

VASFAA Executive Board Transition Retreat

Board Minutes

Hollins University, Roanoke, VA

June 27-28, 2016

**2015-16 Board**

Call to order/Establish Quorum: President Farris called the meeting to order [at 10:35 a.m.](x-apple-data-detectors://embedded-result/153) and a quorum has been established.

Present: Michael Farris, Chad Sartini, Tarik Boyd, Patrice Johnson, Melissa Shepard, Mary-Jean Sullivan, Nanette White, Mike O'Grady

Absent: Heather Hollandsworth, Della Bays

Introductions: Old and New Board Members introduced themselves

Approval of May Board Meeting Minutes: Tarik Boyd moved that the board approved the minutes as written; seconded by Chad Sartini

Treasurer’s Report: report was handed out and reviewed; no audit update; $5000 moved from VERP funds

Old Business:

1. Wild Apricot-manage all electronic services; should have a board member to serve in this position for two years
2. Document storage: created a dropbox account

Final reports:

**Michael Farris, President (highlights of written report)**

A) Membership increased

B) Updating website

C) Conference attendance increased

D) Non-conference or events attendance increased

E) VASFAA had a good year; however, a few concerns such as: viability of the organization, revenue generation, marketing & promotion of VASFAA, and the need for effective continuity in the area of electronic services

**Nanette a White, Representatives-at-Large**:

Emailed reports for conference, non-conference, and development partners

**Mike O'Grady, Representative-at-Large**:

Public Relations (Billy Ray Davis): events on social media and developed a mobile app for the 2016 conference

Chad Sartini moved that we adjourned the 2015-16 board meeting; seconded by Patrice Johnson

\*\*\*\*The 2015-16 board meeting was adjourned [at 11:35 a.m.](x-apple-data-detectors://embedded-result/1615)



**2016-17 VASFAA Board Meeting**

The 2016-17 Board meeting opened at 11:40 a.m. President Chad Sartini read the 2016-17 continuity statement and the new board members signed the statement

Board Continuity Statement was passed around to the board members for them to sign. It was moved by Chad Sartini that the Board of Directors for 2015-16 approve all business of the same body at the June 27-28, 2016 VASFAA Planning Retreat at Hollins University, Roanoke, VA as the official business of the corporation. Second by Patrice Johnson (Motion carried)

\*\*\*\*Board recessed for lunch at 11:50 a.m.

\*\*\*\*Board meeting resumes at 1:20 p.m. with the 2016-17 board members and committee chairs.

Introduction of New Board members: Everyone introduced themselves

Present-Executive Board: Chad Sartini, Biz Daniel, Michael Farris, Patrice Johnson, Melissa Shepard, Deborah Johnson, Nanette White, Mike O'Grady, Stephanie Walden, Thom Brashears,

Present: Brad Scaggs, Joan Sanders, Brenda McCafferty, Vern Fairchilds, Adam Bailey, Ashley Reich, Tarik Boyd, Mary-Jean Sullivan

President Chad Sartini thanked and welcomed the new board and thanked the old board for a job well done. President-Elect, Biz Daniel went over parliamentary procedures and copies of those procedures are in the folder. Mike O’Grady moved to accept the agenda; seconded by Thom Brashears

President’s Theme/Vision/Goals

Theme: “Getting by with a little help from our friends”

Vision: Bring clear and concise ideas from everyone and focus on four things:

1. Membership
2. Updating the website
3. Increase conference attendance
4. Review of Organizational Chart for Committee Chairs-copy of organizational chart are in the folders and copies of committee reports needs to be submitted to the Representatives-at-Large.
5. Review of Board Responsibilities & Exceptions
6. Copies of the responsibilities of officers from the P&P manual are in the folder
7. When requesting Board reports, the reports needs to be sent to Board members and Committee chairs.
8. Management of Budgets
9. Committee chairs are responsible for their committee budgets
10. Decide what is the value of VASFAA

