

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) John Crowley (JC), Kerrie Roth (KR), Keith Wellings (KW), Robert Clemmer (RC)

The Meeting was called to order at 1:20pm.

BB initiated the signing of the Continuity Statement. Motioned carried by signature.

Review of the Parliamentary Procedure.

EM moved to approve the agenda, BBurke second. Motion carried.

Review of the Organizational Chart, noting changes to Membership, Vendor/Sponsor and Electronic Service. All will be a part of the Conference Committee.

Review of Operations Calendar

Review of the Strategic Plan

Review of the Committee Plan and Report format

The Board recessed at 2:00pm

The Board reconvened at 4:22pm

The review of the Spring Business Meeting minutes.

EM moved to approve the minutes with amendments, AH seconded. Motioned carried.

Review of the Spring Board Meeting minutes

BBurke motioned to accept the minutes, PK seconded. Motion carried.

Old Business – Approval of Marilyn King as Federal Relations Chair and Sheila Nelson Hensley as Secondary Schools Relations Chair.

BBurke motioned to accept the chairs, MW seconded. Motion carried.

The Board discussed NASFAA decentralized training.

LT moved to not participate in the NASFAA decentralized training, KW seconded. LT called for question. Motion carried.

The Board discussed the need for drive in training with the Experience Aid Officer and Leadership Training in the fall.

The Board discussed the Opportunities Booklet and the previous \$10,000 contribution. KW motioned to support the Opportunities Booklet, LT seconded. Motion carried.

It was decided to determine that the actual amount for the Opportunities Booklet would be tabled.

Meeting was recessed at 5:23pm.

The Meeting was called to order at 9:15am on June 7, 2005

BB discussed the overview of the theme, goals and objectives. It was discussed the establishment of the general committees goals and objectives.

It was discussed how the commissioners and the committees would communicate.

The Board along with TT developed a list of topic to discuss with the Committee Chairs upon their arrival to the meeting. Budget, Ops Calendar, job descriptions, volunteerism, reporting format.

The Board worked in small groups to review the job description process.

The Board discussed the ops calendar and decided to change the format from a single document to a multi-committee document that would be easier for each committee to update.

The Board discussed how the reports would be submitted to the Secretary from the Commissioners.

The Board discussed the proposed budget.

The Board discussed the topic for Support Staff Training.

The Board discussed topics for the Leadership Symposium.

The Meeting recessed at 12:05pm.

The Meeting reconvened at 1:15pm to include several Committee Chairs.

Introductions were made by each person.

Presentation to the Newsletter Committee as committee of the 2003-04 year.

TT did a general review of why VASFAA exist, the organizational chart, expectation of the chairs and the flow of information from the chair to the commissioner.

BB reviewed plans for support staff training to include 3 meetings for the upcoming year in various locations in Virginia. There is no cost for VASFAA members and the cost to non-member will be determined.

BB reviewed plans for the Leadership Symposium using the SASFAA Management Institute for a model. Topic to include demographics of VA and dealing with the media.

BB reviewed the plans for an all day training session to be held the day before the Leadership Symposium.

BB reviewed the general plans for the Spring Conference to held at the Hilton in VA Beach.

TT set up the scenario for the meeting between the commissioner and the chairs.

TT reviewed the Job Description process and it was discussed on how to make members aware of the job descriptions...with ties to the website and in the transition edition of the VASFAA Voice.

EM discussed the paid membership issues and the access of the listserv to members who dues are paid through June 30th and the possible extension of the year to go through July or August.

TT listed questions that would be address later.

Biz Daniels, Vendor/Sponsor Chair discussed the deadline of June 20th for the list of sponsorable items for the lottery.

BBurke discussed the travel guidelines, mileage, and meal rate reimbursement and review the forms for travel and misc expenses.

The proposed budget was distributed and briefly discussed.

EM reviewed the VASFAA website.

LT reviewed the Committee reports and the revised reporting formats.

TT provided the structure for the committee report and each committee chair in attendance met with their commissioner to review goals, objectives and budget planning.

The meeting recessed for group discussions.

The meeting reconvened at 9:06am

TT reviewed the structure for committee reports.

Archives requested an increase to \$200.

Electronic Services stated that the budget was ok.

Training requested an increase to \$15,000

Strategic Planning stated that the budget was ok.

Secondary School Relations stated that the budget was ok.

Membership stated that the budget was ok.

Budget & Finance state that the budget was ok.

Experience Aid Officers stated that the budget was ok.

Diversity requested an increase to \$4100

Conference requested an increase to \$80,000.

Vendor/Sponsor stated that the budget was ok.

Federal Relations reduced their budget to \$100.

State Relations stated that the budget was ok.

Awareness stated that the budget was ok.

Newsletter stated that the budget was ok.

It was discussed that any changes to the standardized goals should be go to the Strategic Planning Committee for review and if needed to the Board.

Directions to update and use the Ops calendar will be sent to each committee chair.

There was a discussion to change the format of the newsletter to more of a monthly update format similar to that of the NASFAA updates assisting with the general goals of having timely information available and get members to go to the website more often.

BB reviewed the role of the VAFSFAA photographer to take pictures at the conference, but reminded each committee to take picture during meeting and then submit them digitally to Newsletter and to Archives.

BB emphasized the need and importance of good communication.

BB stated that we needed to update the equipment list with the change of the Board and Committee Chairs.

The Chairs were dismissed and the Board reviewed the budget request.

The training income was met by deciding to charge non members \$25 to attend the support staff training session and the all day fall training.

KW motioned to increase the cost of the conference registration fee to \$140.

BBurke seconded.

EM made a friendly amendment to increase the late registration fee to \$155.

KW made a motion to accept the increase of the conference registration fee and the increase of the late registration fee. MW seconded. Motion carried.

Meeting was adjourned at 12:50pm.