

## VASFAA

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

(Add additional objectives and status reports as needed)

**Committee:** Site Selection Committee

**Commissioner/Board Position:** Erik Melis/President-Elect

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

**Committee Members:**

Vera Riddick – Old Dominion University

**Standard Goal 1:** Utilizing appropriate resources, make recommendations to the Executive Board on potential conference sites and act as liaison between the Board, Conference Committee Chair and the hotel to facilitate an acceptable contract [Strategic Plan 4.5A (3), 4.6A (1)]

**Objective 1** (*HOW the committee plans to achieve the stated goal*): **Will work with selected conference chair for 2006-2007 to begin examining possible sites for future conferences after the contract with the Hilton expires or in the event that the Board votes to go back to multiple conferences per year.**\_\_\_\_\_

**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:** 08-12-2005

**Report:** We have been contacted by Janet Tye Wenger or Chesapeake Conventions and Tourism about possibly considering the Chesapeake area as a site for future conferences. Will likely follow-up with her as information gathering just to have the data for future consideration. \_\_\_\_\_

**Date:** 11-03-2005

**Report:** No new status to report \_\_\_\_\_

**Date:** 1-23-2006

**Report:** No new status to report \_\_\_\_\_

**Date:** 4-11-2006

**Report:** No new status to report \_\_\_\_\_

**Objective 2** (*HOW the committee plans to achieve the stated goal*): **Will work with selected conference chair for 2006-2007 to begin examining possible sites for winter VASFAA Board meeting to include possible visit to General Assembly**\_\_\_\_\_

**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:** 08-12-2005 \_\_\_\_\_

**Report:** Have determined the anticipated calendar for the GA in January and February to determine the best time to have the winter board meeting. Will discuss possible dates with the Board and then have Conference Committee chair make contact with potential hotels in Richmond, probably starting with Omni from last year's meeting. \_\_\_\_\_  
\_\_\_\_\_

**Date:** 11-03-2005 \_\_\_\_\_

**Report:** Final contract negotiations are in progress with the Omni Hotel in Richmond for our Board Meeting/GA visit scheduled for February 2-3, 2006 \_\_\_\_\_  
\_\_\_\_\_

**Date:** 01-23-2006 \_\_\_\_\_

**Report:** All arrangements have been made with the Omni for Winter Board Meeting. Am now working with the 2006-2007 Conference Chair to make arrangements for VASFAA Transitional Board Meeting \_\_\_\_\_  
\_\_\_\_\_

**Date:** 04-11-2006 \_\_\_\_\_

**Report:** Arrangements for VASFAA Transitional Board Meeting have been made and will be held at the Airfield Conference Center in Wakefield, VA from 22 May to 24 May \_\_\_\_\_  
\_\_\_\_\_

**Standard Goal 2:**

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

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

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

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

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

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

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

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

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

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

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

**Objective 3** (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: \_\_\_\_\_  
Report: \_\_\_\_\_

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

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

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

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

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

|  | <u>BUDGET</u> |             |
|--|---------------|-------------|
| <u>Item</u> (Broad general categories) |               | <u>Cost</u> |
| _____                                  |               | _____       |
| _____                                  |               | _____       |
| _____                                  |               | _____       |

Board Approved Amount: \$ \_\_\_\_\_ 0  
Date: \_\_\_\_\_ 6/15/2005

(Use separate sheet if necessary.)