



FASFAA Executive Board Minutes
September 13 - 14, 2021
1:00 pm – 4:30 pm

The FASFAA Executive Board met at Sawgrass Marriot Ponte Vedra, FL on Monday, September 13, 2021, from 1:00 – 4:30

Call to Order

President Katie Conrad called the meeting to order 1:31 pm on Monday, September 13, 2021.

	Voting	Present	Position	Last Name	First Name
1	V	Y	President	Conrad	Katie
2	V	Y	President-Elect & Nominations	Bailey	Nadine
3	V	Y	Immediate Past President & Fiscal Concerns	Lovett	Dameion
4	V	Y	Vice President of Training	Hatcher	Kris
5	V	Y	Secretary	Ambridge	Susan
6	V	Y	Treasurer	Brzozowski	Eileen
7	V	N	Treasurer-Elect	Moat	Tracy
8	V	Y	Region I Representative	Rozborski	Joanne
9	V	N	Region II Representative	Hammond	Chas
10	V	Y	Region III Representative	Parrales	Angelica
11	V	N	Region IV Representative	Gloster	Kimberly
12	V	Y	Region V Representative	Miles	Marissa
13	V	Y	Conference Chair / Member at Large	Martin	Tamika
14	V	Y	Federal and State Legislative Chair / Member at Large	Dirghalli	Jacob
15	V	Y	Business Partners Advisory Council Chair/Member at Large	Ayers	Bill
16	V	Y	Vendor/Sponsorship Coordinator / Member at Large	Dickerson	Laura
17	V	Y	Site Selection/Event Coordinator / Member at Large	Molinares	Irma
18	NV	N	Electronic Services	Schworn	Edward
19	NV	Y	Early Awareness/Outreach/Financial Literacy Chair	Hunter	Will
20	NV	Y	Membership Chair/Volunteer Coordinator	Chavers	Kristina
21	NV	Y	Scholarship / Charity Chair	Welch	Pamela
22	NV	Y	Grad/Professional (Private/For Profit/Non-Profit)	Robinson	Rachel
23	NV	Y	Vocational -Technical / Clock Hour	Randolph	Tiffany
24	NV	Y	OSFA Outreach Liaison/Newsletter	Hernandez	Pedro
25	NV	Y	OSFA State Grants and Scholarship Liaison	Campbell	Parker
26	NV	Y	Parliamentarian/Historian/Special Projects	Kruger	Wayne

27	NV	Y	Private Schools Liaison	Booker	Steve
28	NV	N	Global Issues/Member at Large	Wilcox	Ivy

A quorum for voting was met with 14/17 voting members present (82%). There were 19/28 members of the Executive Board present.

Board Members Unable to Attend: Tracy Moat, Chas Hammond, Kimberly Gloster, Edward Schworn, Ivy Wilcox

Board Members via Zoom: Tiffany Randolph, Joanne Rozborski, Parker Campbell

Guests: N/A

Leaving Early: Joanne Rozborski

Approval of Prior Meeting Minutes

President Conrad declared the minutes from the August 8 Executive Board meeting passed by acclamation – approved with no corrections.

President Conrad declared the minutes from the June 30 Executive Board Transition meeting passed by acclamation – approved with no corrections.

Old Business

QuickBooks and accounting update: Eileen shared that following conversations with the accountant and bookkeeper and discussion with the FCC, FASFAA will transition from QuickBooks Desktop to QuickBooks Online. QuickBooks Online can be accessed more easily and costs less. FASFAA’s 3-year license for QuickBooks Desktop recently expired and will not be renewed. FASFAA already has a QuickBooks Online account that was established years ago. Eileen will coordinate the transition from Desktop to Online with the accountant and bookkeeper.

There was discussion by the Board regarding Budget Basics and the Board responsibility. The strategic plan for the budget is to create an infrastructure of sound financial stewardship to provide ample funding to support FAFSAA’s ongoing mission to be a best-in-class not-for-profit educational corporation. Per the strategic plan:

- 5.1.1 Develop an annual financial rating system to assess the overall financial health of FASFAA
- 5.2.1 Establish methodology to produce timely and consistent revenue targets and associated expenses for membership and sponsorship levels, professional development initiatives and technology
- 5.3.1 Perform annual market review of peer FA associations to assess pricing, service, and membership levels
- 5.4.1 Maintain comprehensive financial reporting package of measurements for ongoing end of year updates

Board responsibilities are to be financially sound and it is the responsibility of the entire Board.

Board responsibilities are:

- Approve budget (and revisions, if needed)
- Follow policies and procedures
- Approve Bonnie Pirkle allocations
- Review tax returns

Discussion on who the Fiscal Concerns committee are and responsibilities per Policy and Procedures section 5.1.4. Ex-officio are President, President-Elect, Treasurer, Treasurer-Elect and Vendor Sponsor Chair. They assist with budget preparation, schedule annual audit, and provide investment reports. Financial accounts are held with Wells Fargo for checking and credit cards for the President, Treasurer, and Bookkeeper. UBS hold the account for operating fund (operating revenue) and Investment funds (Bonnie Pirkle and short term revenue).

