

VASFAA Winter Executive Board Meeting

February 2-3, 2010

Embassy Suites- Hampton Roads Hotel, Spa, and Convention Center

Hampton Virginia

Raptor Board Room

Call to Order	Sheila Nelson-Hensley
Establishment of Quorum	Sheila Nelson-Hensley
President's Report	Sheila Nelson-Hensley
President- Elect's Report	Heather Hollandsworth
Site Selection	
Sector Coordination	
Strategic Planning	
Past President's Report	Brenda Burke
Awards	
Elections	
By-laws	
Policies & Procedures Manual	
Letterhead Change	
Secretary's Report	Melissa Barnes
Fall Board Meeting Minutes	
Archives	
Treasurer's Report	Kerrie Roth
Treasurer Elect's Report	Margaret Murphy
Budget and Finance	
New Century	
Representative At-Large (Information Services)	Daniel Hewitt
Electronic Services	
Newsletter	
Public Relations	
Representative At-Large (Professional Development)	Donna Taylor
Conference	Biz Daniel, Zita Barree
Non-Conference Training	

Representative At-Large (Outreach Services) Keisha Pope
 Membership
 Awareness
 Diversity
 Secondary Schools

Representative At-Large (Organizational Services) Paula Rafferty
 Governmental Relations
 Development Partners

Old Business

CD Rates and Investment	Kerrie Roth
SASFAA Conference Committee Update	Brenda Burke
Student Success Spotlight Video	Melissa Barnes

New Business

Tour Embassy Suites	Biz Daniel & Zita Barree
Review/Approve Nominations	Brenda Burke
Accepting Credit Cards	Margaret Murphy
NASFAA Activities	Heather Hollandsworth
Next Meeting	VASFAA Conference

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VASF AA Executive Board Minutes

February 2, 2010

Attendance: Melissa Barnes (MB), Zita Barree (ZB), Brenda Burke (BB), Biz Daniels (BZ), Mike Hawkes (MH), Daniel Hewitt (DW), Shelia Nelson-Hensley (SNH), Heather Hollandsworth (HH), Margaret Murphy (MM), Keisha Pope (KP), Paula Rafferty (PR), and Donna Taylor (DT).

President SNH called the meeting to order at 12:14 p.m. and a quorum was established. President SNH thanked everyone for attending and for all of the work we are doing on behalf of the Association.

President's Report (SNH):

President SNH stated that she attended the SASFAA Board meeting on November 5-8, 2009 in Gulfport, MS. BB indicated that she will be serving on the SASFAA Conference Committee.

President SNH indicated that several state Associations sent letters in the fall to state representatives and senators in regards affording schools with a choice between the Direct or Stafford Loan programs. She indicated that VASF AA has not sent letters. President SNH asked the Board how we feel about sending letters on behalf of the Board in reference to schools having the choice to select a loan program. BB indicated that the new Governor sent a letter to President Obama in reference schools having the option of choosing. She also stated that she sent a letter last year on behalf of the Association. After much discussion regarding a letter advocating schools having the option of choosing, it was moved by DT and seconded by PR that President SNH draft a letter on behalf of the membership in support of choice for student loan programs.

President SNH reported that she attended the FSA, DL, and Year-round Pell Workshops.

President-Elect's Report (HH):

Sector Coordination: No report

Strategic Planning: No report

Site Selection: HH stated that the Site Selection Committee has narrowed down the choices between the Westin-Richmond and the Hilton-Shortpump. She stated that she would like to thank Michael Poma for assisting with the site selection for the Spring 2011 Conference. HH indicated that the guest rooms at the Westin would be \$92/night (not to exceed \$99/night); vendors' tables are \$15/table; and the room rental fee for the entire conference is \$1750. HH

reported that she received the contract today; and she is planning for 125-150 conference attendees. The contract stipulates a \$15,000 minimum food/beverage consumption and the cancellation policy provides for a sliding scale with percentage of cost and timeframe. She stated that the per person cost at the Westin is \$230 and \$214 at the Hilton. HH is planning to reduce the amount of time for the conference. The conference is scheduled for May 18-20, 2011 (Wednesday through Friday).

BB noted that hotel contracts must go through the Finance Committee and be presented to the Board. ZB provided the Board with information regarding the cancellation policy for the Embassy Suites. HH stated that she will meet with Mike Poma and contract Bobby Clemmer (BC) and KR regarding the contract. After meeting with the Site Selection and Finance Committees, HH indicated that she will report back to the Board.

Past President's Report (BB):

Prior to presenting her report, BB stated that SASFAA plans to have a huge representation from the Department of Education in attendance and presenting concurrent sessions during the conference. She stated that Jeff Baker has agreed to do a one-on-one session on year-round Pell. Peer counseling sessions will be held on transitioning to DL. There will be a day rate and conference rate for the conference.

BB indicated that two people from VASFAA are running for SASFAA positions. In addition, SASFAA will be doing student success videos and every state is asked to put together videos that can be put on the SASFAA Website. She stated that MB has agreed to spearhead this project and that we have received three videos that will be merged into one final video. ODU, NSU, and Regent have submitted videos and Joe Dobrota will be merging the videos.

