

## VASF AA

### **BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM**

(Add additional objectives and status reports as needed)

**Committee:** Non-Conference Training

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**Commissioner/Board Position:** Donna Taylor/Rep-at-Large Professional Development

**Year (e.g., 2005-06):** 2010-2011

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**Committee Members:** Charles Brantley - Chair

Tarik Boyd, ECPI

Michelle Jordal, ECPI

Ashley Ann Reich, Liberty University

Kledia Shahini, Regent University

Tamy Garofano, TG

### **Standard Goal 1: To provide training for VASF AA and non VASF AA members in the form of a 'drive-in' training**

**Objective 1** (*HOW the committee plans to achieve the stated goal*):

Provide a one day federal and state update drive-in training session at Liberty University on Friday, November 12, 2010.

**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 PI*)

**Date:** September 17, 2010

**Report:** Conducted a conference call with Non-Conference Committee to discuss plans for a one day drive-in federal and state update training. Date set for Friday, 11/12/2010 from 9:00 am until 4:00 pm.

Fees set at \$10.00 for VASF AA members (covers box lunch) and \$45.00 for non-VASF AA members. Committee felt that for some non-VASF AA attendees, adding an additional \$35.00 might encourage new and renewal memberships. It was discussed that some schools will pay \$45.00 for training, but not \$35.00 for a VASF AA membership. Paying \$45.00 will include the option for a VASF AA membership or if not interested or able, simply as a training fee.

Ashley from Liberty University arranged for meeting room at Liberty U. Ashley agreed to serve as Coordinator for site/breaks/lunch arrangements. She will research box lunch options.

Tarik agreed to serve as Coordinator of Registration. He will work with Jane Moore on setting the Registration up on the web site.

Charles will work with arranging for Speakers from fed and state. Tamy suggested that we reach out to Mike Hawkes as a possible third presenter. Maybe do a Jeopardy Game with current updates. Charles will contact Mike.

Still pending on confirmation of Lee Andes at SCHEC. Charles will stay on top of this and seek out help in securing their involvement.

Next conference call scheduled for Friday, October 1 at 3:00 pm.

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**Date:** October 1, 2010

**Report:** Conference call conducted with Committee.

Completed and confirmed Agenda. Speakers confirmed are Gregory Martin, Lee Andes and Brad Barnett (will do a PJ session). Michelle has agreed to be Speaker Liaison and work with speakers to ensure comfort level with updates. Insure no duplication of subjects, secure speaker needs like projectors, laptops, flipcharts, etc.

Tarik has been in contact with Jane Moore to set-up Registration. Relayed answers to all her questions. Donna will work with Jane on invites to non-current and past VASFAA members. Charles will send out a ListServ invites once Registration template is set up on web site. There are currently 150 current VASFAA members for 2010/11. Should be up to 350+.

Web site will state a Registration deadline by Tuesday, November 2 in order for attendees to join as Members and have their membership current. We may allow for the VASFAA Member registration fee of \$10.00 for new/renewing members, even though their dues will not be officially posted for 10-14 days. Tarik to check with Jane on how to set this up.

We can set up name tags from online registrations.

Ashley is working on securing a specific meeting room assignment. We will send out an email to registered attendees with the location, parking and meeting room directions, as well as a box lunch selection. Ashley to finalize the box lunch selections this week. Liberty campus catering will handle the two breaks. VASFAA will pay for the breaks.

Next conference call scheduled for Friday, October 8 at 3:00 pm.

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

**Report:**

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

**Report:**

**Standard Goal 2:** To provide training for VASFAA and non VASFAA members in the form of on-line webinars on topics of interest to the membership

**Objective 1:** ListServ emails are being sent to VASFAA members on all webinars/conference calls being offered by partners. USA Funds, Great Lakes, TG, etc.

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

**Report:**

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

Date: \_\_\_\_\_  
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Date: \_\_\_\_\_  
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<u>Item</u> (Broad general categories)	<u>BUDGET</u>	<u>Cost</u>
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_____		_____
_____		_____
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Board Approved Amount:     \$ 2500  
(Use separate sheet if necessary.)