

VASF AA Transition Board Minutes – June 6, 2005

(Revised for VASF AA website)

In Attendance: Brad Barnett (BB), Erik Melis (EM), Melissa Wyatt (MW), Tara Telfair (TT-Consultant), Sherwin Hibbets (SH), Randy Craig(RC), Leslie Thomas (LT), Angie Hawkins (AH), Brenda Burke (BBurke) John Crowley (JC), Kerrie Roth (KR), Pat Kelly (PK), Keith Wellings (KW)

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

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

The agendas was presented by the President. EM moved to approve the agenda, BBurke second. Motion carried.

The President presented the Organizational Chart for review, noting changes to Membership, Vendor/Sponsor and Electronic Service. All will be ex-officio members of the Conference Committee.

The Operations Calendar, Strategic Plan and the reporting formate for the Committees were presented and discussed to outline business for the year.

The Board recessed at 2:00pm

The Board reconvened at 4:22pm

The Spring Business Meeting minutes were presented to the Board.

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

The Spring Board Meeting minutes were presented to the Board for Approval.

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

Old Business – President Barnett proposed Marilyn King as Federal Relations Chair and Sheila Nelson Hensley as Secondary Schools Relations Chair.

BBurke moved 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 table a decision regarding the actual amount of sponsorship that VASFAA would offer for the Opportunities Booklet.

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 for his term in office, highlighting the standard goals and objectives that are now a formal part of the Policies and Procedures Manual. President Barnett continued by emphasizing the importance of communications and reviewed his desire regarding how the commissioners and the committees should 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, committee descriptions, volunteerism, and reporting format.

The Board discussed:

- the proposed budget.
- the topics for Support Staff Training.
- the topics for the Leadership Symposium.

The Meeting recessed at 12:05pm.

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

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. It was determined that there will be no cost for VASF AA members and the cost to non-members will be determined.

EM discussed the paid membership issues and possible restriction of access to the members only section of the list-serve to members whose dues are paid through June 30th and the possible extension of the year to go through July or August. It was agreed that specific questions would be addressed later in the meeting.

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 reviewed the forms for travel and miscellaneous expenses.

EM reviewed the VASF AA website.

LT reviewed the Committee reports and the revised reporting formats.

The meeting reconvened at 9:06am

Discussing the new budget, the following reflects the budget status for each committee at this point in the meeting.

Archives requested an increased 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 go to the Strategic Planning Committee for review and, if the Committee determines it is needed, to the Board.

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 the Newsletter committee and to Archives.

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 requests.

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 accepted the friendly amendment. MW seconded. Motion carried.

Meeting was adjourned at 12:50pm.