

VASFAA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

(Add additional objectives and status reports as needed)

Committee: Membership

Commissioner/Board Position: Keith Wellings/Rep-at-Large Outreach Services

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

Committee Members:

Michael Poma (SunTrust) - Chair

Dawn Brown (VA Tech)

Jennifer Hulvey (Crestone)

Sylvia Blizzard, VSU

Standard Goal 1: Maintain a current and historical database as described in the VASFAA Policy and Procedure Manual. (Strategic Plan Reference: Section 4.3 A (1))

Objective 1 (*HOW the committee plans to achieve the stated goal*): Work with the electronic services committee and treasurer to publish membership information and research membership issues as they arise

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: 8/15/05

Report: _____

As we have begun to make some structural changes to the DB, we had to wait on ATAC before beginning the membership drive. We have begun the membership drive and had an immediate response of 24 individuals complete their membership applications. Prior to this date, we had 16 individuals complete and application before the official announcement went out..

Date: 11/1/05

Report: We've still had a few issues with ATAC and the database. I've been working with Daniel Hewitt and Brenda Burke to work out the remaining bugs. We found and resolved a "bug" with all COMP memberships. These were not showing up for the treasurer to mark as current. We have over 50% of RENEWAL members and new members continue to increase.

Date: 01/05/06

Report: Plans are underway to get conference registration up by February 16. _____

Date: 04/17/06

Report: This past quarter, we published the conference registration and will begin planning for membership registration which begins in June 06. We are also working to update the institutional table within the database. _____

Objective 2 (*HOW the committee plans to achieve the stated goal*): Gather conference information and organize conference registration _____

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*):

Date: 8/12/05

Report: Attended meeting at the Hilton with Conference Chair, president and vendor/sponsor chair to plan for next year. _____

Date: 11/1/05

Report: Held a membership committee meeting to begin working on mentor receptions and also provide an overview of the upcoming year. In addition, attended conference committee meeting in VA Beach. Membership continues to work with conference committee to ensure we have everything covered for the annual conference. _____

Date: 01/05/06

Report: Continue to work with Training and Conference to get the conference website up and running. _____

Date: 04/17/06

Report: To date, we have 313 conference registrations.. _____

Standard Goal 2: Develop initiatives specific to acclimating new members to the Association. (Strategic Plan Reference: Section 4.5 A (1))

Objective 1 (HOW the committee plans to achieve the stated goal): Continue to offer a new member breakfast, mentor program and mentor receptions _____

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: 8/12/05

Report: A letter has been sent to all new members and mentors providing contact information. A survey was also sent to new members to see what else they wanted from the association. _____

Date: 11/1/05

Report: The search is on for a mentor reception location. Plan is to have a reception the evening of Dec. 1 during the NAOW in Richmond. Working with Donna Taylor on feasibility. Mentors have also been contacted to remind them to contact their mentees. _____

Date: 01/05/06

Report: Held first membership reception, December 1 in Richmond. Joined forces with Training and had reception the night of the New Member Training. Working with committee to plan a second reception in March in Tidewater area. _____

Date: 04/17/06

Report: Jennifer Hulvey, Leslie Thomas and Angela Long are planning the new member orientation, aka New Member Breakfast and the mentor reception for Tuesday evening. To date, we have 53 new members. We will also invite last years new members. We are also adding "more content" to the orientation so we can work to keep these new members and get them involved. _____

Objective 2 (HOW the committee plans to achieve the stated goal): _____

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):

Date: _____

Report: _____

Date: _____

Report: _____

Date: _____

Report: _____

BUDGET

Item *(Broad general categories)*

Cost

Board Approved Amount: \$ 5500_____

Date: _____

(Use separate sheet if necessary.)