

# 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

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**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

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\_\_\_\_\_  
\_\_\_\_\_

**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:** \_\_\_\_\_

As we have begun to make some structural changes to the DB, we have had to wait on ATAC before beginning the membership drive. As of today, changes appear to be made on the DB but we are still waiting to hear from ATAC that everything is complete. \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Report:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Report:** \_\_\_\_\_

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\_\_\_\_\_

**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:** \_\_\_\_\_

**Report:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Report:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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:** \_\_\_\_\_

**Report:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Report:** \_\_\_\_\_  
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\_\_\_\_\_

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\_\_\_\_\_

**Objective 2** (HOW the committee plans to achieve the stated goal): \_\_\_\_\_

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\_\_\_\_\_

**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:** \_\_\_\_\_

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**BUDGET**

**Item** (Broad general categories)

**Cost**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Board Approved Amount:**     \$ 5500 \_\_\_\_\_

**Date:** \_\_\_\_\_

(Use separate sheet if necessary.)