

## **The VASFAA Board Minutes for November 7, 2007**

### **Call to Order:**

The meeting was called to order by President Pat Kelly at 10:15 a.m. on November 7, 2007, at Virginia Commonwealth University in Richmond, VA.

### **Quorum:**

The following people were present: Pat Kelly (PK), Erik Melis (EM), Brenda Burke (BB), Zita Barree (ZB), Keith Wellings (KW), Michael Poma (MP), Tom Morehouse (TM), Bill Wendle (BW), Sheila Nelson- Hensley (SH), Melissa Barnes (MB), Lee Andes (LA), and Vera Riddick (VR). A quorum was established. Lefter Daku and Pam Rambo were also in attendance to give their committee reports.

### **Review of Agenda :**

The agenda was approved as presented.

### **Report of Officers:**

#### **President:**

Attended SASFAA Board meeting in Tampa, FL  
NASFAA Leadership Conference March 9-11 Washington, DC  
New Aid Office Workshop May 30, Bellarmine, KY  
Mid Level Workshop May 29-31, Bellarmine, KY

#### **President-Elect- Report Available on website**

##### Site Selection Committee:

Committee reviewed three possible sites for the 2009 annual conference (Homestead, Omni in Charlottesville, and Hotel Roanoke in Roanoke). Hotel Roanoke was recommended as the conference hotel for the 2009 annual VASFAA conference.

Sector Coordination Committee: (No report)

Strategic Planning Committee: report given under new business

Meeting was recessed for lunch by PK at 11:45 am.

PK called the meeting back to order at 1:10 pm.

### **Secretary:**

Approval of Minutes – It was motioned by BB to approve the minutes with the understanding that typographical corrections be made and contents be corrected by next meeting. It was seconded by EM; the motion was so moved and approved.

Archives Committee

Committee is working on gathering data for power-point presentation to be presented at the annual conference.

Treasurer Report: Available on the website

**Treasurer-Elect**

New Century -\$72,000 (7) different CD's  
Sue D. Ross \$ 51,034.81 (3) different CD's  
New CDs are yielding 4.8% & 5.25%

New Century Committee

Electronic notice was sent out twice for Buddy awards. It was noted that only one submission was received. Discussion was conducted on the number of times a person may apply for the buddy award. It was stated by EM that there are no written policies on the number of times a person/school may apply for the award.

**Commission Reports:**

Professional Development Commission

Support Staff Committee – The number of workshops increased from 3 to 5; the number of persons attending the support staff workshop increased as well. It was reported that committee wants to do more workshops in the spring. Registration for the upcoming workshop is \$15.

Training Committee: Available on the website

Committee met and agreed upon curriculum for Fall New Professional workshop.

Experienced Aid Officer Training Committee:

No report given

Conference Committee -

The tentative agenda has discussed. The Chair asked for feedback from the Board on the number of meals, overall content for conference. The Chair stated the room block for the conference will end on April 15<sup>th</sup>, 2008. It was stated that the cost of the conference should be self-supporting.

**Information Services Commission**

**Electronic Services** – Available on the website

SH stated there is no procedure in place to insure the old computers have been “cleaned” before donation has been accepted.. Fall training information and registration will be posted on the website.

**Newsletter -**

There will be two more newsletters. December 14<sup>th</sup> deadline newsletter will be issued on January 10<sup>th</sup>. No other deadlines were given.

**Photography**

Chair has sent four (4) picture CD's from the spring 2007 conference.

### **Outreach Services Commission**

**Diversity** - (no report)

**Membership** - (no report)

### **Awareness** -

Super Saturday is scheduled for February 2<sup>nd</sup>; it was suggested to have Super Saturday on February 16<sup>th</sup> and to have each school publicize it. 2500 folders will be received from ECMC to be used for Super Saturday. The next meeting is scheduled for November 8, 2007.

### **Secondary Schools** -

Sixteen sites will begin October 26-December 14. They reported completing 545 mailings. TM mentioned the following: College night November 26<sup>th</sup> will be held at 10 sites in the state- all community colleges. VCAN will be held December 5-7 at the Newport News Marriott.

### **Organizational Services Commission**

**Government Relations** - (no report)

**Research** - (no report)

**Vendor/Sponsor** - Available on the website

We have received \$41,000 in commitments. MP stated there should be at least 7 more. BW stated a telephone campaign will begin next week.

### **SCHEV**

Lee recommends doing a session at the conference regarding the new programs: the Virginia Military Survivor and Dependent Education Program and the Virginia Transfer grant.

### **Old Business**

**Review of Budget for 2007-2008** (see budget report)

A motion was made by EM to apply additional \$10,000.00 in 0607 surplus to prior year carry forward and to increase 0708 SASFAA Local Arrangements budget to \$19,610.00, it was seconded by KW, no discussion and the motion was carried.

EM moved to apply additional \$2,833.93 in 0607 surplus to prior year carry forward to cover prior year charges (\$3,583.93 [0607 charges] - \$750.00 [0607 revenue]), it was seconded by MP and motion was carried.

EM move to apply remainder of surplus from 0607 (\$7,107.06) to prior year carry forward (current budget of approximately \$150,000 for 0708 requires a reserve of at least

\$50,000 which is more than covered by current Wachovia assets). Use as an increase to conference budget expense, seconded by MP, no discussion and the motion was carried.

EM move to task Treasurer, Treasurer-Elect, and Budget/Finance committee to formally define what is and what is not considered in determining the amount of association reserves, it was seconded by KW the motion was then carried.

### **Election Speeches –**

The results of the survey: 92% voted, 75% online before the conference, 2.8% online off-site, 22% online at the conference site.

Were speeches effective?

84.6% yes

81.8% no

38% no do not remove the speeches

EM motioned that we allow elections to remain the same, opening elections three days prior to conference and allow voting after speeches. BW seconded; in the discussion it was recommended that another survey will be completed at the conference at the time of elections. Motion was carried.

### **SASFAA Conf. /Local Arrangements –**

MP reported that SASFAA is on track, coordinators are in place, website is up. The vendor area has been renamed to Conference Support Center. MP gave an update on the report from coordinators. Local arrangement budget will be used for refreshments.

### **New Business**

#### **VASFAA Mission and Purpose**

MP proposed the following questions to address the effectiveness of our mission statement and purpose: Are we following our mission and fulfilling our purpose?

How are we spending our money?

Is the way we use our funds really being used to fulfill our mission?

How much actually goes into training?

MP suggested that these questions be addressed in a planning meeting or as a part of the strategic plan. It was also suggested that a special appointee look more into who we are trying to reach and are we fulfilling our mission.

#### **Strategic Plan Survey**

The question was raised on whom should we survey? VASFAA members or VASFAA leadership, committee chairs, members, etc. A leadership survey was handed out to be reviewed for comments and suggestions.

MP suggested that an assessment evaluation be completed before presenting another survey to propose a new strategic plan

**0809 Changes in EFC/Effect on Accessibility**

PK stated changes in EFC/Effect on Accessibility will not affect schools with large endowments but in time it will affect everyone.

**Winter Board Meeting Date, Time and Place -**

The next board meeting will be held at Hotel Roanoke which is the proposed site of the conference for 2009, date and time to be announced.

Meeting was adjourned at 4:06 pm.

Respectfully submitted by Vera Riddick.