

VASFAA Board of Directors

Meeting Minutes

December 11, 2006

I. Call to order

Erik Melis called to order the scheduled conference call meeting of the Virginia Association of Student Financial Aid Administrators (VASFAA) Board of Directors at **2:30 pm on December 11, 2006.**

II. Quorum

A quorum was established. The following persons were present on the call: Erik Melis, Pat Kelly, Brad Barnett, Jeanne Holmes, Kerrie Roth, Zita Barree, Angie Hawkins, Melissa Barnes, Michael Poma and Keith Wellings.

III. Presentation of Agenda

The agenda included: 1) Conference site contracts; 2) Retirement Recognitions; and 3) Discussion on the need for revamping the recognition process.

IV. Approval of minutes from last meeting

This was tabled until the next meeting.

V. Discussion Items

- a) ***Retirement Recognitions:*** Brad presented two names as retirement recipients: Perry Carroll and Larry Ewing. Keith Wellings moved that they be accepted, and Pat Kelly seconded. The motion carried. Jeanne noted that additional VASFAA colleagues had retired or were planning to and wanted to know how to recognize these individuals. The names of Phenie Golatt and Deanie Hickman were presented but these were tabled until the next meeting. The Board discussed that there are flaws in the current system for this recognition and this leads to the next item.
- b) ***Revamping the Retirement Recognition Process:*** Brad and Jeanne have been charged with working on the language to create a formal and functional process for handling this. They will present at the January board meeting.
- c) ***Conference Site Contracts:*** Pat presented contracts for 3 location sites: Marriott–Newport News, Embassy Suites–Hampton, and Sheraton-Richmond. The Board reminded members of the problems that VASFAA had the last time we were at the Sheraton-Richmond – thus they immediately came off of the list. The Embassy Suites was in the running but there were still concerns over the cost of meeting space at the Hampton Convention Center. The preferred location was the Marriott –Newport News, however there were many questions that need to be addressed prior to the signing of a contract.

Pat will take those questions back and possibly revisit the site with Melissa and they will bring back the answers before signing. The three major questions that **must** be addressed are:

- Drayage and storage questions relating to cost and rates (per day – per box expenses);
- Cancellation policy and costs associated with it – what is considered “timely” on a pro-rata basis; and
- Are they requiring a 1st night pre-pay?

Angie asked if we were looking into a multi-year contract and the answer was no. It was also suggested with the complexities that are involved in contract signing and negotiations of something of this magnitude that VASFAA consider having a legal entity look over. Jeanne suggested that some of our member schools that have law school, may want to have this done gratis. There was no decision made on this issue.

Pat will take these questions back to the Marriott and will be in touch via email if time is critical.

VI. Adjournment

The meeting was adjourned at 3:51 pm.

Respectfully submitted: Jeanne Holmes – VASFAA Secretary