



FASFAA Executive Board Minutes
Embassy Suites – USF/Busch Gardens

Tampa, FL

The FASFAA Executive Board met on Thursday, April 12, 2018 through Friday, April 13, 2018 at the Embassy Suites – USF/Busch Gardens, Tampa, FL.

Call to Order

President Alexander called the meeting to order at 1:22 pm.

Roll Call

Called the roll Board Members present were:

David Alexander	President
Nathan Basford	President-Elect & Nominations
Kamia Mwangi	Vice President of Training
Denise Asselta	Secretary
Gail Rogers	Treasurer
Joan Bailey	Immediate Past President & Fiscal Concerns
Kris Hatcher	Region I Representative
Nichole Crowley	Region II Representative
Sedrick Brinson	Region III Representative
Nadine Bailey	Region IV Representative
Katie Conrad	Region V Representative
Sean Johnson	Global Issues/Business Partner Liaison Chair
Tracy Misner	Site Selection/Event Coordinator
Christine Taylor	Vocational-Technical/Clock Hour Chair
Irma Molinares	Graduate Professional/Financial Literacy Chair
Jeremiah McMahon	Electronic Services Chair
Tracy Wiles	Scholarship/Conference Co-Chair
Maureen Anderson	Conference Co-Chair
Jeff Daniels	Vendor/Sponsorship Coordinator
Gwyn Francis	Bookkeeper

Board Members unable to attend were: Rebecca Hall, Cherly Phillippeaux, Haley Auxier

Approval of Minutes

The Treasurer Rogers made a motion to accept the minutes with no corrections. President Elect Basford second the motion. The motion was carried with a majority vote.

Purpose: President Update.

President Alexander welcomed Nathan Basford as the President Elect and Nominations officer. In February President Alexander attended the NASFAA Hill visit and the Florida State dinner at the SASFAA conference. President Alexander tasked Mike Bennet and Brenda Brown to lead the Leadership Program for the 2017-2018 Annual Conference. President Alexander also provided a video for all of the region workshops introducing himself as the new President for FASFAA.

Purpose: President Elect Update.

President Elect Basford gathered a slate of candidates to present to the board. During this time, he reviewed the policy and procedures for nominations and elections to present this information to the nominations committee. The nominations committee was tasked to bring nominees for President-Elect, Vice President of Training, Region II Representative, and Region IV Representative. President Elect Basford will work with the Electronics Chair McMahon to have the polls up and running for members to place their ballots.

Purpose: Immediate Past President & Fiscal Concerns

Immediate Past President Bailey had transferred funds over for the Bonnie Pirkle recipients for this year. She informed the board we will need to begin the process of selecting the recipients for the scholarship.

Purpose: Vice President of Training update.

Vice President of Training Mwangi stated the NASFAA credentialing training package for associations was utilized at several events this past year. The annual conference agenda is well under way. Preconference workshops are being finalized and speakers confirmed. The final programming is being done for session descriptions and room locations.

Purpose: Secretary Update.

Secretary Asselta has updated all of the minutes from this year and sent them to all board members for their review. The compilation report was finalized and sent to all board members for review. Secretary Asselta purposed to have a committee formed to review the policies and procedures and bylaws. President Alexander will be appointing the chair for the committee and members will be selected for the committee.

Purpose: Treasurer Update.

Treasurer Rogers reviewed the budget with the board. Treasurer Rogers stated there is still \$10,000 set aside for the leadership workshop. Treasurer Rogers also stated there were some items on the budget which need to be relooked and possibly moved to increase to cover costs for the conference or if the funds were no longer needed for a particular item. A question was raised if there was a vote for the audit which was conducted during the November 8, 2017 conference call.

Purpose: Region Representative Update.

Region I Representative Hatcher had workshop for the spring, he had 30 members attend. Rachel won the scholarship at the region meeting.

Region II Representative Crowley had 41 members attend the fall workshop. The winner of the Bonnie Pirkle donated all the winnings back to the scholarship fund. The region conducted half day workshops. The spring workshop will be held on April 20th. NASFAA credentialing will be offered during the workshop.

Region III Representative Brinson has 24 members registered so far for the spring workshop. The spring workshop will be held on April 20th at the district offices at Valencia College.

Region IV Representative Bailey will hold the spring workshop on April 27th. They will be having NASFAA credentialing for their members. They will also be promoting the Bonnie Pirkle scholarship at the workshop.

Region V Representative Conrad hosted the spring workshop on March 16th. There were 21 members present for the workshop. They provided NASFAA credentialing for their members during the workshop.

Purpose: Annual Conference Co-Chair

Annual Conference Co-Chair Anderson stated the conference attendee numbers are low. They are sending out reminder emails to all the members to register for the annual conference. The committee is concerned with the low numbers but are hoping in the next few weeks the numbers will increase. The conference is moving forward as planned.

Purpose: Vocational-Technical Clock Hour Chair

The feedback on the clock hour conference was fantastic. It was a great workshop, very organized, one of the best trainings. The only drawbacks during the conference was problems with the projector which ended up having to rent a projector. A suggestion for next conference is to purchase another projector for conferences.

Purpose: Global Issues/Business Partner Updates.

