

VASFAA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

(Add additional objectives and status reports as needed)

Committee: Site Selection Committee

Commissioner/Board Position: Sheila Nelson-Hensley, VASFAA Pres.-Elect

Year (e.g., 2008-09): 2008-09

Committee Members:

Sheila Nelson-Hensley
Biz Daniel

Zita Barree
Michael Poma

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 chairs for 2008-09 to begin examining possible sites for future conferences 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: August 5, 2008

Report: Review of possible sites has taken place and is currently on-going. Sites have been identified in Roanoke, Charlottesville, Williamsburg, Hampton and Harrisonburg.

Date: September 22, 2008

Report: Site Selection Committee met to discuss possible sites and compare costs. A formal presentation will be made at the Fall Board meeting so that site selection can be finalized.

Date: January 28, 2009

Report: Site Selection Committee has nothing new to report.

Objective 2 (*HOW the committee plans to achieve the stated goal*): **Will work with selected conference chairs for 2008-09 to begin examining possible sites for winter VASFAA Board Meeting.**

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: August 5, 2008

Report: Am looking for information regarding winter Board meeting. Will discuss possible dates with the Board at our Fall Board meeting. Possible site will be the 09-10 Conference Site.

Date: September 22, 2008

Report: I will work with the 2008-09 Conference Chairs at the conclusion of the Fall Board meeting to arrange for the Winter Board meeting site at the 2010 Conference hotel.

Date: January 28, 2009

Report: Site Selection Committee has nothing new to report.

BUDGET

<u>Item</u> <i>(Broad general categories)</i>	<u>Cost</u>
Travel for Meetings (mileage, meals & lodging)	\$100

Board Approved Amount: \$ 250

Date: June 24, 2008

(Use separate sheet if necessary.)