

VASFAA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

Committee: Conference

Commissioner/Board Position: Pat Kelly/Rep-at-Large Professional Development

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

Committee Members:

Jolene Burke (CLC) - Chair	Jan Abraham (TG)
Angela Long (Miller-Motte Technical)	Tony Sutphin (VT)
Michael Morgan (Edamerica)	Regina Welch (Bonsecours)
Jennifer Allman (VCCS)	Leah Payne (Bonsecours)
Colin Spady (CLC)	Carl Bradsher (Averett)
Vera Riddick (ODU)	Paula Rafferty (RMC)
Heather Hollandsworth (Ferrum)	Pam Rambo (ACCESS)

Standard Goal 1: To facilitate a conference(s) for the membership providing educational opportunities for all constituencies. (Strategic Plan Reference: Section 4.5 B (3, 4, 5))

Objective 1: To work very closely with Training, Vendor/Sponsor, Membership and Electronic Services committees to ensure that all needs are met and that the focus will be on producing a conference that meets the needs of the entire membership.

Status Reports of Objective 1 – Ongoing

Date: January 14, 2006

Conference Ctte Update

The Conference Committee is working diligently to put together an interesting and enjoyable conference. All Keynote Speakers and Entertainers have been confirmed (with exception of the President's Reception). The breakdown of key events (excluding concurrent sessions) is below:

- **Saturday, May 6, 2006**
 - Executive Board/Conference Ctte Lunch (12pm-Courtney Terrace)
 - Executive Board Meeting (12pm-Ferebee)
 - Conference Ctte Meeting (12pm-Albemarle)
 - President's Appreciation Dinner (6pm-9pm-Isle of Capri Restaurant) Executive Board/ConferenceCtte/Training/Membership/Diversity
- **Sunday, May 7, 2006**
 - New Aid Officer's Breakfast/Workshop; Coordinator- Donna Taylor (8am-4pm Albemarle)
 - Leadership Symposium Breakfast/Workshop; Coordinator-Liza Bruce (9am-4pm Spotswood Arms)
 - Vendor Setup (8am-12pm Salon C and Cottage Row)
 - Registration Area Setup (8am-1pm Cottage Row)
 - New Aid Officer's/Executive Board Lunch (12pm-Courtney Terrace)
 - Leadership Symposium Lunch (12pm-Princess Anne)
 - Opening Session (5pm-7pm Salons A/B) Executive Board/Candidate Speeches/Tom DeLuca, Corporate Hypnotist
 - President's Reception (7pm-9pm Cottage Row, Prefunction area/Spotswood Arms/Princess Anne/Courtney Terrace) Entertainment Pending

- **Monday, May 8, 2006**
 - Continental Breakfast (7:30am-8:45am Peacock Foyer)
 - New Member/Executive Board Continental Breakfast (7:30am-8:45amSalon B)
 - Budget/Finance Ctte Meeting (7:30am-8:45am Ferebee)
 - Vendor Area Open (8am-12pmSalon C, Cottage Row)
 - Conference Registration Open (8am-5pm Cottage Row/Prefunction Area)
 - Voting Polls Open (8am-5pm Avamere)
 - General Session/Luncheon (Dr. Patricia Cormier, President Longwood University; speaking on the Benefits of Volunteerism (12pm-1:30pm Salon A/B)
 - Sector Meeting (1:45pm-2:45pm Various)
 - General Session; VASFAA Survivor Teambuilding Event (3pm-5pm Boardwalk Beach Front...in case of rain-Cottage Row)
 - Dinner on your Own (6pm-9pm)

- **Tuesday, May 9, 2006**
 - VASFAA Survivor Exercise Event (6:30am-7:45am Boardwalk, Beach Front)
 - Continental Breakfast (7am-8:45am Peacock Foyer)
 - Conference registration Open (8am-12pm Cottage Row/Prefunction Area)
 - Voting Polls Open (8am-12pm Avamere)
 - General Session; Harvey Alston Motivational Speaker- "Be the Best" (10:30am-11:45am Salons A/B)
 - Lunch on your Own (11:45am-2pm)
 - Executive Board Meeting/Lunch (11:45am-2pm Presidential Suite)
 - Nominations and Elections Lunch (11:45-2pm Ferebee)
 - Vendor Breakdown (3:30pm-4:30pm Salon C, Cottage Row)
 - Financial Aid Bingo (3:30pm-5pm Albemarle)
 - New Member Mentor Reception (5pm-6pm Courtney Terrace)
 - Pre-Banquet Social (6pm-7pm Peacock Foyer)
 - Banquet/Entertainment (7pm-10pm Salons A/B/C) New Love Caribbean Steel Drum Band to play during dinner; Stephen Bargatze-Magician
 - New Love Caribbean Steel Drum Band (10pm-12am)

