

VASF AA Board Minutes – August 19, 2005

In Attendance: Brad Barnett (BB), Erik Melis (EM), Tom Morehouse (TM), Melissa Wyatt (MW), Randy Craig(RC), Leslie Thomas (LT), Angie Hawkins (AH), Brenda Burke (BBurke), Kerrie Roth (KR), Keith Wellings (KW), Robert Clemmer (RC)

The Meeting was called to order at 10:35 am.

EM moved to approve the agenda, TM seconded. Motion carried.

BBurke moved to approve the June 6 Minutes with corrections, TM seconded. Motion carried.

BB gave the President's report. This report is available on the VASF AA.org website.

EM gave the President-Elect's report. This report is available on the VASF AA.org website.

EM moved to have the 05-06 year a one conference year, TM seconded. Motion carried.

The discussion regarding one or two conferences was tabled until the November Board Meeting.

TM gave the Immediate Past President's report. This report is available on VASF AA.org website.

MW gave the Organizational Services report for the Federal Relations, State Relations, Research and Vendor/Sponsor Committees. For committee reports see each committee listing on the VASF AA.org site.

The Board discussed the need for one central Board email address. Electronic services will be asked to investigate this option.

The Board discussed the need for business cards. TM volunteered to investigate this option.

BBurke gave the Treasurer's report. For the Treasurer's report see the Treasurer's listing on the VASF AA.org site.

The Board discussed changing the CPA who does the audit reports for VASF AA.

An Audit Committee consisting of EM, KR, KW is to research viable options for future audit reports.

(Note: On August 26, 2005 an email motion was made by EM to engage the services of Mr. Harris, senior auditor at ODU to review the VASFAA books in lieu of a formal audit and to use him to complete the IRS Form 990. Seconded by BBurke. Motion carried as reported by the President (BB) via email on August 30, 2005.)

TM moved for a financial review of 2004-05, LT seconded. Motion carried.

KW moved to have Policy and Procedure (Section 7: 7.1, paragraph 4) changed. EM seconded. Motion carried. The audit committee will submit the new phrasing to be used in the policy change.

EM moved to have Leadership and NASFAA training in a more central location, spanning 1 ½ day. TM seconded. Motion carried.

In Pat Kelly's absence BB gave a briefing of the Conference report. The conference committee report is available on the VASFAA.org website.

KW moved to use the savings from the audit cost to change the conference registration fee to \$125 (\$140 late registration fee). EM seconded. Motion carried.

EM moved to increase the President's budget to \$625. KW seconded. Motion carried.

EM moved to pay an overage in expenses in the amount of \$22,850.63 for the 2004-05 year from the CAP account. LT seconded. Motion carried.

EM moved to add an expense line item for prior year charges to off set the income from the CAP account. AH seconded. Motion carried.

TM made a friendly amendment – that funds are from CAP account and is not income. EM and AH accepted the friendly amendment. Motion carried.

BB will email to each Committee chair urging them to be more fiscally aware. BBurke will send quarterly budget reports to each chair.

BB discussed Conference issues dealing with the use of the President's suite as a hospitality space, the changes in the Vendor set up space, and location of the President's reception.

AH gave the Information Services report for the Electronic Services, Newsletter, Photographer, and Public Relations Committees. For committee reports see each committee listing on the VASFAA.org site.

KR gave the report for the New Century/President's Council. This report is available on the VASFAA.org website.

BC gave the report for the Budget & Finance Committee. This report is available on the VASF<sup>AA</sup>.org under this committee.

KW gave the Outreach Services report for the Awareness Diversity, Membership and Secondary School Relations Committees. For committee reports see each committee listing on the VASF<sup>AA</sup>.org site.

It was determined that VASF<sup>AA</sup> envelopes were needed.

RC stated there was nothing to report as Lender Liaison and Special Appointee.

EM moved to accept the Goals and Objectives as submitted. LT seconded. Motion carried.

BB stated that October 1, 2005 is the deadline date for Committee descriptions to be submitted to LT.

BB will meet with the chairs of Public Relations and Newsletter to update their committee descriptions.

For continuity, it was decided to post the descriptions without Chair names.

LT is to order VASF<sup>AA</sup> envelopes

KW moved to accept the SASF<sup>AA</sup> privacy terms with VASF<sup>AA</sup> modifications. EM seconded. Motion carried.

BB stated his interest in submitting items for NASF<sup>AA</sup> state awards.

KW moved to adopt a partnership with NASF<sup>AA</sup> Learn-Student-Aid .org. TM seconded. Motion carried.

BB will gather data for Capitol Hill visit being coordinated by the Tri-State Association.

TM moved to adjourn the meeting at 3:35pm. BBurke seconded.

Respectfully Submitted,

Leslie Thomas  
VASF<sup>AA</sup> Secretary