

**VASF AA Board Meeting
Transition Board Retreat
Wintergreen Retreat
Monday & Tuesday, June 23-24, 2008**

Call to Order

The transitional board meeting was called to order by President Pat Kelly at 12:35 p.m. on June 23, 2008 at the Wintergreen Retreat, Wintergreen, VA.

Quorum:

A quorum was established with the following persons in attendance: Pat Kelly (PK), Eric Melis (EM), Brenda Burke (BB), Zita Barree (ZB), Keith Wellings (KW), Michael Poma (MP), Tom Morehouse (TM) Bill Wendle (BW), Sheila Nelson- Hensley (SNH), Melissa Barnes (MB), Heather Hollandsworth (HH), Mike Hawkes (MH), and Donna Taylor (DT).

Approval of Minutes from Annual Conference and Conference Call Meeting

It was requested by Zita that we postpone approval of minutes giving board time to review for corrections.

2007-2008 Committee of the Year

BW and SNH both offered congratulations for a job well done to the following committees; that were recommended for committee of the year: Support Staff, Development, Conference, Awareness (stayed within budget) and Diversity.

MP motioned that the Support Staff committee would be the 2007-08 Committee of the Year. It was seconded by VR; the motion was approved and accepted unanimously.

The meeting recessed to review minutes of last meetings at 12:43 pm.

Meeting reconvened at 12:46 p.m.

Approval of Minutes from Annual Conference and Conference Call Meeting

Minutes were presented by Secretary VR. It was motioned by EM to accept the minutes as approved with corrections. It was seconded by MP; the motion was accepted and approved.

Continuity Statement

BB presented the continuity statement. Which stated: "It was moved by BB that the VASF AA board of Directors for 2008-2009 approve all the business of the same body at the June 23-24, 2008 Planning Retreat at Wintergreen Resort, VA as the official business of the corporation". It was seconded by EM and unanimously accepted by each board member signing the statement.

Parliamentary Procedures – No discussion.

President PK thanked the 2007 Board for their support and hard work.

Approval of Agenda

The agenda was approved with necessary corrections.

Proposed 0809 VASFAA Budget

Report will be presented later in the meeting.

VASFAA Nomination Speech Survey:

It was motioned by SNH that speeches would be eliminated as part of the elections beginning year 2008-2009. After much discussion KW seconded the motion. The motion was accepted and approved unanimously.

VASFAA Strategic Plan

TM presented a detailed overview of the Strategic Plan. (Appendix A).

There were a few questions on the plan:

SNH asked for suggestions on who should make up the S.W.O. T (Strength, Weaknesses, Opportunities and Threats) committee? TM stated he would like to see new members/faces volunteering. He would like the committee to be diverse.

PK asked that TM elaborate on the meaning of 'ranking', that is mentioned under Criteria for workshop: in particular 'values ranking'.

TM asked that the strategic plan be reviewed carefully, he welcome criticism.

Voc Rehab Agreement

Past President PK stated that the Voc Rehab agreement needs to be renewed by July 2008.

Past President PK will make initial contact and President BB should follow-up on ensuring the renewal of the agreement by the deadline of July 2008.

The Agreement states that VASFAA will provide training with VOC Rehab which is a working relationship to provide training. The agreement is a 3 year agreement with Rotchrock as commissioner.

Proposed 0809 VASFAA Budget

The proposed 0809 VASFAA budget was presented by ZB. (See attachment).

2008-09 Conference budget Overview:

Proposed budget: \$53,000 based on 250 people @ \$212.00 per person.

KW motioned we increase the conference fee to \$210.00, membership fee \$35.00 and training fee \$25.00. The motion was seconded by MB. The motion was unanimously accepted and carried.

Meeting recessed for 15 minute break at 2:30 p.m.

Meeting reconvened at 2:45 p.m.

Budget review continued:

The following budget recommendations were represented by BC:

- Increase 2009 Budget by 5%. (525 members @ \$30.00 p.p. membership fee) (estimated 230 attendees)
- Biz recommended Vendors to pay \$1500.
- Increase fall training from \$15.00 to \$25.00 with estimation of 150 attendees.
- Budget as many committee budgets as possible based on new projection.
- Increase proposed budget for 2009 - \$97,325.00.