- **Wednesday, May 9, 2006**
 - Closing Session; Breakfast/SASFAA Update/Federal Update (8:30am-11:30am Salon A/B/C)

Date: October 3, 2005,

Conference Ctte Update

The Conference Committee with Michael Poma (membership) and Donna Taylor (training) met at the Hilton to discuss our plans for the upcoming conference.

Plans are coming together and changes are being made based on last year's evaluation forms.

Notable items discussed were:

Date: October 3, 2005

Training/Conference Update

AV requests- in an effort to reduce AV costs, Donna's team plans to double check with each presenter to make sure there is a need for microphones and etc. Since many of the rooms are small, the need for microphones should be on a limited basis.

Keynote, General Session Speakers and Entertainment

Sunday's Keynote Speaker- Tom DeLuca, Corporate Hypnotist.

Sunday's President Reception- Doug Tumer, Guitarist

Monday's Opening Luncheon Speaker- Dr. Patricia Cormier, President, Longwood University (speaking on the benefits of volunteerism.)

Tuesday's General Session (Diversity) Speaker-TBD.

Tuesday's Entertainment- One Love Caribbean Steel Drum Band (playing during pre-banquet social and dinner)

Stephen Bargatze, Magician, evening entertainer. The Steel Drum Band will play after Mr. Bargatze has finished if folks are still around.

Date: July 12, 2005

Training/Conference Ctte Update

The Conference Committee met for the first time at the College of William and Mary. Had discussions with Donna Taylor, Training Chair regarding possible speakers for the Conference. Jolene will be handling getting speakers for Sunday's Opening Session, Monday's Luncheon and Tuesday's evening entertainment. Tentative Speakers are:

Sunday evening- Tom Deluca, Corporate Hypnosis and Power Napping for Success.

Monday Luncheon- Dr. Pat Cormier, Longwood University, President. The focus of Dr. Cormier's speech will be volunteerism.

Tuesday evening- Steel Drum Band and Stephen Bargatze, Magician

Date: January 14, 2006

Electronic Services/Conference Ctte Update

Report: The VASFAA Conference Page will be updated with hotel registration information by February 17, 2005.

Date: October 17, 2005

Electronic Services/Conference Ctte Update

Report: Spoke with Daniel Hewitt on October 28, 2005. The VASFAA website will be updated with highlight information as well as information relating to when hotel and conference registration materials will be available.

Date: January 14, 2006

Membership/Conference Ctte Update

Report: The VASFAA Conference Page will be updated with conference registration information by February 17, 2005.

Date: October 3, 2005

Membership/Conference Ctte Update

Report: Location of Registration Area- will be held in the main foyer on the second level. Basically, the same place the Platinum vendors were located in 2005.

Date: August 1, 2005

Membership/Conference Ctte Update

Met with Katie Ochsner of the VB Hilton. Michael Poma, Biz Daniel, Vera Riddick and Brad Barnett attended. We discussed moving the registration area to the second level hallway (basically where the Platinum Level vendors were set up.)

Online Registration and Hotel Registration- Our goal is to have both the Conference and Hotel Registration forms available at the same time (mid-February, just after SASFAA). A list of sessions will be indicated on the Conference Registration Form so room assignments can be determined based on the number of members attending. We've done this in the past for meals and it's proven to be very helpful.

Date: January 14, 2006

Vendor/Conference Update

Report: Working with vendor to finalize conference giveaway items.

Date: October 3, 2005

Vendor/Conference Update

Report: Vendor area- will be moved into Salon C (room closest to beach). Due to space limitations in Salon C, Platinum level vendors may be located in the hallway.

Date: June 21, 2005

Vendor/Conference Update

Report: Sent Biz Daniel list of Conference Sponsorable Items. They are:

1. Conference Program
2. Pocket Agenda

3. VASFAA Baseball Hat
4. Conference Bag
5. Survivor Bandana
6. Conference Survival Kit
7. Team Building Event
8. Morning Walking Event

Will move most vendors into Salon C with Platinum and perhaps Gold sponsors to be setup in the hallway. According to Katie, Salon C will hold approximately 34 vendors.