DT stated that to date there are only a few members signed up for the New Aid Officer's Workshop and there is talks of merging the workshop with the mid-level officers training during the SASFAA Conference.

Awards: After three attempts, BB indicated that she has nothing to report. She has not received any nominations for VASFAA awards.

Elections: BB requested that this report be deferred until tomorrow.

Policies & Procedure Manual

BB indicated that the P&P should reflect adding to the Secretary's responsibility changing of information on the letterhead after election of new officers. It was moved by MB and seconded by KP that the responsibility of the VASFAA Secretary will include updating the VASFAA stationary at the time of the VASFAA Transitional Board meeting.

BB stated that there are no changes to the Treasurer-Elect duties and the P&P addresses the differences in the Treasurer and Treasurer-Elect duties. President SNH thanked BB for the hard work she has done to update the P&P.

Break for lunch – Meeting reconvened at 2:05 p.m.
The Treasurer and Treasurer-Elect reports are tabled until tomorrow.

Secretary's Report (MB):

MB provided the Board with three sets of minutes. It was moved by MB and seconded by MM to accept the minutes from the October 30, 2009 Board meeting with the amended corrections. It was moved by BB and seconded by HH to accept the November 4, 2009 minutes with the amended corrections. President SNH thanked BB for doing an excellent job with the Board minutes.

Archives: No report

Treasurer-Elect's Report (KR):

KR provided the Board with the budget versus actual report. She reported on the VASFAA P&L as of December 31, 2009 and provided a VASFAA Balance Sheet as of the end of the 2nd quarter (December 31, 2009). KR noted that all Wachovia funds now appear as Operating; and once the CD investments are made, the funds will shift back to Other Assets. In addition the banking/investment amount of \$37,907.94 will be moved from a maturing CD to Wachovia Money Market accounts in July 2009 pending the Board reinvestment/investment decision. KR stated that her report has been posted to the Website.

KR stated that the New Century account has not had any transactions for two years. President SNH asked KR to contact KW. KR suggested that we contact KW on an annual basis information pertaining to the New Century funds. MM indicated she received an email from KW on November 9, 2009 regarding the New Century funds and stated that the principal has not been spent. In addition, MM stated that she emailed KW requesting a historical picture of the CD to determine earnings.

BREAK – Hotel Tour...Reconvened at 3:31 p.m.

KR reported that the budget amount for the New Century is \$6000. The balance sheet as of December 31, 2009 reflects the total liabilities and assets of \$233,422.65. KR stated that the CD rates have fallen since she last reviewed them in October 2009. She completed a system wide search of regional banks: Bank of America, Wachovia, BB&T and the Bank of the Commonwealth. KR recommended that the Board invest in three separate CD's to spread risk should we need to redeem a CD prior to maturity. She suggested purchasing two \$10,000 CD's for 18 months and then invest the remaining \$18,000 in the 38 month special. Her recommendation included adding \$92.06 to the total to invest. It was moved by BB and seconded by MB that the Board accept KR recommendation of three 18 months CD's: 2 at \$10,000 for 18 months and 1 at \$18,000

Treasurer-Elect's Report (MM):

MM reported that there are still four outstanding members that need to pay.

Budget & Finance: MM stated that she has not received any updates from BC.

Representative At-Large – Information Systems (DH):

DH reported that Jane's report is on the Web and that some minor changes are being updated as requested. The Conference mini-site is up. Jane is finishing up the P&P entry. A new business item will be the discussion about looking at a new Website creation service (this company appears to be cheaper than ATAC. DH stated that the budget allocation for electronic services has not been spent.

Newsletter: DH reported that three issues of the newsletter have been posted. The spring issue will be published on April 1 and the deadline for submitting information is March 12. The newsletter will be available on the Website in PDF. He anticipates that \$200 of the budget will not be spent by the end of the year.

New Website: DH provided the Board with information on the Wild Apricot Membership Software. Wild Apricot has many templates and affords us to create the site from scratch. The cost is based on member contact database size (e.g. 500 members at \$50/month, 2000 members at \$100/month. We currently pay ATAC about \$6000 a year. With a 2000 member database it would cost \$1080 a year. Jane has established a small portion of the new site for the Board to review. The new site will provide the Board with the capability of updating information.

Public Relations: No report

Representative At-Large – Professional Development (DT):

Conference: DT stated that registration to the conference will be available in early March. Greg Martin has been confirmed to provide the General and other sessions. The theme for the banquet will be a country affair. Jackie Bell, ZB, and BZ have been meeting with the hotel. DT asked the Board for guidance for Sunday or the need to provide any type of workshop on Sunday.

Non-Conference: No report

Representative At-Large – Outreach Services (KP):

Awareness: KP reported that Super Saturday will be held on February 13. There are 32 host sites. Marketing has used all of the funds from the College Access Grant. The call FA Hotline has been rescheduled from February 1 to February 4. The site coordinators have been asked to take pictures. VASFAA now has a Facebook page. There will be three scholarship winners for the \$100 book scholarship. In addition, Awareness came in under budget. They were able to assist schools hosting sites with \$100 for lunches. Four sites plan to put together counts and comments. KP expressed the need get brochures out in a timely manner and to get the locations early.

