

VASF AA BOARD of Directors
Meeting Minutes
January 27 thru January 28, 2008

January 27, 2008

I. Call to Order

President Pat Kelly called to order the scheduled meeting of the Virginia Association of Student Financial Aid Administrators (VASF AA) Board of Directors at 4:10 p.m. at Hotel Roanoke in Roanoke, VA.

II. Quorum

A quorum was established. The following persons were present: Pat Kelly (PK), Erik Melis (EM), Tom Morehouse (TM), Bill Wendle (BW), Sheila Nelson-Hensley (SH), Brenda Burke (BB), Zita Barree (ZB), Michael Poma (MP), Keith Wellings (KW), and Vera Riddick (VR).

III. Presentation of Agenda

Agenda was reviewed and approved with adding news release service.

IV. Report of Officers:

President:

General Comments: President PK gave comments on the following:

- Progression, Awareness and Changes in FA
- NASFAA has a new President coming on board
- With all the FA industry is experiencing, our theme should be “keeping the Fire Burning” instead of “Refreshing the Spirit”.
- President will be attending SASFAA board meeting in two weeks. President PK requested any new items to report to the SASFAA Board from VASF AA. She will welcome SASFAA on behalf of VASF AA during the opening session.

President-Elect:

Site Selection for 2009 –

- Hotel Roanoke is the site selected for VASF AA 2009 conference. The board will have the opportunity to tour the facilities tomorrow, 1/28/08. The breakfast, lunch and dinner received this weekend will be an example of the meals that will be served during the conference.
- It was proposed that Wintergreen would be the site for the transitional meeting. EM motioned that we would accept the site selection of Wintergreen for the 2008 transitional meeting. The motion was seconded by SH and accepted.

Sector News – (No report)

- Strategic Planning – The strategic planning committee held a conference call on 1/25/08. The survey presented was passed by the chairs, current chairs and board to use for planning purposes.

- BB stated she is talking with President of SASFAA about possibly co-training event being combined with both states.

Past President:

Nominations and Elections –

- It was decided that the election speeches would remain in place through the 2008 election process but that the membership would be surveyed further at the Conference to see if the speeches would be eliminated in the future.
- Nominates: 2 reps at large, 1 President-elect, 1 treasurer-elect. It was stated we would leave the nomination open for two more weeks (until after SASFAA).

Awards –

- The committee received three nominations for VASFAA retirement recognition. (Guy Gibbs (GG), Beth Parker (BP), and Vern Fairchilds (VF)). It was stated that an exception was needed to be adopted in the P&P to include VF as a candidate for the Retirement award. It was motioned by ZB and seconded by BB to accept the three awards to include VF as a part of the retirement awards, which would be the standard plaque. After discussion the motioned was passed.

By Laws – No report.

Secretary:

- It was motioned by BB to approve the minutes with the said changes. It was seconded by MP. The motion was so moved and approved.

Archives - No report.

Treasurer:

- Balance Sheet and Budget Sheet was received. There were no questions concerning Balance sheet.
- ZB stated we received 17 vendor commitments of which 11 paid. Total amount committed \$41,000. We received a new vendor commitment from AFC lending (Deb Harris) came on board. National hasn't responded.

Support Staff Training:

- Approximately 150 members participated in the support staff training. Extra funds from support staff training will be given to training. It was noted that the estimated total cost for the committee at this time will be \$3500. It was reported that Secondary School Relations may exceed budget due to the numbers that may register (Cost will be \$10.00 pp including tax & gratuity). Host site will charge overage back to VASFAA.

- Out of the 16 participating sites, 1 site requested reimbursement for facilities and for the number of persons estimated to attend. It was noted that the cost was \$3500. Four (4) sites haven't reported, which may cause Secondary School relations to go over budget.
- MP suggested that in the future schools sign a form in advance taking responsibility for cost.
- ZB asked if we were going to reimburse the two (2) schools for their expenses. VR motioned that we would reimburse the two schools for all expenses except for the facility charge. The motion was seconded by EM. The motion was passed with the majority and 1nay.

Other budget matters:

- MP reported that membership has \$3500 to be used. Archives/photography requested \$200 to be used to have DVD's made that will be presented at the 40th Anniversary celebration. (Request deferred to be presented during the conference report).
- It was motioned by EM that the treasurer report be accepted as reported. It was seconded by MP. The motion was adopted and accepted.

Treasurer-Elect:

New Century –

- There were three recipients of the New Century award: 1) Margaret Murphy (\$900.), 2) Sheila Nelson-Hensley (\$850) and 3) Mary Gore (\$1000).
- Reports should be submitted within 60 days at the conclusion of the activity or event from each recipient. It was stated that VASFAA needs to ensure follow-ups.
- PK requested KW to review the P&P on awarding the funds to individuals, how awards should be granted and the type of follow-up that should be in place. KW was asked to report his findings in the next meeting.
- New Century CD matured in November 2007 at 3.5%. As of today it hasn't been reinvested (in liquidation funds).
- Budget and Finance were charged with putting together wording for the reserve and will be reported under old business.