Objective 2: To follow the VASFAA Planning Guide to ensure that the production of conference is in accordance to the guidelines put forth in the guide adopted by the VASFAA Board.

Status Reports of Objective 2 -Ongoing

Date: January 14, 2006- no update

Date: October 3, 2005

Conference Ctte Update – (VASFAA Planning Guide)

1. **Tasks and Responsibilities-** Have reviewed the role of the conference committee and made assignments; site selections has been determined; Goals and objectives have been determined and submitted; Conference Theme- Be a Financial Aid Survivor- Communication, Commitment, Continuity.
2. **Advertising-** spoke with Daniel Hewitt on October 28, 2005. The VASFAA website will be updated with highlight information as well as information relating to when hotel and conference registration materials will be available. A listserv notice will be sent to the membership in early November. A newsletter article will be submitted to the Newsletter Chair.
3. **Conference Evaluations from 2005-** have been reviewed and actions have been taken to move Vendors into Salon C and move the Registration area into a centralized location making it more convenient for membership.

Date: July 12 and August 1, Conference Ctte meetings (included were Conference Ctte, Training, V/S, Membership and the President)

Next Conference Ctte meeting will be Monday, October 3rd at the VB Hilton.

Report: Meetings conducted including all pertinent Committee Chairs. Discussions included identifying keynote speakers, preferred entertainment. Conference committee members have volunteered for the following duties:

- a. Publicity- Jolene
- b. Local Arrangements- Vera
- c. Conference Giveaways- Leah, Regina
- d. Philanthropic Event- Jan
- e. Networking/Group Event- Michael
- f. President's Reception- Colin, Angela
- g. Conference Evaluations- Carl
- h. Tuesday Evening Entertainment; Steel Drum Band, Steven Bargatze- Jolene
- i. Conference Decorations; Sunday and Tuesday- Jolene, Paula, Angela, Jennifer
- j. Program, pre-conference announcement- Jolene, Angela
- k. Conference Packet Stuffing- Conf Ctte, Saturday, May 6, 2pm; location TBA
- l. Meals – Tony, Jolene

Standard Goal 2: To ensure space and accommodations are provided for Board and other committee activities to conduct association business. (Strategic Plan Reference: Section 4.5 C (4))

Objective 1: To work with Graves Mountain Lodge to secure space and make arrangements for the 2005/06 Retreat.

Status Reports of Objective 1 - FINAL

Date: June 5, 2005

Report: Biz Daniel took over the details of the Retreat. Retreat was well attended and successful.

Objective 2: To work with Brad Barnett/Pat Kelly/Marilynn King to secure plans for the Fall Board meeting.

Status Reports of Objective 2 – FINAL

Date: October, 2005

Report: Vera Riddick to handle plans for the Fall/Winter Board Meeting.

Objective 3: To work with Brad Barnett and the Hilton Hotel to secure that all plans and arrangements are made for VASFAA Spring Board meeting and conference.

Status Report of Objective 3 - Ongoing

Date: January 14, 2006

President and Conference Ctte Update

Spoke with Brad Barnett, VASFAA President to review plans for the upcoming Conference.

Provided Brad with VASFAA Master Schedule. Working on securing his room confirmation arrival and departure dates.

President's Reception- (Sunday 7-9 pm)

will be held in the Cottage Row Foyer. Three meeting rooms will be setup with bars to accommodate flow so that bottlenecking is at a minimum. Instead of food stations; Hilton wait staff will serve members. Entertainment is pending.

Philanthropic Event-Jan Abraham is working to organize a silent auction. Proceeds to benefit the MASFAA/AASFAA Associations. Details pending and ongoing.

Teambuilding Event-Michael Morgan is working to organize scavenger hunt or Survivor challenge Teambuilding event. Details are pending and ongoing. Michael's report is below:

My committee and I are excited to work on developing a team building activity modeled after the "reality series" survivor. Attendees of the conference will be divided into six teams. A participants team will be randomly determined by a uniquely colored buff included in their registration materials. The following names as suggested by members of the board are:

PELLOHBOY, TAGOKAY, VGAPISH, NEEDMORESEOG, LOANERS, GRANTIT

Team members will be encouraged to participate on the main team building event on Monday afternoon.

