

# VASFAA

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

(Add additional objectives and status reports as needed)

**Committee:** Site Selection Committee

**Commissioner/Board Position:** Pat Kelly/President Elect \_\_\_\_\_  
\_\_\_\_\_

**Year (e.g., 2005-06):** 2006-07 \_\_\_\_\_  
\_\_\_\_\_

**Committee Members:**

\_\_\_\_\_

\_\_\_\_\_

**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 2007-2008 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.** \_\_\_\_\_  
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**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:** 08-14-2006

**Report** :Review of possible sites has taken place and is currently on-going. Sites have been identified in Virginia Beach, Chesapeake, Williamsburg, Newport News, Richmond, Charlottesville, Roanoke, and Wytheville. \_\_\_\_\_  
\_\_\_\_\_

**Date:** 01-29-2007

**Report:** After several months of detailed discussions, presentation of the contract for the Annual Conference 2008 at the Marriott City Center in Oyster Point, Newport News is ready for Board Action. The hotel has presented its contract and has eliminated room rental charges, agreed to keep hotel room rates at \$109 a night during the period of the conference, waived charges for the President's Suite from Saturday through Tuesday, and has been flexible in their contract language regarding cancellation. Other sites at the Sheraton in Richmond, Colonial Williamsburg, Marriott Renaissance in Portsmouth, Embassy Suites in Hampton were reviewed but without as much success as the current proposed site. Conference dates were discussed to move dates to a Tuesday through a Friday due to a conflict with EASFAA. This conflict does not affect most of the lenders so conference dates will probably revert to the Sunday through Wednesday dates of

May 18 – 21. Sites were visited by Karen Koonce (former President of VASFAA and SASFAA), Melissa Barnes (current Board member), and myself.

Vera Riddick, current conference chair, has been canvassing sites in the western part of the state for the fall membership meetings, which would be viewed as a mini-conference. She presently is working with the Wyndham Hotel in Roanoke (formerly the Omni) and will be sending through the details of this proposal. The meeting is scheduled to take place the 15 -16<sup>th</sup> of November. A Board meeting would be scheduled for the afternoon of the 14<sup>th</sup> or the morning of the 15<sup>th</sup>. Room rates are \$79 for a single and \$89 for a double. The Board will be taking action on this proposal at the meeting of 1/31.

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**Date:** \_\_\_\_\_  
**Report:** \_\_\_\_\_  
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**Objective 2** (*HOW the committee plans to achieve the stated goal*): **Will work with selected conference chair for 2007-2008 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:** 08-14-2005  
**Report:** Am looking for information regarding winter Board meeting. Will discuss possible dates with the Board. Possible site will be the conference site for 07-08. \_\_\_\_\_  
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**Date:** 01-29-2007  
**Report:** The Board meeting on 1/31 will be at the proposed site. The Board will be touring the Marriott. The hotel is waiving the \$300 rental for the Board meeting, is working with us regarding the budget for lunch, and has reduced hotel room charges for Board members staying there the night before. \_\_\_\_\_  
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**Date:** \_\_\_\_\_  
**Report:** \_\_\_\_\_  
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**Standard Goal 2:**

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

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

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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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**Objective 3** (*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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	<b><u>BUDGET</u></b>	
<b><u>Item</u></b> ( <i>Broad general categories</i> )		<b><u>Cost</u></b>
_____		_____
_____		_____
_____		_____
_____		_____

**Board Approved Amount:**      \$ \_\_\_\_\_ 0 \_\_\_\_\_  
**Date:** \_\_\_\_\_