**2017 VASFAA Fall Board Meeting**

**Date:** Monday, October 16, 2017

**Location:** Carruthers Hall, University of Virginia, Charlottesville, VA

**Attendees**: Biz Daniel, Ashley Reich, Debra Johnson, Joe Dobrota, Brad Scaggs, Beth Armstrong, Chad Sartini, Robin Gregory, Joan Zanders, Sherika Charity

Board meeting was called to order at 10:45am and a quorum was established.

Biz asked if the group had a chance to review the VASFAA Transitional Meeting Minutes

Beth moved to approve the minutes and Chad seconded the motion. No further discussion. All in favor, no one opposed. Motion passed.

**President’s Report:**

* Biz went through her President’s Report
* Over $400 went to Sue D. Ross fund. This money will more than fund the backlog of awards.
* Gift card to Vern & Cheryl Fairchilds has been sent.
* No questions from the group

**Secretary Report:**

* Went through reviewing the Table of Contents in the P & P and once completed, Ashley will post to the VASFAA website
* Read Holly Rison’s Archives report
* Holly Rison will be retiring next year and will need to find out what to do with the Archives. Biz discussed contacting Lee Andes at SCHEV to see if there would be a space in their building or some other location. Biz will talk with Lee Andes tomorrow at the VASFAA Non-Conference event to see if this would be a possibility.
* Group discussed the need to not have one physical person to keep copies of this for security purposes and group prefers to have an electronic copy as well

**Treasurer’s Report:**

* Debra went through printed spreadsheet of the current budget
* Needed to add the Director’s Summit as Income line item as we charged $25.00 this year. We already have an expense line item for this.
* Joe Dobrota stated that the Assets information will need to be updated on the budget and he will be working through this
* Chad asked about the Sue D. Ross Scholarship awards. Debra is going to be reviewing and then will be sending checks out once she knows where the money is coming from.

**Membership Report:**

* Debra went through Daniel McClanahan’s report
* Email will be going out to membership (all individuals in Wild Apricot, not just current members) this week.
* There was some group discussion on institutional membership vs. individual membership-institutional membership ends up losing VASFAA money. Chad mentioned that he has done research on Georgia’s membership tier structure and plugging in our numbers for membership dues would not make us additional money and would not be in VASFAA’s best interest.
* Debra asked if it was possible for us to do a recorded trainings for members. We could focus on “hot topics” and could push them out on a regular basis. Biz mentioned there are several vendors that offer trainings that could be provided, if needed. Joan mentioned that it would be helpful to have a “Resource” page that could direct members to the various trainings that are available. Joan also mentioned that having a VGAP session recorded would be great since VASFAA should be the experts in this area (VTAG, Two-Year Transfer Grants, etc.). Beth mentioned that it would be nice to have some regional trainings that are in webcast format. It is important to look at engaging “younger” individuals in financial aid. Joan mentioned that she encourages presentations with the “younger” individuals as this makes them feel valued.
* Group discussed the possibility of having a Leadership Workshop in the Spring since we will not be having a Non-Conference Workshop at that time. Debra mentioned an idea of having a session for individuals that are new to the financial aid profession. Robin mentioned to connect with Brad Barnett and Marian Dill as they did a combination of leadership and new individuals in the profession. Biz will look at a possible 2-day event in March 2018 for this event.

**Past-President’s Report:**

* Chad has not started the candidate search for Nominations and Elections, but will have something ready for the February board meeting. Chad also needs award nominations for various VASFAA awards as well as retirees. Biz mentioned Gayle Covington and Lisa Tumer retiring this upcoming year. Brad mentioned recognizing committees this year. Open positions for 2018-19 include:
	+ Two Representatives-at-Large
	+ Treasurer-Elect
	+ President-Elect

**President-Elect’s Report:**

* Joan would like to have various sector representatives provide feedback throughout the year, report issues from each sector to the board (via Joan), and then these individuals would lead the sector meetings at the conference. Group suggested Tim Saulnier at Lynchburg College, Nanette White will commit to being the Vendor Rep, and Joan will determine who will assist with the other sectors.
* Two action items: need to approve the parking bill of $50 for UVA (this covers all of the Fall Non-Conference Workshop parking) and secondly, need to

**Lender Liaison:**

* Nanette mentioned there are 6 lenders paid at this point
* Julie Finn sent out her board report as well as another update regarding missing payments from other lenders. She has verbal commitments from other lenders, but cannot pay until the new year.