Additional points will be given to the team based on the number of tribe members present at the event.

The Monday night event will consist of four different activities that will allow multiple tribe members to contribute to the success of the tribe. Judges will be needed during each of the event to insure fairness and in some cases determine the winner and determine the points for each event. Suggested events are: Treasure Hunt, Balloon Toss Brigade and Puzzle Relay.

Points will be awarded throughout the conference the conference committee will assign additional points based on the number of evaluations turned in (one way to determine which team the evaluations are from is to give each tribe member colored dot stickers in their packets, those stickers can be attached to each evaluation they turn in allowing the committee to accurately determine the number turned in by each tribe. The conference committee will also arrange one meal function in which the members are encouraged to sit with each other.

We have solicited the assistance of Linda Armistead (whom we may remember from last years team building event). However, due to Ms. Armistead busy schedule we will also explore the possibility of creating and facilitating the event with VASFAA volunteers. Thus far Angela Long. Miller Motte Technical College Has agreed to assist with this project.

The events suggested thus far are designed to be performed outside in the beach area, however a separate team building exercise will need to be designed in case of inclement weather.

Room Block-Have requested that the Hilton increase our room block especially on Saturday evening, May 6 but have not received confirmation. Have secured 10 rooms at the Sheraton from May 6-10 at \$109.00 nightly.

Budget- Have requested budget increase to offset expenses that have been charged to the 05/06 conference budget for 04/05 expenses.

Date: October 4, 2005

President and Conference Ctte Update

Saturday, May 6 Board Meeting- rooms have been reserved on the second level of the Hilton for the VASFAA Board and Conference Ctte meetings.

President's Reception- (Sunday 7-9 pm) will be held in the main foyer area. At least two food stations will be setup on different ends of the hallway. The Registration area will be used for seating. Conference Ctte members will be directing folks to make sure everyone has adequate access to food/drink. Bars will be setup in the Princess Ann and the Albemarle with additional seating available in each room. Doug Tumer (Lisa Tumer's husband) will provide entertainment.

Philanthropic Event- VASFAA will be supporting AASFAA/MASFAA. Specifics have not been worked out to date.

Teambuilding Event- Plans are underway for a Team Survivor Scavenger Hunt to be played on the beach.

Room Block- spoke with Dan Baker of the sales department. The Hilton will not increase our room block. The only possibility is checking with the Hilton a month prior to the conference. I will secure a block of rooms at the nearby Sheraton.

Date: August 1, 2005

President/Conference Update

Met with Katie Ochsner of the Hilton to discuss 2005 conference and changes for 2006 conference. Main topics discussed were:

- **Registration Area**- moving the Registration area from the Avamere Room to the 2nd floor hallway. Using the Avamere room as Conference Headquarters.
- **Vendor/Sponsor**- using Salon C for the main vendor area. The room will hold approximately 35 vendors so the Platinum and perhaps the Gold Level sponsors will be in the hallway.
- **President's Reception**- the Reception will be held in either Catch 31 or the 2nd level hallway. Regardless of the place, there will be at least 2-3 food stations and 2-3 bars available to avoid long lines. Reception hours will be adjusted to 7-9pm.
- **President's Hospitality Suite**- the concierge floors have now been keyed off. This poses a problem for the VASFAA membership who will not be able to access the suite without the proper room. No other suites are available that are big enough to host such an event. I inquired about using a meeting room (i.e. Courtney Terrace) but the hotel will not allow us to bring our own alcohol to the 2nd level unless we purchase the beverages through them and hire bar staff. Since it looks like many members may be spending Sunday-Tuesday (late evening) in the Catch 31 area, negotiations are underway for the hotel to hire musicians nightly.
- **Saturday Meeting Space**- all rooms on the 2nd level have been reserved for VASFAA for meeting space on Saturday.
- **Room Block**- currently negotiating with the hotel to increase our overall room block from Saturday-Tuesday.

-per contract

Sat- 25

Sun- 100

Mon- 125

Tues-125

-number of Hilton rooms used
Sat-44 Sun-140 Mon-147 Tues-132

-number of Sheraton rooms used
Sat- 7 Sun- 5 Mon-5 Tues- 2

BUDGET

<u>Item</u>	<u>Cost</u>
2006 VASFAA Conference- meals/beverages/meeting space, misc.	\$72,500

Board Approved Amount: \$ 72,500
Date: June 14, 2005