VASFAA Board Meeting Notes January 31-February 1, 2022

Monday January 31, 2022

Attendees: Dominique Maddux-Jackson, Kelly Florian, Beth Armstrong, Chad Sartini, Joe Dobrota, Ryan McNamara, Laurie Owens, Andrew Quinn, Melissa Franks, Teresa Harrison, Sherika Charity, Mayra Vazquez

-Dates for transition meeting June 6th and 7th. Outgoing board and chairs and incoming board and chairs are to attend. Location TBD.

**Motion to break for lunch. Seconded. All in favor. 12:05pm**

**Quorum reestablished. Meeting called back to order at 1:33pm**

Motion to go into executive discussion. Seconded. No one opposes.

1. Logo
	1. Come up with some to put forth to membership at the conference or the board make the decision and then present it to the board?
	2. Logo discussion. Will be tabled until Feb 1st and ideas will be presented then.
2. Membership Awards/nominees
	1. Joan zander (NOVA 8/31/21)-lifetime membership award nominee, service award and retirement recognition
	2. Retirement recognition: Scott Morrison (6/30/21), Margaret Murphy Gehret (EVMS 2016), and Tony Jones (JTCC May 2020), Renee Peterson (TNCC)
	3. President elect: still working to get people to run. Will hopefully have two people
	4. Treasurer-elect: Possibly get Arron Whitacre to run. The goal is to try to get at least three people to run.
	5. Representative at large: Melissa Franks and Shannon Martinez. Hoping to get at least a third person to run.
	6. Look at service to VASFAA to narrow down retirement recognition. Do not have to select just one can recognize them all if we want to.
	7. SAFAA will be giving Joan something for recognition. However, the title has not yet been established.
	8. Can get retirement and lifetime. Would like to nominate someone else/additional for service award. (Scott Morrison).
	9. \*Will not do a service award for this year\*
	10. Sherika nominated Joan Zanders for lifetime membership award. Motion Seconded. All in favor. No one opposes. No extensions.
	11. Sherika puts forth \*names\* for retirement recognition. Motion seconded. All in favor. No one opposes. No extensions.
	12. Sherika puts forth \*names\* for rep at large candidates. Motion seconded. All in favor. No one opposes. No extensions.
	13. For the buddy award. Nominate 2-3 people to shadow the board with the agreement that they would run for a position?
	14. No new admin and no excellence award will be done.

**Tour hotel at 3:00pm**

1. Conference updates with Biz
	1. Biz- a tentative session list. Registration is open for hotel and conference. VASFAA will cover room on Sat night and Biz will take care of. Responsible for Sun-Wed. Give reservation number to concierge so you can keep the same room.
	2. Robert Weinerman-marital status opening session. New aid workshop Sunday. Director’s summit Sunday. President session Sunday night. Mon morn general session- active minds (mental health)/ lunch covered (plated lunch). Karen McCarthy from NASFAA. Lee Ands and Scott Kent from SCHEV.
	3. Consider using just the screen and our stud, would be $125. $325/day per room if using AV and projector from hotel.
	4. Monday night dinner small groups going to places you sign up for. Vendors will lead a group size 6-8 max. Will also be an on sight option (restaurant or order in).
	5. Tue-same thing. Lunch and learns (8 choices) box lunches will be in the rooms. Get people sign up. Tue afternoon, Montgomery Christmas store (charity) will be doing a 50/50 raffle silent auction. Consider bringing something to sell for silent auction. Bids will start as low as $5 and then go up. FAFSA 5k walk/run. Will start in the front. Will have t-shirts designed for purchase part of funds will go towards charity.
	6. Wed morning-Joe will announce his departure.
	7. Sponsors can sign up through April 1st?
	8. Need to sell 305 rooms.
	9. New aid officer session 10am-3pm
	10. Will get weekly updates from hotel on the amount of rooms booked.
	11. Make sure BMI music is paid to make sure we don’t run into any licensing issues
	12. Travel voucher updated on forms
2. Site selection with Joe
	1. Opted to use services of Helmsbriscoe. Provided possible bids: 5 locations. Omni Charlottesville, Hilton VA Beach, Marriott VA Beach, Wyndham VA Beach and Great Wolf Lodge.
	2. Sunday April 9th is Easter. Will want to do it the weekend after. Hilton would be problematic unless they have a backup date.
	3. Can have Melissa (concierge) rework the dates if we’re considering Marriott for 2023 conference. See if resort fee can be negotiated. 10% off banquet menus, complementary tables for vendors (20). If starting pre conference at 10 am will exclude some schools west of VA and out if there is no money to book rooms the night prior to.
	4. Will get back to Melissa today to see what it would look like doing a Mon-Wed conference and some other things we’d like to have built in to see what rates/costs we can get.
	5. Room rate $106. $159 is 150% of that.
	6. Check out the Embassy suites, that is supposed to open up in 2023
3. P&P Updates/Corrections
	1. 3.1- recommend to either remove special appointee and fund manager or clarify they are exofficcio non-voting members of the board of directors.
	2. Motion to strike those two positions (special appointee and fund manager) as board members of section 3.1 of current version of the P&P. seconded…..all in favor. None oppose. No extensions. Motion passed.
	3. 7.10.1.1 Establishment of scholarship: reverse action because w/o fund growth we cannot sustain $1,000 scholarship. Rescind the $75,000 cap and make no additional contributions. Add the following language to the end of the statement “by the vote of the 2021-2022 board of the Jan 31– Feb 1 board meeting **(look at Chad’s report for wording)**
	4. Motion made to accept language. Seconded. Discussion? Is it too hard to manage additional amounts each year? Currently at $75,000
	5. 7.10.1.3- language update “principle”
	6. We need to update the annual conference info in the appendix; Update the presidents (Sherika and Beth); Update the list of award recipients; and the school award listing data.

