

# VASFAA

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

(Add additional objectives and status reports as needed)

**Committee:** Site Selection Committee

---

**Commissioner/Board Position:** Heather Hollandsworth, VASFAA Pres.-Elect

**Year (e.g., 2008-09):** 2009-10

---

### **Committee Members:**

Heather Hollandsworth

Michael Morgan

Shannon O'Leary

Michael Poma

Vera Riddick

Sheila Nelson Hensley

**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 2009-10 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:** June, 2009

**Report:** Review of possible areas has taken place and is currently on-going. Sites have been identified in Richmond and Hope Jackson has visited many.

---

**Date:** August, 2009

**Report:** Site Selection Committee plans to meet to visit possible sites and compare costs. A n informal presentation will be made at the fall board meeting to review possible sites and where we plan to be in 2010.

**Date:** October 23, 2009

**Report:** **Site Selection committee met (S. Nelson Hensley, M. Morgan, and H. Hollandsworth) in Richmond to review 3 hotels for possible conference site. Hotels reviewed were the Richmond Sheraton West, Richmond Hilton at Short Pump, and the Richmond Westin). RFP's will be conducted with 2 best hotels.**

**Date:** 1/8/10

**Report:** **Michael Poma visited Westin and Hilton sites in Richmond to negotiate contracts to reduce costs. We are waiting for new responses to his negotiations.**

**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, 2009

**Report:** Will be looking into areas for winter meeting. Am considering Mariners Landing at Smith Mountain Lake or 10-11 conference site.

---

---

**Date:** 1/8/10

**Report:** Winter Board Meeting is being planned and executed by conference chairs for 09-10, Biz Daniel and Zita Barree. Sheila Nelson Hensley initiated coordination of winter meeting at Embassy Suites in Hampton as site has not yet been selected for 10-11.

---

**Date:** 5/14/10

**Report** **Site has been confirmed and contract signed by current President Sheila Nelson Hensley. Information to be forthcoming at the Annual Conference in Hampton, VA.**

**Date:**

**Report:**

	<u>BUDGET</u>	
<u>Item</u> ( <i>Broad general categories</i> )		<u>Cost</u>