

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

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

**Standard Goal 2:**

**Objective 1** (HOW the committee plans to achieve the stated goal): Based on the 2004-05 schedule, we will target areas that appear to have been missed.

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

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

**Board Approved Amount:** \$ 250  
**Date:** June 24, 2008  
*(Use separate sheet if necessary.)*