Two additional items discussed to include in budget:

- 1) NASFAA conference registration for President BB
- 2) Ordering of Past President pins

Much discussion was presented concerning the cost of items 1 & 2 above, if they should be in next year's budget or included in this year's budget which would reduce the carry forward revenue left over from current 2008 year.

It was suggested to increase the 'Award' line item to include the cost of Past President pins.

KW motioned that VASFAA pay the President-Elect/President NASFAA registration out of 2008 budget (current year). BW seconded the motion. The motion was accepted and carried unanimously by President-Elect SNH.

Opportunity Booklets – ECMC is not asking VASFAA for a monetary contribution. VASFAA will partner with ECMC, SCHEV and others as a sponsor for the Opportunity booklet.

NASFAA Fall 2008 Training –

EM stated that NASFAA chair would like to know by 7/18/08 if VASFAA will be sending trainers to be trained. The cost for training material will be \$60 per set. Each state will be responsible for paying for their trainers to be trained. The cost will include: Training material, Travel, and Advertisement.

The board was presented three suggestions to be considered:

- 1) To work with NASFAA
- 2) To conduct its own training (VASFAA members only)
- 3) To have NASFAA conduct training

KW motioned that we not participate in the NASFAA training for the 2008 year. SNH seconded the motion. Then KW presented a new motion with a friendly amendment that VASFAA will not conduct training but will allow NASFAA to conduct a workshop in Virginia. The motion was seconded by SNH; both motions were approved and carried.

College Night in Virginia by ECMC

VASFAA board and membership are encouraged by ECMC to assist ECMC and College Access in informing Virginians the importance of completing the FASFA.

ECMC will provide four (4) \$500 scholarships to sites that will act as host sites (Places to be determined). Applications must be submitted by July 9, 2008.

The events will be held Monday, November 17, 2008, time 6:00 p.m. to 9:00 p.m.

Training for trainees will be held in October, 2008, exact date TBA.

ECMC would like to recruit as many as possible to participate.

Site Selection 2010

SNH announced MP, ZB, and Biz will make-up the site committee for 2009. Possible site for 2009 conference is Hotel Roanoke, Roanoke, Virginia.

SNH commented Committee Chairs for 2010 haven't been selected.

President Comments:

- a) President requested suggestions of persons to attend leadership symposium.
- b) Review of executive board Job descriptions and responsibilities.
- c) Requested Secretary VR to find location of VASFAA equipment.
- d) Requested that committee chairs be updated on website.

TM requested that committee chairs be voted upon.

Committee Chair positions that are vacant:

- 1) Research and 2) Photographer.

SNH motioned that we accept the 2008/09 VASFAA committee chairs as proposed. The motion was seconded by BW, accepted and adopted unanimously.

Meeting recessed at 5:35 p.m.

Tuesday, June 24, 2008

Meeting was called to order at 9:15 a.m. by President BB.

A quorum was established with the following persons in attendance: Pat Kelly (PK), Eric Melis (EM), Brenda Burke (BB), Zita Barree (ZB), Keith Wellings (KW), Michael Poma (MP), Tom Morehouse (TM) Bill Wendle (BW), Sheila Nelson- Hensley (SNH), Melissa Barnes (MB), Heather Hollandsworth (HH), Mike Hawkes (MH), Donna Taylor (DT), Jeanne Holmes (JH), Linda Woodley (LW), Hope Jackson (HJ), Tamy Garofano (TG), Joe Dobrota (JD), Jane Moore (JM), Laurie Schiavrone (LS), Eloise Turner (ET), Dawn Brown (DB), Barry Simmons (BS), Brad Barnett (BradB), Biz Daniels (BD), Margaret Murphy (MM), and Bobby Clemmer (BC).

The meeting began with President BB's review of the **2009 Theme, Vision, Goals and Objectives.**

Theme: "Building Successful Futures".

Vision: a.) Going back to the basics, b.) Reestablish programs, c.) beliefs, d.) training, e.) reconnecting to members and f) reestablish ourselves as a group.