New Century Presidents' Council – (no report)

Professional Development:

Conference Committee –

- The conference committee has conducted one (1) conference call to date. MP is working with Jeanne on the agenda. The theme will be centered on a "Sock Hop".

- They are working with ATAC to get the website up and running. It should be available before the SASFAA conference.
- Leader dog will be the service organization recipient for the conference.
- Members will not be asked to bring gifts, but they may bring old back packets/bags.
- Budget items will be discussed tomorrow.

Training Committee –

- The committee is currently organizing the topics and finalizing potential presenters. Tentatively there will be 21 sessions offered. The committee reported they may come under budget.

New Aid Officer – No report.

Experienced Aid Officer – Reported budget will not be used.

Support Staff – Support staff training had 150 in attendance. (Report on-line).

Information Services:

Electronic Services:

- Continues to place dates on-line. Super Saturday information is on-line.
- There is no progress on how to delete or discard old equipment.
- The committee is currently working with awareness members.

Newsletter: Publications due January 10 and February 11, 2008.

Public Relations:

- The public relations committee is requesting more information on the newswire, which is an organization that sends out information about organization trainings...etc.
- Super Saturday will be held on January 16, or the 23rd.
- There was discussion on using VPA.net to advertise information to Virginia residents only. Cost \$175. for one press release.

Photographer:

- Requesting \$200.00 to assist with creating DVD's for 40th Anniversary Celebration.

Meeting was recessed until tomorrow morning at 9:00 a.m. by President PK at 6:40 p.m.

January 28, 2008

Meeting was reconvened by the President at 8:58 a.m.

Outreach Services:

Membership – No report.

Awareness (VCAN support) –

- Awareness committee is supporting Super Saturday. Both VCAN and ACCESS members are working together. VCAN advertised Super Saturday on their website.

Secondary Schools – (Amended Budget) – No additional report.

Diversity - Report on the web.

- Speaker Tony Brown has been contracted. He will do a PR targeting the younger generation.

Organizational Services:

Government Relations:

- State Relations – No report
- Federal Relations – There are weekly teleconference meetings. Concerns: More people are needed to get involved in lobbying. Other concerns are about the disconnection of members in SCHEV.

Development (Vendor/Sponsor) –

- Received a list of paid vendors that will be participating in the VASFAA conference. To date we have received \$43,000 in revenue.

SCHEV Liaison Report:

- SB510 hasn't been voted on in the House.
- House bill 1109 amends code of Military
- Would like links to be placed on VASFAA web-site to communicate special regulatory updates (Legislative or House Bills)

The President called for a recess at 9:45 a.m. Board members toured facilities at Hotel Roanoke; future conference site. Tour was conducted by Vicki Itson, Assistant Director of Events.

Business Meeting resumed at 10:45 a.m.

Old Business:

Next year's budget discussion:

- It was said that in the future we will need to be more cost conscious in our spending.
- TM suggested talking with Sally the president of VACRAO to invite her to speak to the board on how they sponsor and pay for guidance counselors training and how we as an association may partner with them.

Strategic Plan Discussion (cont.):

- BB reported the survey action would be to survey the performance of the board, the last 5 years of Presidents, 3 years of chairs. The survey will begin the 1st of February 2008.
- Committee request feedback on overall design. It was suggested to slow things down and conduct survey in February or March and have results available by August 2008.

SASFAA Conference/Local Arrangements:

- EM is heading Community Service Project.
- Established reserve policy review (this needs to be reviewed if 1/3 is sufficient). What funds can be included in reserve (New Century Fund), 1/3 of operation budget such as savings, investments, etc. excluding Sue D. Ross Fund.
- KM motioned to modify the reserve policy section of the P&P, section 7.11, to incorporate a description of the funds that could be included following SASFAA's example. It was seconded by MP and the motion was accepted.
- It was reported that the SASFAA conference should come in under budget, approximately \$12 to \$15 thousand will be needed for hospitality budget (apples and furniture).

New Business:

Report on Mission and Spending – (See handout report from Tom)

Mileage reimbursement:

- MP, EM, and TM were assigned to revising the travel policy for VASFAA travel.

Treasurer:

- It was motioned by KW to decrease the following budget line items: Leadership symposium to zero (0), reduce new Century award to \$2000, reduce Awards to \$260 and decrease Experienced Aid Officer to zero (0). Michael seconded and the motion was accepted.

Meeting was called to Recess at 12:30 by the President.

Meeting reconvened at 12:55.

Committee Reports:

- It was requested that a policy be setup for past presidents attending 40th Anniversary and yearly conference.
- PK will be contacting Past Presidents about attending the 40th Anniversary celebration. A letter will be drafted by PK and sent to the

Board for approval before mailing. The conference chairs Pam and Jeanne will be cc'ed.

- EM motioned that we draft a resolution about the achievement of Access to be presented at the Banquet. It was seconded by BW and the motion was accepted.

Spring Board Meeting Date, Time and Place:

Next meeting will be held May 17, at 1:00 p.m. at the Marriott Newport News, VA.

- The meeting was adjourned at 1:00 p.m. by the President.