

VASFAA Fall Executive Board Meeting
Wednesday, October 8, 2008
Hampden-Sydney College
Crawley Forum
10:00 am – 3:00 pm

Call to Order:

The Fall Executive Board meeting was called to order by President Brenda Burke at 10:30 a.m. on October 8, 2008, At Hampden-Sydney College.

Quorum:

Heather Hollandsworth informed the board that three of the board members present had payments in process however, their checks have not been received. President Brenda Burke stated according to by-laws board members must be in good financial standing to vote. It was suggested by Paula Rafferty to allow members to pay by check which would allow members to vote. The suggestion was approved by the board and the quorum was established.

A quorum was established with the following members present: Pat Kelly (PK), Brenda Burke (BB), Keith Wellings (KW), Melissa Barnes (MB), Sheila Nelson-Hensley (SNH), Paula Rafferty (PR), Kiesha Pope (KP), Heather Hollandsworth (HH), Vera Riddick (VR), Mike Hawkes (MH) and Biz Daniel (BD).

Review of Agenda

The agenda was presented by President BB and approved.

President BB's report:

- NASFAA conference was held July 6-9, 2008 in Orlando.
- President BB will be inviting Dr. Day of NASFAA to attend the VASFAA annual conference.
- President BB attended the SASFAA Board meeting August 1-3, 2008 in Myrtle Beach, SC.
 - Overview of SASFAA Board meeting – SASFAA 0809 conference registration will be \$225 pp.
 - Future sites for the SASFAA conference:
 - 2010 – Louisville, KY
 - 2011 – Jacksonville, FL
 - There were 41 persons that attended the SASFAA May Leadership training and 112 attended the New Aid Workshop.
 - SASFAA new aid workshop that will be held June 14-19 2009; location to be announced.
 - The following persons were selected from VASFAA to attend the SASFAA Leadership Institute to be held in Ashville, NC, December 8-10 2008:
 - Kiesha Pope

- Vera Riddick and
 - Heather Hollandsworth
- SASFAA's next board meeting will be held in Savannah, GA.
- For 2009-10 the North Carolina Conference will have only one conference per year.
- SASFAA balanced budget has been placed on SASFAA-website.
- It was motioned by VR to accept the President's Report. The motion was seconded by SNH and unanimously accepted.

President-Elect SNH's report: (report on the website)

Biz Daniel and Zita Barree were selected as 2010 conference chairs.

Site Selection – BD reported the Conference Chairs have visited 6 different sites for the 2010 conference site. Out of the six sites they narrowed it down to two; Embassy Suite in Hampton and the Omni in Charlottesville, VA.

Benefits of each:

	<u>Embassy Suites, Hampton:</u>	<u>Omni Charlottesville</u>
Cost:	\$177- \$224 pp	\$179- \$210 pp
Room Rate	\$91 to include breakfast Free parking, Mgrs Special 5-7 p.m. nightly – shuttle svc Restaurant on site, spacious, Modernized	\$139 to include Free Parking, Mgr special-1 night, Renovated, shops centralized
Cancellation:	Approx. \$15,000. By 08/2009	Approx. \$29,190 by 08/2009 (Conference will have access to entire hotel).

Question was asked by PK concerning the ability to do web conferencing from conference sites. It was stated by BD that Embassy Suites was equipped to handle web conferencing.

It was motioned by KW for the site selection committee to continue pursuing Embassy Suite in Hampton, Virginia as the potential site for the VASFAA 2010 conference. The motion was seconded by MB and accepted unanimously.

The winter board meeting will be held at the Embassy Suite in Hampton, Virginia.

Sector Coordination – No report

Strategic Planning – No report

Past President PK's Report:

Awards - An award recommendation form was created by Erik Melis (EM) and distributed. (See appendix A).

EM and Tom Morehouse (TM) were asked by PK to assist in reviewing the award recommendation form.

Elections – A nomination form was created by PK to be used by members to submit nominees for election. (See appendix B).

President BB suggested that nominees be asked or notified before their names are submitted for consideration.

The new forms will be placed on VASFAA web-site.

VASFAA is requesting nominations for the following board positions: President Elect, Secretary, Treasurer and Representative-At-Large.

By-Laws – No report

Secretary Minutes by VR:

Approval of Minutes – It was motioned by PR to accept the minutes as read with the noted corrections. It was seconded by KP; the motion was carried and approved.

Transition Board Email Minutes – It was motioned by MB to accept the minutes as read with noted corrections from the email meeting on the Transitional Site selection for June 2009. The motion was seconded by KP, carried and approved.

Archives – No report

The board came to a consensus to conduct a working lunch. President BB recessed the meeting for a short break at 11:50 am.

President BB reconvened the meeting at 12:10 p.m.

Treasurer's Report by KW:

Budget and Finance: Treasurer KW distributed the 0809 budget and balance sheet. (See Appendix C & D).

It was reported by KW that the money market interest rates at Wachovia are currently very low. To receive higher rates he suggested that the funds be moved to Smith Barney. The current rate at Smith Barney is 2.35% which is 1.5% more than Wachovia for money market accounts.

KW also expressed concerns about Wachovia charging the Association service fees.

