

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

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

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

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

Date: \_\_\_\_\_  
Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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: 07/10/2006 \_\_\_\_\_  
Report: Conference call w/ Conference Chair for plans on next year's conference, ideas. Etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: 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. \_\_\_\_\_  
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Date: \_\_\_\_\_

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

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

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

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

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

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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: \_\_\_\_\_

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

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

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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.)