

VASFAA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

(Add additional objectives and status reports as needed)

Committee: Site Selection Committee

Commissioner/Board Position: Brenda Burke/ President Elect

Year (e.g., 2005-06): 2007-2008

Committee Members: Melissa Barnes, Michael Poma, Donna Taylor

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 2008-2009 to begin examining possible sites for future conferences.

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: 11/7/2007

Report: committee reviewed 3 possible sties for annual conference in 2009: Homestead, Omni in Charlottesville, and Hotel Roanoke in Roanoke. Recommendation to Board is Hotel Roanoke. Spreadsheet included for cost comparison for Omni and Hotel Roanoke, also compared prices with last two years conferences.

Date: 1/28/08

Report: Contract signed with the Hotel Roanoke for Annual conference for 2009. Committee had discussion of possible sites for Transition Board meeting. Reviewed 4 sites: Chanco on the James, 4-H in Wakefield, Graves Mountain, and Wintergreen. Recommendation to Board is Wintergreen for site for June 23-24, 2008.

Date: 5/19/2008

Report: Transition Board meeting will be June 23-24 at Wintergreen resort. Working on final preparations for meeting now.

Objective 2 (*HOW the committee plans to achieve the stated goal*): Will work with selected conference chair for 2008-2009 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: 11/7/07

Report: Proposed meeting site at the Hotel Roanoke in January/ February 2008

Date: 1/28/08

Report: Winter Board meeting held at Hotel Roanoke on January 27-28, 2008.

Date:
Report

Standard Goal 2: (Strategic Plan Reference: Section 4.6 A (2,3))

Objective 1 *(HOW the committee plans to achieve the stated goal):* Provide timely information to business partners. _____

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: _____

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

Board Approved Amount:

Date: _____

(Use separate sheet if necessary.)