KW reported that he and HH had split the treasurer duties. KW will be responsible for expenses and HH revenue.

The following comments were expressed by MH concerning Money Market accounts:

- Wachovia funds will soon merge with Citibank or Wells Fargo

- The FDIC insured coverage amount will increase
- Board should be concerned with safety and equity first and rates should be secondary.

A motion was placed on the floor and rescinded by VR to move the money market accounts into a more stable account.

It was suggested by BB for KW to research and gather additional information on the various types of accounts to be presented to the board via an email meeting.

Treasurer Elect HH Report:

Treasurer Elect HH presented report from BC – (See report on web-site).

KW stated that Treasurer-Elect and 4th Representative-At-Large are legally not covered by the liability policy.

The cost of the liability policy for one year with State Farm is \$126.00.

The current cost of coverage with BB&T valued up to \$3,500 cost is \$107.00 a year.

HH stated BC will look into this further.

MB motioned for the crime policy to be changed to include all board members. It was seconded by SNH and accepted unanimously.

New Century – Colleges/Universities that received New Century awards: Regent University (1), Ferrum College (1) and Virginia Tech (1).

HH asked if funds awarded from the New Century were used to promote professional development that would assist in building leaders for VASFAA.

Meeting was open for discussion on the topic with no conclusion.

Representative At-Large (Professional Development) by Melissa Barnes:

Conference – (See report on web-site)

MB stated that Conference committee would like the Board to consider offering a daily rate of \$115.00 per day for the 2008 conference.

A motion was placed on the floor by MB to approve the request to offer daily rates at \$115.00 for the 2008 conference; receiving no second to this motion was dropped.

Conference Training – The training committee met with the conference committee at Hotel Roanoke in June to view the site and scheduled meeting rooms. In addition, a tentative agenda was planned to include a Legislative update, State and Federal Updates, Sector Meetings, and other topics of equal importance and interest. The conference training committee is working closely with the diversity committee to secure a general speaker for the conference.

The training committee will be posting an ad in the upcoming VASFAA newsletter seeking volunteers and topics to be presented at the 2009 conference. The committee requested that Greg Martin pencil VASFAA in on his calendar for the 2009 conference; however, they have to get back with Greg in late December or early January to confirm topics and participation.

Non-Conference Training – The committee has put together a series of webinars that will take place throughout the year and will culminate during the Spring Conference. The theme will center around Office compliance. The goal is to have schools to access where they are in relations to old regulations, new regulations and change in regulations as they struggle to meet the needs of their student/parent population. The first webinar will be on October 7 which will be led by MH and ECMC via their webinar component. This does not tie into any Vendor Sponsorship. The committee has contacted other guarantors to assist with efforts through usage of their pre-existing presentations in order for us to provide training webinar efforts for schools. The webinar will deal with “How to Read the Regs.”

President BB called for a break at 1:45 p.m.

The Board reconvened at 2:00 p.m.

Representative At-Large (Outreach Services) by Kiesha Pope:

Membership – The membership committee will be reevaluating the mentorship program and sending renewal membership reminders. The membership committee would also like the board to address how to handle persons canceling membership after they have registered. It was stated that funds may be refunded prior to the conference date.

Awareness – See report on web-site –

The awareness committee will lend assistance as requested in promoting ECMC’s College Night and will advertise Super Saturday at those events as well.

Super Saturdays will be held on January 31, 2009. There are 10 sites that have offered to serve as host sites.

Diversity – Diversity asked that the Board consider changing the name of the committee to Fresh Outlook Centering on Unity and Self-Improvement (FOCUS). This name will allow the conference to address a multitude of topics.

A motion was offered by KP that diversity name be changed to FOCUS. The motion was seconded by SNH and accepted and carried.

President BB asked that the Policy and Procedure manual be updated to reflect the diversity name change to FOCUS. VR will contact Brad Barnett and Erik Melis to ensure the manual is updated.

Secondary Schools –The College Access Grant was awarded to VASFAA and SCHEV to assist with Super Saturday efforts, particular those in the five targeted areas: Lee County, Buchanan County, Portsmouth, Petersburg and Richmond.

Representative At-Large (Organizational Services) by Paula Rafferty:

Governmental Relations – no report

Development – See report on web-site
BD reported the budgeted amount for Development Committee is \$22,500 and as of 10/07/08 they have received \$16,500.

Representative At-Large (Information Services) by Brenda Burke:

Electronic Services – No report - President BB will ask Jane to review areas to ensure listserv reflects updated information

Newsletter – Report on web-site – The Medical Profession will be contacted and asked to promote medical professional goals. A new look is being created for the news-letter.

Photographer – position not filled – no report

Public Relations – No report

Old Business – Past President PK reported that since June 30. 2008 the VASFAA Vocational Rehab Agreement has `expired. BB is working to have the agreement renewed.

New Business - It was motioned by MB that the President appoints a committee to conduct a feasibility study on having a fall conference and to present it to the membership via the VASFAA newsletter as well as add it as an agenda item for the Spring Board meeting. The motion was seconded by KW and accepted unanimously. Members assigned to the committee are: SNH, PK, MB and PR.

The meeting was adjourned at 3:12 p.m.

Respectfully submitted – Vera Riddick, Secretary.