Discussion regarding Treasury Elect, who prepares and distributes three statements monthly, Balance Sheets, Profit and Loss Statements, and Budget vs Actual statements. Annual and monthly fixed expenses were also discussed as well as UBS fees.

New Business

- a) **Zoom webinar and meeting contract:** Kris Hatcher discussed the benefits of going from GoTo to Zoom for webinars as the contract for GoTo is set to expire soon. Cost is anticipated to be approximately \$1,400 annually. The events piece would allow multiple sessions at the same time. He is researching for more information on the features of Zoom. Zoom would also allow live stream to Facebook and YouTube while being able to host around 500 people on Zoom. Kris also shared that there is a need for a Webinar Chair and is seeking nominations.
- **Motion to purchase Pro Meeting Plan with events conference plan and cancel GoTo Webinar contract by Kris Hatcher**
 - Second: Dameion Lovett
 - Discussion: None
 - Motion passes with Executive Board full approval
 - President Conrad will purchase contract and determine who will be in charge after the purchase
- b) **Vendor/Sponsor Prospectus:** Laura Dickerson discussed sponsorship tiers and would like to see FASFAA return to them. Sponsorship tier costs would be the same as 2019. President Conrad and Irma Molinares are in discussions regarding the budget, vendors, and contract for the May conference.
- c) **Approval of 2021-2022 FASFAA Budget:** President Conrad and Dameion Lovett began the Board discussion on budget components. After a brief discussion, final review and approval was tabled for reevaluation until September 14 meeting.

Officer/Committee Updates

Updates from Executive Board Reports:

Kris Hatcher on behalf of **Jacob Dirghalli** the newly elected **Federal and State Legislative Chair**: Report as submitted with new updates on the Strategic Plan, a legislative trip to Tallahassee being worked on, possible virtual summit, double Pell campaign. Jacob is a previous LEAP participant.

Laura Dickerson, Vendor/Sponsorship Coordinator / Member at Large: No new updates, report is as submitted.

Tiffany Randolph, Vocational -Technical / Clock Hour: Report as submitted with update of Clock Hour Workshop scheduled for October 25-29. Registration opens this week and closes on the 21st. Unable to get FSA trainer, President Conrad will try to assist.

Pedro Hernandez, OSFA Outreach Liaison/Newsletter: Report as submitted with updates. In need of newsletter information from the Executive Board by next Friday.

Will Hunter, OSFA Outreach Liaison/Newsletter: Report as submitted with updates. Webinar is planned for September 21 and 24 for High School Guidance Counselors, Daniel Barkowitz will present. Currently has several volunteers for committees for professional judgements and special circumstances.

Other Discussion

President Conrad reviewed Executive Board procedure on how to submit expense reports.

Adjournment of Meeting

With no further business to discuss, Katie Conrad declared the meeting adjourned at 4:47 pm.

Respectfully submitted by,
Susan Ambridge
FASFAA Secretary

FASFAA Executive Board Minutes
September 13 - 14, 2021
1:00 pm – 4:30 pm

The FASFAA Executive Board met at Sawgrass Marriot Ponte Vedra, FL on Tuesday, September 14, 2021, from 9:25 am to 11:45 am.

Call to Order

President Katie Conrad called the meeting to order 10:07 am on Tuesday, September 14, 2021.

	Voting	Present	Position	Last Name	First Name
1	V	Y	President	Conrad	Katie
2	V	Y	President-Elect & Nominations	Bailey	Nadine
3	V	Y	Immediate Past President & Fiscal Concerns	Lovett	Dameion
4	V	Y	Vice President of Training	Hatcher	Kris
5	V	Y	Secretary	Ambridge	Susan
6	V	Y	Treasurer	Brzozowski	Eileen
7	V	N	Treasurer-Elect	Moat	Tracy
8	V	Y	Region I Representative	Rozborski	Joanne
9	V	N	Region II Representative	Hammond	Chas
10	V	Y	Region III Representative	Parrales	Angelica
11	V	N	Region IV Representative	Gloster	Kimberly
12	V	Y	Region V Representative	Miles	Marissa
13	V	Y	Conference Chair / Member at Large	Martin	Tamika
14	V	N	Federal and State Legislative Chair / Member at Large	Dirghalli	Jacob
15	V	Y	Business Partners Advisory Council Chair/Member at Large	Ayers	Bill
16	V	N	Vendor/Sponsorship Coordinator / Member at Large	Dickerson	Laura
17	V	Y	Site Selection/Event Coordinator / Member at Large	Molinares	Irma
18	NV	N	Electronic Services	Schworn	Edward
19	NV	Y	Early Awareness/Outreach/Financial Literacy Chair	Hunter	Will
20	NV	Y	Membership Chair/Volunteer Coordinator	Chavers	Kristina
21	NV	Y	Scholarship / Charity Chair	Welch	Pamela
22	NV	Y	Grad/Professional (Private/For Profit/Non-Profit)	Robinson	Rachel
23	NV	N	Vocational -Technical / Clock Hour	Randolph	Tiffany
24	NV	Y	OSFA Outreach Liaison/Newsletter	Hernandez	Pedro
25	NV	Y	OSFA State Grants and Scholarship Liaison	Campbell	Parker

