

## 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., 2006-07):** 2006-07

**Committee Members:**

<u>Angela Long – MMTC (Chair)</u>	<u>Celeste Felton (CHS)</u>
<u>Delores Bright (ODU)</u>	<u>Henrietta Anderson (Beta Tech)</u>
<u>Elizabeth Desi (Mary Wash)</u>	<u>Letetia Jones (ODU)</u>
<u>Felice Douglas (College Place)</u>	

**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:** 07/20/06

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

Membership deadline was extended until 08/31/2006 to allow members to renew membership. Sent out email to all members promoting renewal of membership, there was an immediate response of almost 100 individuals to complete applications. There will also be another email sent encouraging non-active members and used to be members to become active again.

**Date:** 09/30/06

**Report:** Membership renewal has been going really well; currently I am showing 245 paid members.

**Date:** 01/0/2007

**Report:** Steadily receiving membership renewal applications.

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

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

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

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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:** 07/10/2006

**Report:** Conference call w/ Conference Chair for plans on next year's conference, ideas. Etc. \_\_\_\_\_

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**Date:** 10/05/2006

**Report:** Conference call scheduled 10/17 to discuss conference schedule, conference plans as well committee chair updates.

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**Date:** 1/10/2007

**Report:** Membership is currently working on promoting renewals for current members. Committee members will contact non active members to encourage membership.

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

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

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**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 \_\_\_\_\_

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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:** 07/30/2006\_\_\_\_\_

**Report:** A letter will be 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:** 09/01/2006\_\_\_\_\_

**Report:** Possible new member and mentor reception in the fall. Location and time is they key to ensure a great participation. Hoping to find a central area for equal travel. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** 1/10/2007\_\_\_\_\_

**Report:** Due to the excellent turnout at last years reception, Membership will hold the new member and mentor reception at Spring Conference. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**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:** 10/01/06\_\_\_\_\_

**Report:** Upcoming conference call with membership committee to discuss dates and location of reception. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** 01/10/2007\_\_\_\_\_

**Report:** Membership will campaign for new members. Membership committee will discuss plans for Spring Conference. Now that the time is beginning to approach quickly, there will a series of conference calls to make preparation for spring conference. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**Item** *(Broad general categories)*

**Cost**

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

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

*(Use separate sheet if necessary.)*