

VASFAA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

(Add additional objectives and status reports as needed)

Committee: Newsletter

Commissioner/Board Position: Angie Hawkins/Rep-at-Large Information Service

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

Committee Members:

Gary Spoales (Bank of America) - Chair Tanya White, Norfolk State U

Stephanie Clement, Radford U Holly Rison, Randolph Macon College

Linda Miller, James Madison U Tina Bergstrom, Old Dominion U

Standard Goal 1: Work closely with the VASFAA Board, committee chairs, and the general membership to solicit input for the newsletter. (Strategic Plan Reference: Section 4.5 A (2))

Objective 1 (*HOW the committee plans to achieve the stated goal*): Take feedback from the board retreat back to the committee to implement new ideas

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: 7/18/05

Report: Called each committee member in preparation for the new year; shared publication schedule and need for new committee member; solicited ideas for next issue.

Date: 9/13/05

Report: In the process of putting together Fall issue. Received input from committee members and still waiting for input from some committee chairs.

Date: _____

Report: _____

Objective 2 (*HOW the committee plans to achieve the stated goal*): Add members to the committee to represent career college sector and to replace outgoing members.

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: 7/18/05

Report: Pending on career college member – several have been approached but none have accepted; successfully sought and obtained two new members for Professional Perspectives and General reporting _____

Date: 9/13/05

Report: Nothing additional to report _____

Date: _____

Report: _____

Objective 3 (*HOW the committee plans to achieve the stated goal*): **Utilize the listserv more frequently for member contact and personally contact individuals for assistance as newsletter committee members and contributors.** _____

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: 7/18/05

Report: No activity at this point _____

Date: 9/13/05

Report: Made personal contact with specific members for input for Fall issue. Sent four messages to the listserv for general input _____

Date: _____

Report: _____

Standard Goal 2: Create 4 newsletters per year and issue them on-time according to a schedule that makes sense for VASFAA business.

Objective 1 Coordinate schedule development with the board and committee chairs: _____

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: 7/18/05

Report: Shared planned schedule and themes with Board at the retreat; solicited ideas for change and or improvement; recommended future enhancements to consider; _____

Date: 9/13/05

Report: Nothing new to report _____

Date: _____

Report: _____

Objective 2 Actively seek the input of committee chairs, board members and the membership for input into the newsletter: _____

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: 9/13/05

Report: Contacted several committee chairs requesting input with reminders via listserv _____

Date: _____

Report: _____

Date: _____

Report: _____

BUDGET

Item *(Broad general categories)*

Cost

Board Approved Amount: \$ 250

Date: _____

(Use separate sheet if necessary.)