26	NV	Y	Parliamentarian/Historian/Special Projects	Kruger	Wayne
27	NV	Y	Private Schools Liaison	Booker	Steve
28	NV	N	Global Issues/Member at Large	Wilcox	Ivy

A quorum for voting was met with 12/17 voting members present (71%). There were 16/28 members of the Executive Board present.

Board Members Unable to Attend: Tracy Moat, Chas Hammond, Jacob Dirghalli, Laura Dickerson, Kimberly Gloster, Edward Schworn, Ivy Wilcox, Tiffany Randolph, Steve Booker

Board Members via Zoom: Joanne Rozborski, Parker Campbell

Guests: N/A

Leaving Early: N/A

Hotel Walkthrough: The Executive Board walked through the hotel and space where the Conference will be.

Officer/Committee Updates

Updates from Executive Board Reports:

Nadine Bailey, President-Elect & Nominations: Report as submitted with updates. Tasking Executive Board to submit nominations for the next Board elections. Requesting names to be submitted to Nadine for the nominations committee.

Katie Conrad, President: Report as submitted. Added request for Executive Board to join Slack app for Executive Board communications.

Dameion Lovett, Immediate Past President & Fiscal Concerns: Report as submitted. Added that he is seeking nominees for the next Treasurer elect.

Kris Hatcher, Vice President of Training: Report as submitted with updates. New to Vice President of Training position. He is actively working on becoming familiar with new position responsibilities. Currently seeking nominations for Webinar position. Vision is as a training advocate for things like double Pell, diversity and inclusion trainings. Currently working on research for credential certifications packages and creating new webinars and workshops. Planning meetings with region Reps soon to determine next workshops and activities for membership.

Eileen Brzozowski, Treasurer: Report as submitted with updates. Currently working on 990 to be reviewed by Board of Directors before going to the IRS.

Joanne Rozborski, Region I Representative: Report as submitted.

Chas Hammond, Region II Representative: N/A

Angelica Parrales, Region III Representative: Report as submitted.

Kimberly Gloster, Region IV Representative: N/A

Marissa Miles, Region V Representative: N/A

Tamika Martin, Conference Chair / Member at Large: Report as submitted.

Jacob Dirghalli, Federal and State Legislative Chair / Member at Large: See update provided by previous Federal and State Legislative Chair / Member at Large, Kris Hatcher.

Bill Ayers, Business Partners Advisory Council Chair/Member at Large: Report as submitted with addition. Business Counsel is new. Goals, improve engagement and promote values.

Irma Molinares, Site Selection/Event Coordinator / Member at Large: Report as submitted with updates. Currently working on new events. Still working on contracts for the next conference once Nadine determines where it will be.

Edward Schworn, Electronic Services: N/A

Will Hunter, Early Awareness/Outreach/Financial Literacy Chair: Report as submitted with exception of the date on the report is incorrect.

Kristina Chavers, Membership Chair/Volunteer Coordinator: Report as submitted with updates. Currently seeking volunteers. Sending recent volunteer information to Tamika. Membership drive is in discussions.

Pamela Welch, Scholarship/Charity Chair: Report as submitted with update. Currently working with President Conrad and Tamika on selecting a charity for conference.

Rachel Robinson, Grad/Professional (Private/For Profit/Non-Profit): Report as submitted.

Tiffany Randolph, Vocational -Technical / Clock Hour: N/A

Parker Campbell, OSFA State Grants and Scholarship Liaison: Report as submitted.

Wayne Kruger, Parliamentarian/Historian/Special Projects: Report as submitted with updates. Discussed Parliamentarian procedures and history of Bonnie Pirkle a <https://www.fasfaa.org/bonnie-pirkle-scholarship>

Steve Booker, Private Schools Liaison: N/A

Ivy Wilcox, Global Issues/Member at Large: N/A

Continuation of Approval of 2021-2022 FASFAA Budget:

Executive Board discussed budget components as submitted by President Conrad.

- **Motion by Fiscal Concern Committee to approve the 2021-2022 budget.**
- Second: N/A
- Discussion: None
- Motion passes with Executive Board full approval

Other Items:

President Conrad presented Dameion Lovett, Immediate Past President & Fiscal Concerns, with gifts of appreciation from the Executive Board.

Adjournment of Meeting

With no further business to discuss, Katie Conrad declared the meeting adjourned at 11:17 am.

Respectfully submitted by,
Susan Ambridge
FASFAA Secretary