Goals: a.) To conduct heavy training for various groups (HS counselors, Public & Private sectors, etc). b.) To communicate who we are and what we do. c.) redefine government relations.

President BB stated to make the year successful we must have open communication, reconnect with membership and encourage membership to get more involved. She suggested that we start this effort by utilizing electronic services.

Additional comments from President BB:

- PK and EM are responsible for updating the Policy and Procedure manual.
- Committee Reports and minutes should be posted on website.
- Stressed the important of communication and using the newsletter as a vehicle.
- All committee chairs are to report to their commissioners, no committee is a subcommittee of another subcommittee.
- Board responsibility is to implement a working calendar that will be available on the VASFAA website. President BB will also provide paper copy.
- Review of board and their responsibilities contained in the by-laws.

0809 Organization Structure Review:

President announced special appointees: MB was selected by default as Rep-At-Large for Professional Development, MH, special appointee by President and BD.

Board Responsibilities, Goals, and Objectives:

Handout - VASFAA Policies and Procedures Manual Section three (3).

Committee Chairs Expectations and Job Descriptions:

Handout -VASFAA Policies and Procedures Manual Section four (4).

President BB asked each committee chair to review job descriptions and submit to her and EM. ZB and BradB stated information under New Century Sue D Ross Fund needs to be updated.

Committee Members Selection (volunteers and recruitment):

A volunteer spreadsheet handout was given to committee chairs. President BB asked committee chairs to please follow-up on volunteers interested in being a part of VASFAA committees by encouraging their participation and involvement.

HH spoke on her experience signing-up and never being contacted; however the one time she did not volunteer she was contacted to get involved.

President BB will be sending out additional information to membership requesting volunteers. She asked that committees set goals to have the entire VASFAA membership as a whole represented on committees. She encourages diversity across sectors.

Development Guidelines:

BD asked what vendors will be getting for their money. She met with Budget and Finance and reported for the 2009 year we will average 15 lenders/guarantors at \$1500, which will be approximately \$22,500.00 in annual sponsorship. BD recommended that VASFAA in the future look at becoming self-sufficient. She stated lenders aren't bailing out but their hands are tied and their future is uncertain.

BD will be sending vendors letters giving them the option of giving more than the \$1500.00, she stated there is a possibility some will.

BD also requested that committee chairs that are planning training events inform her and training committee and she will inform vendors.

BD was asked how VASFAA will handle vendors that cancelled out as sponsors. BD stated she will address vendors that may request to cancel their sponsorship in a letter that will be sent out.

Travel Expenditures:

ZB gave an overview of the Miscellaneous Expense Claim Form and the Travel form as requested by KW.

ZB stated forms must be completed at the point any reimbursement for expenses are being requested. Forms will be updated to include telephone numbers and KW's mailing information. Its important that receipts be submitted along with completed forms.

Commissioners that would like expense forms to come through them, please make sure KW is aware.

The board voted to change reimbursement to 60% of the current IRS mileage for business. (See expense guidelines).

President BB recommendation to committee chairs is to use conference calls as much as possible to cut down on expenses.

Budget Overview

KW addressed Board recommendations:

It was recommended that the following fees be increased:

Conference Registration - \$210.00

Membership - \$35.00 and Training \$25.00

The board by consensus voted to increase fees.

Scholarship funds of \$2000.00 will continue as long as New Century money is not used.

BC reported budget was reduced from \$150,000 to \$100,000. Approximately \$20,000 carried forward from last year and over \$30,000 from the previous year.

President BB looked at last year's expenses to estimate 2009 expenses. She reiterated to committee chairs they are not to exceed funds allocated per committee. If committee chairs feel they need a budget increase they are requested to inform their commissioners.

MH suggested that the policy on money being carried forward be reviewed with the possibility of funds being used as needed toward 2009 conference needs.

Meeting recessed at 11:30 a.m.

Meeting reconvened at 11:50 a.m.

Web Site Review:

JM gave a thorough overview of the VASFAA listserv. Areas covered: reporting committee information, posting of committee members, the administrative services, Executive board committee chair access, password issues and contact information. (See handout). JM contact information: jmoore7@gmu.edu work number -703-993-2348.