New Business

1. Review of P & P Sections and By-Laws-Committee chairs need to review their sections and the by-laws and if there are any corrections/deletions/additions, submit this to the secretary
2. SASFAA & VASFAA Updates-Chad Sartini, President
3. Attended SASFAA Board meeting in Florida
4. 2017 SASFAA Annual Conference, February 12-15, 2017, Biloxi, MS
5. SASFAA has been very active with the Capital Hill visits in Washington, DC
6. Went over the VASFAA 2016-17 calendar; the president and president-elect will be attending the NASFAA Annual Conference in July and the president will be attending the SASFAA Board meeting in August
7. Treasurer Expectations-Melissa Shepard, Treasurer
8. Review of the expense forms and reimbursement procedures; copies of travel guidelines is provided in the folder
9. 2016-17 VASFAA dues must be paid ASAP

1. Break Out with Reps-At-Large & Committee Chairs-20 minutes
2. Defining Committee Chairs Responsibilities
3. Board Reports & Submission
4. Q&A Brainstorm for New Ideas

**\*\*\*\*\*Board meeting was recessed at 3:23 p.m. until Tuesday, June 28th**

**\*\*\*\*Board meeting resumed and President Sartini called the meeting to order at**

**10:00 a.m. Tuesday, June 28, 2016**

1. Budget & Finance/Sue D. Ross/New Century-Vern Fairchilds
2. Funds Manager Items-went over the VASFAA Budget variations for 2017-18
3. Reserve policy and use of VERP Funds
4. Proposed 2016-17 Budget-Melissa Shepard, Treasurer
5. Handed out operating budget
6. Keep membership dues as last year-$35.00
7. Conference fees will not increase for next year
8. Vendor revenue will stay the same
9. Non-Conference Training with fee of $20.00
10. Expenses
11. Help fund the Non-Conference Training by increasing the fee from $20.00 to $25.00; **Biz Daniel moved to increase Non-Conference training fee from $20.00 to $25.00 across the board; seconded by Stephanie Walden**

**Yes-8 No-1 (Motion carried)**

1. **Biz Daniel moved that we close 2015-16 budget and authorize the treasurer to use VERP funds; seconded by Nanette White**

**Yes-8 No-0 (Motion carried)**

1. Use the VERP funds of $6,190 to balance the 2016-17 budget; **Nanette White moved to utilize VERP funds of $6,190 to balance the 2016-17 budget; seconded by Deborah Johnson Yes-8 No-0 (Motion carried)**
2. **Nanette White moved that we accept the 2016-17 budget as presented, seconded by Mike O’Grady Yes-8 No-0 (Motion carried)**
3. **Melissa Shepard moved that the Budget & Finance Committee combine the New Century and VERP Funds account and this will be invested by the fund’s manager; seconded by Nanette White Yes-8 No-0 (Motion carried)**
4. Committee Chair Reports
5. Conference Committee-Joan Zanders suggested the following:
6. Ask for new projections (equipment)
7. Maybe change the meeting times of the conference and/or can the conference begin on Sunday
8. Begin posting 2017 conference information on social media early
9. Before or at the 2017 conference, begin planning and getting a theme for VASFAA’s 50th Anniversary (2018)
10. Have more State Legislative and Ask Department of Education sessions
11. Possible change the concept of the President’s reception (based on the 2016 conference survey)
12. Development Partner-Brenda McCafferty
13. Went over the development partner policy and there were some changes that were made to the policy; **Biz Daniel moved that we approve the Development Partner Policy changes with correction; seconded my Michael Farris**

**Yes-9 No-0 (Motion carried)**

1. Setting dates for Future Board Meetings
2. Next board meeting will be at the Non-Conference training; tentatively scheduled for October 6, 2016, Liberty University, Lynchburg, VA
3. Michelle Etter, Electronic Services chair is in the planning stages of updating the VASFAA website

Biz Daniel moved to adjourn the meeting; seconded by Nanette White

\*\*\*Meeting adjourned at 2:30 p.m.

Submitted by:

Patrice Johnson

2015-17 VASFAA Secretary