**Motion to adjourn. Seconded. All agree. None opposed. Motion moved. 5:00pm**

**Tuesday February 1, 2022**

1. P&P Updates continued
	1. Section 7.10.1.1- leave it up to the board that if there is money left over if they want to donate to the fund or not. Motion made to approve change. Seconded. No discussion. All in favor. None opposed. No extensions.
	2. Add section 3.11. Reference wording per Chad and Joe’s email. Motion to approve wording. Seconded. Discussion? Based on discussion, more edits were made this section of the P&P. Motion moved to adopt the amended language. Seconded. No discussion. All in favor. None opposed. No extensions.
2. Membership/Award Nominees Part 2
	1. Sherika sets forth Ryan Mcnamara to run for president-elect. Motion seconded. No discussion. All in favor. No one opposes. No extensions.
	2. Beth puts forth Keisha Brown for consideration to run for treasurer elect. Sherika proposes that we accept this candidate. Seconded. No discussion. All in favor. No one opposes. No extensions.
	3. Decided to roll over buddy awards. Person will come for April conference and will receive the funds then.
3. Logo Discussion
	1. Do a poll on which logo we want and then reveal at the conference. Get it out next week and leave it open for 5-10 days in order to have the logo ready for printing and advertising. Show the difference between print logo. Will give two options, no “neither” option.
	2. Beth will work on wording to send out and will receive feedback from board members.
4. Board reports
	1. Discuss in April meeting in regards to prizes. Something to be put forth to the budget committee.
5. Other Discussions
	1. Meeting schedule for the rest of the year.
	2. Whoever wins elections, they need to know to stick around after the meeting.
	3. Reaching out to NASFAA about banners and flags to see if we can get them replaced and if so how much (state of the year banners).
	4. Need to decide if we want to scan in documents from archive and if so, what.
	5. Budget: vote on updates to P&P in regards to bookkeeper position in April meeting. Will get proposal sent out to everyone for review.
	6. Need to figure out who has access to financial records (Quickbooks) and who owns the files on the google drive in order to share the info with Kelly.
	7. YTD: left over conference registration. Carried forward add on payments. Reduced fall training by $410 (to $1090). Training of $3500-we’ve paid the first part to Robert Weinerman-Ironbridge contract ($1250). Still owe $1,250. Not pursuing 2 NASFAA CORE. SAFSAA leadership symposium/management- not likely to pursue ($600). Insurance liability and bonding policy-we have not paid any yet. Need to find out who the invoices go to (Kelly will contact insurance company). Wild Apricot Inc. has been paid $2,097. VASFAA.com and VASFAA.org domains have not been paid, contact Mayra to find out who to pay.
	8. Awards: Sherika will be getting them from the same place in Lynchburg that we have been for years. Budget is $600. There are 8 awards to get, not sure if we can get that many for $600. Perhaps a nice cert and a frame for the lifetime awards if we’re going to end up over budget.
	9. Reach out to Beth’s buddy person and have them remove her registration fee (reach out to VERP). Move money out of buddy into the conference.
	10. Allowing a transfer to another person (roll over funds) if the original person is not able to make it or someone on the list has left.
	11. Currently 30 registrations and 10 have been paid.
	12. Will discuss president’s pin later and changes to the P&P in regards to it.
	13. 6 vendors signed up and 4 paid 3-$1,500 and 1-$1,250.
	14. Account balance checking $85,170.03. Business market rates savings $22,515.01.

**Motion to adjourn. Seconded. Meeting adjourned 11:28am**