Committee Report Format and Explanations:

VR gave a thorough overview on committee report format and how and where it is accessed using the VASFAA listserv.

Committee chairs are requested to keep membership updated on listserv as well as posting of committee minutes.

President BB reviewed where to find the Policies and Procedure manual on the listserv.

At 1:05 p.m. President BB called for Commissioners and Committee Chairs to meet in various areas to discuss objectives and goals.

Commissioners and Committee Chair Budgetary Requests:

TM will assist President-Elect SNH.

- **By-Laws** – PK will be working with EM in updating Policies and Procedures and may have changes to by-laws.
- **Past President** – PK request to purchase Past President pins. She does not feel \$500.00 will cover cost. Request additional funds.
- **Treasurer-Elect HH**– No budget concern. Will send schools information on New Century Funds.
- **Nominations for 2009 PK** – The following positions will be up for nominations President Elect, Secretary, (2) Reps-At-Large. Committee will have Parliamentary procedures in place.
- **Electronic Services JM** – No budget concerns. JM suggested that VASFAA donate old computers to a non-profit organization.
- **Newsletter ET** – No budget concerns. Newsletter format will be reviewed to implement more creativity.
- **Diversity HJ** – No budget concerns. HJ suggested that VASFAA review the committee name. One suggestion 'Cultural Connections', would like other input.

- **Membership DB** – No budget concerns. Recommended to create new form for mentor program and to promote new members.
- **Info. Services BW** – No budget concerns. BW will research purchasing gogetit.com which will give VASFAA the capability to post pictures. Service cost is estimated at \$4.00 per month.
- **There were only three committees that express budget concerns: Awards, Electronic Services and Conference. No additional budget concerns were expressed by commissioners or committee chairs.**

Additional discussion:

JH recommended in the future VASFAA will budget for Past President pins under board expense.

Super Saturday will be held on January 31, 2009 additional support staff is needed.

It was asked by PK that VASFAA consider changing the name of Vendor/Development. BD stated she was open for suggestions.

**Committee chairs were dismissed at 2:30 p.m.
Board Members resumed meeting at 2:45 p.m.**

Board Approval of 0809 Budget:

Board approved to carry forward \$16,967.00, which is 100% of FY08 carry forward balance. (see attachment)

Estimated Retreat budget: \$1000.00
Retreat maybe over budget by \$200.00
Retreat expenses as of 6/24/08 \$1200.00

Estimated cost to purchase Past-President Pins:
5 @ \$425.00 - machine engraved
5 @ \$675.00 - hand engraved

VR motioned that (10) ten past-president pins would be purchased using machine engraving, to be covered under the 'Award' 2009 budget. MB seconded the motion. The motion was carried and accepted unanimously.

KW offered a motioned that late conference registration fees will be assessed at \$250.00. The motion was seconded by BW. Motion was accepted and passed.
Note: Early bird registration fees - \$210.00.

ZB suggested that the duties of the Treasury-Elect and Treasurer be split-up. She also suggested that on-line quicken be purchased and used by the Treasurer. Estimated cost \$400.00

MH asked if there were insurance policies in place to ensure VASFAA Treasurer is bonded.

President BB addressed MH questions by stating she will have her father to review policies to ensure VASFAA is in compliance.

The board approved to carry forward the allocated amount of \$2875.00 to be allocated as follows:

| | |
|-------------------------------|--------|
| Quicken software purchase | \$400 |
| Policies for bonding purchase | \$300 |
| Awards Committee | \$675 |
| Electronic Services | \$500 |
| Conference Committee | \$1000 |

KW motioned that we put 100% carry over distribution in to bill for 2009 as budget. BW seconded the motion. The motion was accepted and approved.

President BB will be asking Committee Chairs to reach out to other VASFAA members to become involved and volunteer as committee members. This will be approved at the next meeting.

It was also announced the 2009 Conference Board meeting will be held on Saturday instead of Sunday.

Meeting was adjourned by President BB at 3:30 p.m.

Respectfully submitted by Vera Riddick, Secretary.