

VASF AA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

(Add additional objectives and status reports as needed)

Committee: Conference

Commissioner/Board Position: Michael Poma /Rep-at-Large Professional Development

Year (e.g., 2005-06): 2007-08

Committee Members:

Jeanne Holmes (Suntrust) and Pamela T. Rambo (ACCESS College Foundation) – Co-Chairs
Carolyn Ward (Rappahannock CC), John Beard (USEFC), Willy Carey (ECMC),
Stephanie Clements (VT), Carla Cline (Tidewater Tech), Tamy Garofano (TGSLC), John
Gordon (Key Bank), Hope Jackson (ECMC), Wincy Jackson (Sallie Mae), Patrice Johnson
(NSU), Janee Knippenberg (PNC), Linda Mashack (ECMC), Tom Morehouse (VCAN),
Susan Moyers (JMU), Chardon Myricks (Tidewater Tech), Rebecca Parker (JTCC), Paula
Rafferty (RMC), Patricia Redwood (Riverside), Vera Riddick (ODU), Ashely Sailer (VT),
Wanda Spradley (SBC), Kathi Turner (ECPI), Joanne Via (ECMC), Erick Washburn
(Tidewater Tech), Mike Abernathy (Chase), Tim Freeman (TNCC)

Standard Goal 1: Plan the 2008 VASFAA Conference.

Objective 1 (*HOW the committee plans to achieve the stated goal*): Research will be conducted to yield a SWOT analysis on the 2008 conference.

Date: August 30, 2007

Report: Meetings were held during the summer with the VASFAA President. and the Conference staff at the hotel. SWOT analysis reveals that the strengths are the willingness for members to volunteer to assist with the conference and that the conference site and a menu have been selected for the event., weaknesses are the budget in relation to costs and the state budget cuts that may inhibit attendance, opportunities are the need for innovation and change and threats are that change is sometimes not well received and a lack of willingness of the hotel to be flexible.

Date: November 7, 2007

Report: Presentation to VASFAA Board for guidance on conference budget and planning concerns. Budget increased and permission granted to institute changes as necessary to remain within budget.

Date: December 12, 2007

Report: Conference Committee first meeting held. Twenty six committee members joined the team. Chairs for meals, entertainment, decorations have been appointed. The next committee meeting will be held in January 2008.

Objective 2 (HOW the committee plans to achieve the stated goal): Coordinate conference planning with Training Committee.

Status Reports of Objective 2 (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Standard Goal 2: Provide quality conference within budget.

Objective 1 (HOW the committee plans to achieve the stated goal): Secure free speakers for general sessions.

Status Reports of Objective 1 (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: November 20, 2007

Report: State Sen. John Miller (per VASFAA Board Recommendation) asked to speak at conference and agrees to do so. _____

Date: December 12, 2007

Report: Conference Committee agrees to conduct a vintage bag contest which negates the need for conference bags and to have an IPOD for music rather than a DJ or band. Vasfaaa member Mike Abernathy agrees to provide the music.

Date: January 16, 2008

Report: Conference registration arrangements currently underway with ATAC.

BUDGET

<u>Item</u> (Broad general categories)	<u>Cost</u>
Travel for Meetings (mileage, meals & lodging)	\$0
Printing & Duplicating	\$TBA
Postage	NA
Conference Food	\$TBA
Conference Materials	\$TBA

Board Approved Amount: \$63,000

Date: November 7, 2007

(Use separate sheet if necessary.)