

*VASF<sup>AA</sup> BOARD of Directors*  
*Transitional Retreat*  
*Meeting Minutes*  
*June 11-13, 2007*

I. Call to order

Erik Melis called to order the scheduled the meeting of the Virginia Association of Student Financial Aid Administrators (VASF<sup>AA</sup>) Board of Directors at 11:25 am on June 11, 2007.

II. Quorum

A quorum was established. The following persons were present: Erik Melis, Pat Kelly, Brad Barnett, Kerrie Roth, Zita Barree, Melissa Barnes, Michael Poma, Keith Wellings; Brenda Burke, Jeanne Holmes, and Vera Riddick.

III. Presentation of Agenda

Agenda was approved with corrections.

IV. Discussion Items

a) Old business: The training committee will purchase two additional LCD projectors and appropriate replacement cords making the total LCD VASF<sup>AA</sup> inventory – 4 machines. Michael will handle the purchase. The funds will come from the excess remainder in the training budget.

b) Michael motioned and Zita seconded that VASF<sup>AA</sup> carry forward \$9610 for local arrangements for SASF<sup>AA</sup> and \$2500 for the Opportunity Booklet. The motion carried.

c) Erik Melis was asked to review the reasons behind VASF<sup>AA</sup>'s Board Liability Issue and he polled the current Board and there was consensus to continue to pursue the question of board liability. Pat will charge the new board with this charge.

d) New Business: Pat Kelly motioned to have the Continuity Statement for Board action take effect thus allowing the 07-08 Board to carry on the business of the association. Keith Wellings seconded and the motion carried unanimously. The gavel was passed to Pat Kelly as President, and Vera Riddick as secretary.

e) Erik explained parliamentary procedures which will be Roberts Rules,

f) Pat presented the VASF<sup>AA</sup> organizational chart, same as last year except for professional development.

- g) President Pat Kelly asked that committees be energetic in getting membership to volunteer for various committees. Theme, “ Refreshing The Spirit, Meeting The Constant Change”
- h) There was a correction made to change outreach services to Melissa Barnes.
- i) President Pat Kelly stated there will be a meeting tonight to discuss strategic plan.
- j) Meeting continued with Strategic Plan Committee Report by President Pat Kelly.
- k) Suggestions were read from the survey report. Erik stated commissioners should print out reports that are available on the web.
- l) Brenda stated concern with persons acting as commissioner that have less experience than members. Sheila request the commissioner description is given to new commissioners.
- m) Erik stated a brief description was listed on the web, but it needed to be updated with additional information. He asked permission to continue the clean-up of web descriptions. Permission was granted.
- n) Diversity – The question was raised concerning what diversity was responsible for outside of the conference. Pat asked that they expand and do more to be creative.
- o) Objectives – Much discussion was presented on the format for reporting minutes to commissioners, it was concluded that we would proceed as usual, keep it the way it is.

The meeting was recessed at 5:15 p.m. Meeting was called back to order at 8:30 am on June 12, 2007.

- V. The following people were present: Pat Kelly, Brenda Burke, Erik Melis, Zita Barree, Melissa Barnes, Michael Poma, Keith Wellings, Lee Andes, Pam Rambo, Jeanne Holmes, Brad Barnett, Tom Morehouse, Sheila Nelson-Hensley, Bill Wendle, Holly Rison, Lefter Daku, Bobby Clemmer, Jane Moore, Gerene Carter, Joe Dobrota, Donna Taylor, Liza Bruce, Katherine Lister, Tim Freeman, Barry Simmons, Hope Jackson, Yvonne Hubbard, Elizabeth Desi, and Glenda Palmer.
- VI. Presentation of Agenda  
A copy of the revised agenda and organization chart was presented
- VII. Reports:

Pat reconvened the meeting by introducing the theme for 0708, “Refreshing the Spirit, Meeting the Constant of Change”. She stated her vision and objective was for the conference to be inviting, interesting and innovative.

Government Relations - The title Government relations now takes the place of state relations. They are to focus on federal and state impact to Financial Aid.

Training - Training committee is to focus on the needs of each member.

Brenda, Pat and Kerrie will be visiting Marriott in Newport News, Va., today after the meeting to negotiate new site for 2008 conference.

Pat stated we need more volunteers to participate she suggested we seek past members to become involved.

