer to include workshops, board meeting, conference and all other events.

More clickers needs to be ordered so that each region representative and the financial literacy representative have one. The Electronic Services Chair will get each user to sign the form for renting out the clickers. The Vice President of Training will purchase the clickers.

The Fiscal Concerns Committee will meet in person within the next couple of months to come up with a list of specific questions to ask when meeting with UBS and Ameriprise.

The FASFAA Leadership Training programming and logistics committee will be made earlier this year to ensure that there is a strong commitment. The President Elect will take the lead on the Leadership Experience for the current and upcoming year. The President and President Elect will work together on this as the voice of the board thinks this is something we should continue to do.

The Strategic Plan needs to be completed and updated. The strategic plan will cover 2017-2021. The President will take the lead and form a committee to assist.

A recommendation to change the bylaws as of today to update page 4, which talks about voting, rather than mail in procedure.

**Motion:** The Conference Chair makes a motion to accept the Bylaws as presented to bring forward to the membership to vote on. The Region I Representative second the motion. Motion carried with a majority vote.

This update will be on the ballot for the next election.

**Motion:** A motion was made by the Site Selection Chair to update Policy 7.3 Section 6b to include “pending board approval” of scholarship amount. The President Elect second the motion. The motion carried with majority vote.

The Policy section 7.3 will be updated to include Bonnie Pirkle funds being used for donations and sent to the Electronic Services Chair.

The Global Issues Chair created a diversity statement to bring in front of board. The Board agrees with the statement and it will be used by FASFAA as part of who we are.

Region Representatives need to send Electronic Services Chair updates of their workshops. The Region Representatives needs to ensure that the members attending the workshops are paid FASFAA Members. If they did not pay prior to attending the workshop, they will need to pay the day they attend.

**Purpose:** New Business.

The Conference Chair would like the board to decide if we could withdraw and make a donation on behalf of Bonnie Pirkle to go to fund the Bridges of Life Foundation. These funds will have nothing to do with the \$1,000 that FASFAA gives to the charity.

**Motion:** The Site Selection Chair motions that we make a \$2,500 donation from Bonnie Pirkle to the Bridges of Light Foundation. The Treasurer second the motion. Discussion occurred. The motion carried with majority vote.

**Motion:** The President Elect motions to update the Policy and Procedure for the Bonnie Pirkle scholarship fund to make a donation to a charitable organization upon board approval. The Vice President of Training second the motion. A motion was made to amend the motion on the floor. “I motion to update the Policy and Procedure Manual for the Bonnie Pirkle scholarship fund to enable the use of the funds by the board to make a donation to a charitable organization upon approval.” The motion carried with majority vote.

A list of all scholarship recipients will be made for the upcoming year's conference to recognize the recipients of the past.

The board may want to look into getting a square to help with the Region Workshops to obtain payment the day of the workshops.

**Adjournment of Meeting**

With no further business to discuss, the President declared the meeting adjourned at 11:43 AM on Wednesday, September 21, 2016.

Respectfully Submitted by,

Tracy Wiles

FASFAA Secretary