



**FASFAA Executive Board Minutes**  
**July 1, 2021**  
**9:30 am – 4:00 pm**

The FASFAA Executive Board met virtually via Zoom on Thursday, July 1, 2021 from 9:30 am – 4:00

**Call to Order**

Katie Conrad called the meeting to order 9:38 am on Thursday, July 1, 2021.

	<b>Voting</b>	<b>Present</b>	<b>Position</b>	<b>Last Name</b>	<b>First Name</b>
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		Vice President of Training		
5	V	Y	Secretary	Ambridge	Susan
6	V	Y	Treasurer	Brzozowski	Eileen
7	V	Y	Treasurer-Elect	Moat	Tracy
8	V	Y	Region I Representative	Rozborski	Joanne
9	V	Y	Region II Representative	Hammond	Chas
10	V	Y	Region III Representative	Parrales	Angelica
11	V	Y	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	Hatcher	Kris
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	Y	Electronic Services	Schworn	Edward
19	NV	N	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	Y	Global Issues/Member at Large	Wilcox	Ivy
99	NV	N	Bookkeeper (Staff)	Francis	Gwyn

A quorum for voting was met with 15/17 voting members present (88%). There were 20/28 members of the Executive Board present.

**Board Members Unable to Attend:**

**Guests:** Kamia Mwangi, Trellis Williams, Daniel Barkowitz

**Leaving Early:**

**Approval of VP of Training appointment**

Tabled until next Board meeting

As the past VP of Training, Nadine Bailey, is now the President elect, there will be a new appointment to the position. As it is the first meeting with a new Board, President Conrad tabled the appointment until the first regular Board meeting of the 2021-2022 year. The next meeting will be in August.

**Welcome and Board Installation**

Past President, Daniel Barkowitz, welcomed the new members of the Board. Discussion of the purpose, mission, and goals of the Board were discussed. Discussion on the Three Duties of Care to the Board; Care, loyalty, and obedience.

*Action item* for Board is to send Secretary, Susan Ambridge, a signed copy of the Confidentiality Acknowledgement and updated contact information.

The new Board was sworn in by reading the pledge.

**FASFAA Goals and Expectations for 2021-2022**

President Conrad welcomed new Board and discussed Standard Rules of Engagement and Protocols. Expectations of the Board are to be present and to ask for assistance if anyone is unable to be present.

President Conrad expressed importance of submitting information to President and Secretary in a timely matter when information it is requested.

Goals for Back Together Again:

Be physically together with meetings, workshops, etc.

Regional, New Aid Officer, Directors Summit, and clock hour workshops in person

Continue virtual and in person outreach

Dates for workshops and Board meetings are currently being determined

## **FASFAA Governing Documents (Bylaws, P&P, Diversity Statement, Strategic Plan)**

President Conrad discussed Bylaws, Policies and Procedures, Diversity Statement, mission, vision, and Strategic plan. President Conrad explained how to navigate the FASFAA website to become familiar with FASFAA Governing documents. All Board members are encouraged to review the Governing Documents, particularly the sections that pertain to their positions in the Board. The FASFAA Bylaws, Policies and Procedures, Strategic Plan, and sample Budget Worksheet are located at <https://www.fasfaa.org/governing-documents>

Should there be changes or updates, proposals and all pertinent documentation need to be the board.  
Changes to FASFAA Bylaws are by vote of the whole membership  
Changes to the Policies and Procedures are by vote of the Executive Board

FASFAA travel expense reimbursement and other forms are located in the Member Services tab under Forms.

President Conrad discussed goals of increasing membership, offer professional development opportunities, creating a leadership pipeline and infrastructure for current and future leaders, advocate and promote student aid, and create infrastructure for sound financial stewardship.

## **Parliamentary Procedure**

Wayne Kruger, FASFAA Board member of Parliamentarian/Historian/Special Projects discussed the Parliamentary Procedures and how they relate to the Executive Board, which allows everyone to be heard. Also discussed loosely using the Robert's Rules for Executive Board meetings. Board meetings to include a quorum, unfinished and new business, board reports, motions and votes. All new business must be sent to President Katie Conrad and Secretary Susan Ambridge ahead of time before the next Executive Board Meeting. All documents that are sent to the Executive Board must be reviewed before the meeting in order to be ready to participate fully in all Executive Board meetings.

## **Budget Planning and Finance Committee**

Dameion Lovett, Immediate Past President & Fiscal Concerns, and Eileen Brzozowski, Treasurer, discussed expense reports and that they will need receipts when submitting, FASFAA forms, and leadership and governing documents. Reminders regarding expense reports will be sent out before the September meeting per Eileen.

Discussion by the board to consider moving QuickBooks online in order to be more cost effective. This will be taken to the Financial Concern Committee (FCC) for more discussion and review before being brought to the Board.

### **Logistics, Expense Reports, Future Meeting Schedule**

President Conrad discussed the descriptions of the roles and duties of the Executive Board and reiterated reviewing the FASFAA Bylaws in regards to the roles of the Executive Board. President Conrad stated that there might be monthly meetings with dates to be determined. President Conrad will determine the dates and send calendar invites and requests that the Board save those dates in case a meeting is needed. President Conrad also explained that volunteers will be needed for various committees.

### **Adjournment of Meeting**

With no further business to discuss, Katie Conrad declared the meeting adjourned at 3:04 pm.

Respectfully submitted by,  
Susan Ambridge  
FASFAA Secretary