Awareness - The committee is to increase the awareness of Financial Aid resources by promotions of early awareness.

Secondary School - The Committee responsibilities are to keep good relationships with High School guidance counselors.

Jeanne questioned the support of VCAN, how may they get involved. Erik suggested offering training that would be offered to a target audience. Barry was charged to research the possibilities of VCAN offering workshops and Pat asked that others get involved with the research.

Diversity - The committee chairs Hope and Tim were asked by the President to broaden the definition of diversity.

Tom Morehouse has been asked to assist as a special appointee.

Membership - Angela Long has been asked to continue as Membership chair. Pat asked that we continue to promote VASFAA that we may enroll new members. Sheila brought to the board attention that the conference has grown to approximately 450.

Jeanne asked the question if membership was tied to conference attendance.

Michael asked that access to the VASFAA website be extended to August, which will give time for ATAC and members to pay their membership dues/fees.

Erik and Michael recommended that Angela Long be contacted to have ATAC to update the web for extension.

Sheila questioned if Public Relations and Membership worked with the newsletter. She suggested that Gary work with Angela Long (membership) and Joe Dobrota.

Site Selection - Brenda will be working on site selection for 2009. She will also be sitting in with selection of site for 2008.

Sector - It was stated that fall sector meeting be continued. Michael asked if the October meeting could include a one day sector meeting.

Strategic Planning - Pat stated that our strategic plan needs to be revisited for 2008-2009. Need to begin thinking about where the conference is going to take us by the next five years. Tom recommended a survey to membership to seek the thoughts of the membership.

Awards/Nominations - A concern was raised about the small population of persons that show interest in leadership roles. It was stated that one reason may be the fear of the unknown. Pat stated that we should continue to lead by example and strive for excellence.

Public Relations - Joe was charged to keep us in the news representing all the good that's out there (within schools/institution and staff). Jeanne suggested that we look at reinforcing the good by creating a booklet on buddy awards and on positive pieces to show off the positive side of VASFAA.

Brad has developed a training that was recommended to be a part of the newsletter. Melissa asked how we can offer more scholarships to more than one student. Erik stated we would need more money to be placed in the endowment.

It was stated with being a 501C we must be careful how we offer scholarships.

Newsletter - Gary Spoales will continue as chair for Newsletter. The deadline for submitting articles is June 15. Pat recommended that new aid members get pictures to place in article.

ECMC created and produced letterhead/post cards and envelopes for VASFAA. Erik will forward template.

Budget/Finance - Bobby is doing a good job and will remain as chair.

Tom will do business cards

Vendor/Sponsor - There was a question on using sponsors?

Pat asked that when thinking about our 40 yr celebration that we keep our creative juices flowing.

For the 40 yr celebration Pat asked that the 40 year logo be placed on stationary.

Jeanne asked if we would need special committees appointed for the 40 year celebration.

New Aid Officers - It was suggested to have a new aid officer's member's column in the newsletter.

Preliminary Events Calendar There will be 3 or 4 board meetings, dates to be announced.

Jeanne stated there is an open invitation to committee chairs to attend meetings; however cost would be on each individual unless they were invited.

Pat asked to get for input from the committee chairs to see if they are interested in attending the board meetings. She stated it would be good exposure.

#### VIII. Unfinished Business - None

#### IX. New Business - It was recommended that Membership fees for 0708 remain the same at \$30.00.

- Michael asked to see budget on screen. Board took a break to allow for set-up.
- Meeting Reconvene - The board reconvened and reviewed proposed budget for 0708 and compared it with 0607.
- It was proposed that conference registration increase to \$160 for the New Year. There will be no competition for vendors.
  
- Michael Poma motioned that we accept membership dues at \$30; it was seconded by Zita Barree. Motion was carried.
- Michael Poma then motioned that Conference fees be \$160 and \$190 fees, it was seconded by Erik Melis. Motion was carried.