**Beth Armstrong (RAL Report):**

* Meeting with her committee today
* Asked for feedback regarding in pursuing a working group for the award letter piece with SCHEV. She will know more in terms of
* Asked for feedback from the group regarding sending out information from webinars that she attended to the membership as part of Government Relations. Group commented about making sure they are not events that were required to be paid for and then the information should not be shared publicly, but as long as it is a free event it should be fine. Joan mentioned that it could be an issue with misinterpretation by the group it gets sent to if they did not attend.
* Discussed Heidi’s report briefly. Many of the items on her report were discussed at the transition retreat. Beth asked the group about posting information on the website regarding the various high school nights and what exactly needs to be posted to the site. In the past, Super Saturday information was posted to VASFAA’s website since they are not VASFAA events.
	+ **Action Items:** Heidi’s report also discussed the tiered membership for the guidance counselors to attend the conference.
	+ Group discussed having Biz contact VCAN regarding doing a financial aid presentation at their conference and invite them to our conference, but not provide a different tier for membership. Beth said she would be willing to provide a presentation on various state applications and amounts provided. A survey will be provided at VCAN to determine if there will be a need for another tier in the future. Group also discussed that another membership tier would require a By-Law change and group is not recommending putting forth a change at this time.

**Conference Committee Report:**

* Tarik and Brenda sent their report in and was read by Secretary, Ashley Reich. No action items were present on the report. No questions were raised from the group.

**Site Selection:**

* Casey Wallen was the Site Selection chair for 2020, but is no longer working with ASA (Salt) and cannot fulfill this role. Biz asked Joan how she would like to handle this. Joan asked if Biz could find out the various sites that Casey has been working on.
* Group discussed having a contract to present to the Board by no later than the conference board meeting in 2018.
* Motion Needed: Site Selection P & P verbiage update to include a minimum timeframe for when the recommendation needs to be provided to the Board.
	+ Verbiage will be reviewed by Chad and then it will be sent out to the group by Biz and then an electronic vote will take place in the next couple weeks. Motion will take place during this board meeting.

**Sherika Charity (RAL Report):**

**Newsletter:**

* Nanette White has two committee members (Keisha Woodous and Julie Finn) and is working on getting a newsletter out later this fall, a second one scheduled for March, and third for June.

**Electronic Services:**

* Sherika read through Michelle Etter’s report that was submitted.

**FOCUS:**

* Sherika mentioned that Jacinta McLeod did not have much of an update, but looking for committee members.
* Biz asked Sherika to reach out to Jacinta to see if she received the email from Mike O’Grady regarding his guidelines that he used for FOCUS.

**Brad Scaggs (RAL Report):**

* Brad went through the B & F report that was submitted
* No action items needed from the board

**Old Business:**

* Joan went through various P & P recommendations needed:
1. Section 2.5 needs to have verbiage added to put a note with good standing. Joan will review NASFAA’s guidance and present guidance.
2. Review the standing committee of the Sector Coordinator and whether or not we want this to be a focus group
3. Need to review the F.O.C.U.S. name-Jacinta McLeod can make a recommendation on a new name, as desired
4. Need to review 4.3.10 and striking certain language regarding who has access to membership databases and who can provide lists
5. 4.2 Standing Committees needs to be reviewed to determine what to keep
6. Development Partner verbiage regarding providing signage needs to be removed as they do not provide this
7. Add verbiage to the header of Section Five to promote electronic meetings
8. VASFAA Alcohol Policy: Need to update-Joan will provide language
9. Newsletter Section will be reviewed by Nanette

All P & P updates would need to be completed and sent to Ashley by Friday, October 27th. E-vote will take place on November 1st at 10:00am.

**New Business:**

* Discussed the idea of having a $500 scholarship provided to someone that recreates a new logo for VASFAA and will be placed on our Banner.
	+ Official colors are located in the P & P under the “Logo” section 9.1.
	+ Beth will type up something to be sent out to the membership for solicitation of students to create a new logo.
	+ Biz will email Vern and Joe to put together official language for a drawdown of VERP funding to cover the $500 scholarship
	+ Biz will need to look at the trademarking fee and fees to have the VASFAA banners reproduced
* Joan proposed that the UVA $50 bill be approved as well as the bill for the lunch at the VASFAA Non-Conference Workshop be paid. Chad seconded this motion. No discussion from the group. All in favor. No one opposed. Motion passed.
* No other business was discussed.

Board meeting was officially adjourned at 3:10pm.