Secondary School Relations: KP indicated there were eight different locations that hosted the High School Guidance workshop from November 20 – December 17, 2009. Most of the regions were covered with the exception of Northern VA and the Eastern Shore.

Membership & Diversity: No report

KP suggested that a subcommittee be formed to determine the direction for the F.O.C.U.S. Committee. It was suggested that HH be on the committee. HH, MB, and KP plan to work on the F.O.C.U.S. subcommittee.

Representative At-Large – Organizational Services (PR):

Governmental Relations: PR indicated that the Governmental Relations report has been posted on the Web. The Committee has continued to distribute via the listserv information to the membership on a variety of topics.

Developmental Partners: PR indicated that she received a spreadsheet from Jeanne Holmes (JH) that we have received \$13,000 in commitments. She noted that we did not budget anything in the area and are appreciated to ECMC for the services they provide. President SNH added her appreciation for the contributions of ECMC personnel. PR indicated that \$11,000 has been received from partners.

President SNH called for adjournment of the meeting at 4:00 p.m. It was moved by MM and seconded by KP that we adjourn the meeting.

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VASF AA Executive Board Minutes

February 3, 2010

Attendance: Melissa Barnes (MB), Brenda Burke (BB), Biz Daniels (BZ), Mike Hawkes (MH), Daniel Hewitt (DW), Shelia Nelson-Hensley (SNH), Heather Hollandsworth (HH), Margaret Murphy (MM), Keisha Pope (KP), Paula Rafferty (PR), and Donna Taylor (DT).

Old Business:

CD Rates and Investments and SASFAA Conference Committee Update:

President SNH reconvened the Board meeting at 9:14 a.m. She stated that we cover the CD rates and investments and the SASFAA Conference Committee updates on yesterday.

Student Success Video: MB and BB provided an update from yesterday.

Wild Apricot Membership Software: DH provided the Board with a handout from Jane on the Wild Apricot Membership Software. Currently we are on a month-to-month contract with ATAC. DH indicated that Jane is suggesting moving toward the Wild Apricot Membership Software in July after the Transitional Board meeting. She would need some advance notice prior to doing so. The trade off in moving to a new software application would be that it would cost the Association less. We would be responsible for finding someone to maintain the Web. It suggested that committee chairs would be provided with administrative rights and would maintain their component of the Website. BB asked how long Wild Apricot has been around and who are their clients. It was stated that Wild Apricot was established in 2001 by Canadians. DH will check with Jane on the following: 1) research Wild Apricot for clients; and 2) the handling of voting by Wild Apricot. It was stated that we will address this around the 4th week in February of 1st week in March after DH obtain the information from Jane.

April 26, 2009 Board Meeting Minutes

It was moved by MM and seconded by KP that MB amend the April 26, 2009 Board minutes and post to the Web.

Treasurer/Treasurer-Elect Duties in the P&P

KR recommended that the last sentence under the Treasurer-Elect duties be deleted. It was moved by DT and seconded by HH that the last sentence be removed under paragraph 2 of the Treasurer-Elect duties.

It was moved by DT and seconded by HH that we accept the changes to the P&P section under the Treasurer and Treasurer-Elect position.

Awards: BB suggested that any recommendations for awards be submitted to her no later than February 28.

Accepting of Credit Cards/Discover Cards: MM indicated the Discover Card is moving toward total electronic processing in 2010 and requests payment by credit card. She want to know if we needed to pursue paypal or a credit card authorization. MH suggested contracting Tom Morehouse to see how VA College Access Foundation handles credit card payments. DH indicated he will have Jane to check with ATAC on the concept of paypal. BB suggested that HH contact other associations to see how they handle credit card payment. In addition, it was asked whether or not we need to seek authorization from companies requesting payment electronically. It was moved by MM and seconded by PR that we authorize KR to complete the authorization form for Discover for transactions of funds into the Association's account.

New Business:

NASFAA Activities (HH): HH indicated that she is faced with not being able to attend the NASFAA Board meeting in August. BB and SNH indicated they would be able to attend if she is unable to attend the Board meeting.

There was discussion regarding VASFAA doing something to honor Barry Simmons (BS) as the NASFAA Chair. MB suggested presenting BS with a proclamation. BB suggested presenting this at the NASFAA Conference.

Review/Approve Nominations: BB reported that there are no nominations for the position of President-Elect and Treasurer-Elect. She has three nominations for the positions of Representative At-Large (need to fill two positions). BB indicated that she has made several attempts to contact individuals and sent out emails via the listserv. The bios and pictures of candidates are need for the newsletter by March 12. Recommendations must be submitted to BB no later than the end of February.

After hearing no unfinished or new business, it was moved by KP and seconded by PR to adjourn the meeting at 11:13 a.m.

Respectfully submitted,

Melissa J. Barnes