- Site Selection for 2009 - Brenda recommended the conference go west for 2009.
- Pat stated contract should be signed by January for the 2009 conference.
- Much discussion was given on if speeches are effective before election. And should electronic voting be opened before speeches or after and how would or when absentee ballots be offered or handled. Erik recommended a survey to get membership feedback on the effect of speeches for elections.
- Erik motioned that a survey be drafted. Keith seconded the motion that a survey be completed and report back in July to the board.
- NASFAA Code of Conduct - Erik read SASFAA draft of code of conduct resolution from its board.
- Michael Poma read Tri-State resolution.
- It was recommended that NASFAA code of Conduct be adopted, Jeanne raise the question should we create code of conduct with out stating support of NASFAA. Much discussion followed, it was then recommended that Erik would take SASFAA code of conduct and revamp for VASFAA to be reported later today.
- NASFAA Vendor/Sponsor Policy - There was much discussion of the exhibitor policy presented by NASFAA. Pat asked for discussion from the floor on Vendor/Sponsor Policy. It was stated by Michael Poma that current Vendor/Sponsor Policy can no longer be used it must be rewritten.
- It was recommended that an adhoc subcommittee be formed to include Brenda Burke as chair along with Bill and Keith. They were charged to draft a change to vendor/sponsor policy. It was motioned by Vera and second by Brenda, the motion was then amended. Erik offered a motioned to suspense the current Policy for Vendor/Sponsor until subcommittee send recommendation, it was second by Michael Poma. This should be done at the earliest possible time.
- Erik then motioned that we adopt the resolution of VASFAA acknowledging new board. Brenda recommended that the resolution be shared with membership.
- It was stated that NASFAA fall 2007 workshop series deadline is Friday, June 15, 2007. Erik stated that in prior years it cost more than it benefited the membership to attend the training.
- After much discussion Erik motioned that we do not participates in this yea's fall 2007 training, it was seconded by Michael Poma and carried.
- Support of Opportunity Booklet - It was motioned by Erik that we support booklet in the amount to be determined at the passage of 2007-08 budget, seconded by Zita and carried.
- College Night - It was motioned by Brenda that VASFAA support College Night for the State of Virginia; it was seconded by Sheila and carried. Brenda then withdrawn original motion and offered a friendly amendment to support without providing support until further classification is provided; it was seconded by Sheila and carried.
- The President recessed the meeting at 11:55 a.m..
- Meeting Reconvened at 1:15p.m. With Committee chairs joining the board.

- President opened with welcoming the committee chairs and introducing all Board members and committee chairs.
- President Kelly then introduced the 0708 theme , goals and objectives by using an illustration with contents of a bag that reflect what we need to meet the constant change in Financial Aid. It was very effective.
- Kerrie Roth gave overview of the Travel Expenditure and reimbursement forms.
- Bobby reviewed budget for 0607 and explained proposed budget and reasons for increases and decreases per spreadsheet for 0708. \$12,110 was carried over from SASFAA line item from FY06 to FY 07.
- President Pat Kelly asked that the conference chair consider the 40<sup>th</sup> year Anniversary during their planning for the conference. Pat also talked about the reduction in budget for the 0708 conference. She stated this may result in many changes to the conference.
- Website Review - Jane reviewed the forms and report submission thru VASFAA listserv.
- Committee Report Format and Expectations - Vera reviewed the report format and expectations of each committee chair to ensure their reports are posted properly on the web.
- Newsletter - Gary Spoales reported that the deadline for submitting articles is June 15, and asked if there were any feedback on what others liked or disliked in the newsletter. There was also discussion on how to use other media modes for public relations.
- Meeting recessed for the evening.

#### X. June 13, 2007

- Meeting reconvened at 8:30 a.m. by President Pat Kelly.
- A quorum was established.
- Erik motioned that we formalize our support of \$5000 to the Educational Opportunity booklet; it was seconded by Brenda and carried after a question from the floor.
- Michael asked why the board would approve giving to booklet and not to committees?
- Tom stated booklets are used to assist guidance counselors and schools. Sheila asked if schools were responsible for the cost or VASFAA? It was stated that some schools are billed and others absorb the cost.
- Zita stated the proposed budget should be ok; the estimated vendor/sponsor income amount is half of what was proposed last year.
- It was stated 20 sites have been contacted for secondary school awareness and they have asked for an increase in budget.
- It was motioned by Michael that the budget would remain as is at \$135,945, Zita seconded the motion, Brenda offered a friendly amendment that diversity and secondary schools would be first to receive increase in budget, Michael and Zita approved the friendly amendment, the motion was carried.
- No other business was presented on the floor.

- President Pat Kelly adjourned the board meeting at 12:15 p.m.