Global Issues/Business Partner Johnson will be getting with Electronics Chair McMahon to set up the volunteering email to be sent to all members. The plan is to target all individuals who are coming to the conference to volunteer.

Purpose: Electronic Services Updates.

Electronics chair McMahon said the list serve is finally back up and running after doing updates. Past President Bailey suggested to go back to the old list serve and send out emails from there to make sure everyone is getting the emails from the list serve.

Motion: Increase Member Clicks

Past President Bailey made a motion to increase our level of member clicks to the next level up and reinstate the old list serve. Treasurer Rogers second the motion. Discussion occurred. Motion carries with majority vote.

Purpose: Membership Updates.

Membership chair has stepped down and the new chair is Merrian King for the remain

Purpose: Graduate/Professional/Financial Literacy Updates.

Graduate/Professional/Financial Literacy Chair Molinares stated new aid and clock hour financial literacy was presented at region workshops. Other institutions have reached out for further information.

Purpose: Scholarship/Conference Co Chair Updates.

Scholarship Chair Wiles stated 50% of the rooms for the conference are filled and 150 members have registered. There are problems with members getting the information about the conference. Some members have stated they are waiting for emails about the conference before their school allows them to register.

Purpose: Conference Co-Chair Updates.

Conference Co-Chair Anderson stated in her report they have problems getting information out about the conference through list serve. The committee met in January to move quickly on getting the conference together. There were set backs due to resort renovations from the hurricane.

Purpose: Site Selection Chair

Site Selection Chair Misner stated they are having problems filling the rooms for the conference. The resort concessions are tied to 80% of the contract. FASFAA will not get those if the rooms are not filled.

Purpose: Special Projects/Communications Updates.

Report not submitted.

Purpose: Vendor/Sponsorship Updates.

Vender/Sponsor Daniels stated there are 25 vendors and \$43,000 collected for vendor sponsorship for the conference. Members need to attend to make it worthwhile for the vendors.

Purpose: Old Business

The leadership program has 10 participants who are still interested in attending the preconference. It was proposed by the leadership program committee to start the program in 2018-2019. After discussion, board consensus is to continue with the leadership program for the preconference and have a more in depth workshop for the participants in 2018-2019.

The 2017-2018 audit, the auditor reviewed the books and proposed to have someone come and review FASFAA processes. The auditor provided instructions on how FASFAA should do business. Since the auditor has reviewed the FASFAA books already they are suggesting another firm to perform the audit. Treasurer Rogers will go back to the auditor to ask of any further costs and what needs to be done to start the process of correcting processes.

Conference Co-Chair Wiles stated the conference will begin Wednesday morning and the awards luncheon will also be on Wednesday. The region representative will be donating charity baskets for the Bonnie Pirkle Scholarship fund to be raffled off.

Motion: Consulting Budget

A motion was made to use the Treasurer Rogers to use the remainder of the consulting budget to complete the pre-audit services with Persey and Associates, President Elect Basford second the motion. Motion carried with a majority vote.

Motion: Consulting Services and Budget

Past President Bailey made a motion to continue to oversee the consulting services and budget and to establish a timeline with Persey and Associates for the 18-19 year. Site Selection Chair Misner second the motion. Motion carried with a majority vote.

Purpose: New Business

The leadership budget will be brought to the new board in July.

Dates for the transition meeting will be conducted via a doodle poll.

Motion: New Address for FASFAA

A motion was made by President Elect Basford for us to continue to use Gwyn's address up until April 30th as we further explore what we need to do with our address. Treasurer Rogers second the motion. Discussion occurred. Motion died.

Motion: Physical Address

A motion was made by Treasurer Rogers effective May 1, 2018 the FASFAA organization will be updated with a physical address with all associated costs. Region I Representative Hatcher second the motion. Motion carried with majority vote.

The Membership Chair is resigning as of May 4th, President Alexander will be appointing someone to hold the seat as the Membership Chair.

Motion: PRASFAA

A motion was made by Site Selection Misner to donate to PRASFAA \$500.00 and \$500.00 to the Marjory Stoneman Douglas High School shooting. Scholarship/Conference Co-Chair Wiles second the motion. **Discussion occurred. Motion carried with a majority vote.**

Motion: Donations

A motion was made by Treasurer Rogers to fund those donations with the decision of our Treasurer. Past President Bailey second the motion. Motion carried with majority vote.

Motion: Nominations for Honoree Life Membership

A motion was made by Region II Representative Bailey to accept both names for the honoree life membership award. Site Selection Misner second the motion. Discussion occurred. Motion carried with majority vote.

Purpose: President Elect

After the board met in a closed session, the board decided to accept all three nominations for president elect.

Purpose: Policy and Procedure change for nominations committee

President Elect Basford suggested to update the language in the policy and procedures for how the nominations committee selects their nominees for president elect.

Purpose: Bonnie Pirkle Scholarship Award

The current policy states only the interest can be used for the scholarship award. This year the interest is \$10,000.00 of that \$5000.00 will go to the President and \$625.00 will go to the other elected officials. Voting officials need to give a name to the bookkeeper.

Adjournment of Meeting

With no further business to discuss, President Alexander declared the meeting adjourned at 2:06 PM.

Respectfully submitted by,

Denise Asselta

FASFAA Secretary