**VASFAA Board Meeting-Conference Call**

**Wednesday, March 24, 2021**

Attendees: Dominique Maddux-Jackson, Beth Armstrong, Laurie Owens, Sherika Charity, Scott Morrison, Joe Doborta, Teresa Harrison and Brad Scaggs

The meeting was called to order at 12:11pm by President, Sherika Charity

A quorum was established at that time.

Scott said that the only expense with the conference will be the Remo platform which is $1,950 before our nonprofit discount. A 30 day trial period before a subscription takes place and we will have to remember to cancel it at the end of the trial period. Other team presenters are Megan of NSASFAA and Robert. Marc confirmed that Robert is supposed to present for free at the conference. There aren’t really any other expense, it’ll just be the Remo charge which will be $1850 or so. Next step will be to outline a schedule of what will happen each day and an announcement needs to go out to the membership on how to register. As well as if there is a registration fee and if so how much will it be?

Sherika asked what the May dates were.

Scott indicated that the May date are May 17th-20th. There will be a series of virtual presentations once the schedule is put out with a couple of sessions of each day

Sherika asked if there was any discussion on when the registration will open and that we need to first announce the dates.

Scott said that the second week of April will be a good time for announcements and that the conference committee will meet next Wed (3/31/21). He will suggest to Patrice to have a good idea of the schedule so info can go out to membership.

Sherika indicated that it is $2500 for conference and that we are looking to reduce the cost to our vendors.

Scott said that it should be restricted to those who have paid the membership fee. He also hopes that Remo charge can be covered by vendor support.

Brad agrees with Scott that only paid members be allowed to attend the free conference. He’s also interested in what our current expenses are for the year and that we need to keep in mind vendor support does assist with other costs other than conference.

Scott said that there are 3 vendor reps on the conference committee. Anxious to know what’s going on with potential refunds.

Teresa looked at the spreadsheet to see who was refunded and who was carried over. Asked are we looking to reduce it to $500 or are we still discussing this. If we left $500 and refund everything else it looks like we’d be refunding $16,500.

Sherika asked if we have any info on what the expenses have been to date.

Teresa said that she does not have a real good handle on that right now and can try to find something.

Beth gave a reminder that it’s not just vendors expecting refunds. VA Tech rolled their registration.

Scott said that we should have something go out that indicates options or what will happen if registration fees were rolled

Brad got a quote for awards at about $415. He is off the account now and has no way to pay for it but will get with Marc on making that payment.

Scott suggested that maybe we have a new reviewed budget for this year.

Brad said that we don’t have all the info we need on what we should charge vendors.

Sherika said she will reach out to Marc to get expense information.

Brad suggested that if we can get by with charging less then maybe we should do that.

Teresa said that Marc sent an email on the 11th and looking at the same spreadsheet, if we have 14 vendors at $500 a piece it would be $17,000 in retained vendor fees

Sherika said that the $500 would be the max we could go.

Teresa- $76,126.90 currently in the Checking account and $20,000 and some change in the High Yields Savings account.

Laurie asked if it would make more sense to spread it out and have it over a few days rather than one day.

Sherika responded indicating that is what is currently being planned

Scott confirmed that it is being planned that way

Teresa that in the last 7 months of expenses, total expenditures $2,568.39. This also includes an overpayment that was given back to one of the vendors.

Sherika indicated that she will talk to Marc to get a good number on the refunds for the membership and what that looks like. Has roughly what it would look like for the vendor support and needs to get estimates on outstanding. May be fine to reduce vendor fees. Would like to see under $500 maybe go down to $250-$300 if possible.

Scott said that there was a discussion on having a director’s round table and vendors and others were in support of that. Having a no charge or minimal charge will go a long way with participation.

Beth suggested that getting directors that wouldn’t normally sign up could help in enticing vendors.

Teresa asked are we giving the vendors an option to get a refund; a full refund. That might determine how much we are willing to reduce it to.

Scott indicated that if a vendor wanted that (a refund) they would not be part of the director’s round table.

Sherika said that if we can get a reasonable price then we possibly can make it worthwhile.

Brad said that knowing where we are on investments may be helpful in making these decisions.

Sherika will reach out to get that information. If we kept 14 vendors at $500 and the conference is costing about $2500 and if we’re just trying to cover the cost of the conference we could go down to maybe about $300. But will get numbers to be sure.

Teresa- May was a lot of the vendors who requested refunds. Some may have also been individuals.

Outgoing payments: **2021** Feb 1420.34Jan 364.38**2020** Dec 25.43Nov 55.2Oct 472.26 Sep 140.84Aug 89.94July 2770.02June 4342.07May 10497.02April 3850.65Sub 24028.15

Brad said we should just start with July costs to see where we are and where we are on membership. Idea is to run a balance budget.

Sherika said that we won’t be able to make any decisions today but it’s a great conversation to have. Will reach out to Marc and Patrice to get more info to be able to get communication out. Wants to know how many paid for conference last year and how many had it forwarded to 20-21 to be able to see how many have to be refunded.

Teresa will work on getting that information.

Sherika would like to try and wrap this up and make a decision so that refund and new rates for vendors can be sent out with the rest of the communication. Looking to get the info out the first week of April. Will need to meet next week.

Scott said we should wait until next Thursday (4/1/21), at least, since conference committee meets next Wednesday (3/31/21).

Sherika will send out a Doodle Poll for the week of the 5th and the following week.

Brad asked if anyone has a copy of this year’s budget and if the awards line item was to be sure that he is still within budget.

Joe found the info and it was a $600 budget for conference awards. Indicating that Brad is within budget.

Sherika will get follow up emails out today

Meeting was adjourned at 12:53pm