VASFAA Fall Board Meeting

Liberty University

October 6, 2011

Respectfully Submitted by Ashley Ann Reich

Melissa Barnes:

* Thank you from Melissa Barnes for attendance
* Call to order at 4:02pm on Thursday, October 06, 2011
* Quorum of members by Melissa Barnes
* Went over VASFAA President Report
* SASFAA attendance to Washington D.C. Melissa will be traveling on October 18th and 19th at no cost to either SASFAA or VASFAA.
* Jeannie Holmes questioned about other presidents attending SASFAA and VASFAA (and vice versa). Heather clarified that it was always in the manual and something that we wanted to continue going forward. Melissa stated that this topic will come around in the next board meeting in November.

Heather Hollandsworth:

* Michael Poma posted report for site selection
* Sector information
* Dates (May 12-15) may need to move to May 13-16 due to Mother’s Day
* Biz and Michael looking at hotels for conference
* Strategic Planning report

Heather Hollandsworth: Past-President’s Report

* Life Member Award
* Jeannie Holmes clarified that we need a retiree that is a VASFAA Member; need to make sure that we make clear about them being a current member in the current year
* Support in running for office next year-currently has 2 people interested
* No changes in by-laws at this time
* P & P Manual

Ashley Reich: Secretary Report

Lisa Tumer (1st) Heather (2nd ) for Email Meeting Minutes; no opposes; motion carries (4:26pm)

P & P Manual-send a copy to all board members for comments and put a date on there for comments to be submitted

John Brandt: Treasurer Report

* P.O. Box has been established about a month ago
* Use the P.O. Box 204, Dayton, VA 22821 for correspondences going forward
* ATEC to Wild Apricot transition information; discussed credit card information being an option; there is a fee associated with being able to use credit cards via PayPal
* Audit for 10/11 has been completed
* Review budget, budget process, and actuals
* Budget:
  + Nothing has been received from SCHEV on CACGP Grant
  + Awareness Committee changed from $1,000 to $500
  + Conference amount changed to $35,250 due to possible increase in members
  + New Century Award/Sue D. Ross-not proposing to reduce amount, but endowment funds are not generating enough expenses
  + Carry-over amount change to $8525 in income portion
  + Changed President’s budget to $4,200 based on past President’s budget actual expenses
  + Proposing a budget of $120,700 for the year and we have enough to cover this amount; this shows a surplus of $24,036.70
  + No discussion; motion to approve John (1st) Paul (2nd); no discussion; motion carries
* Budget Carry-over:
  + Went over the VASFAA Enrichment and Reinvestment Program (VERP) Account in the amount of $11,511.70
  + Vern discussed the ideas of using the VERP program to bring in big speakers, special workshops at no cost for membership, talked about making donations to VASFAA (can do this and track via Wild Apricot), VASFAA expense to host SASFAA in the future.
    - Jeannie Holmes commented on her support for this idea of the VERP program and talked about how she could not benefit in Sue D. Ross, but could benefit with VERP program.
  + John Brandt (1st) made the motion for carry-over to VERP fund ($11,511.70), Sue D. Ross ($2,000), and New Century ($2,000) and the $8,525 for FY12 Budget; Stephanie Clements (2nd); discussion made by Heather Hollandsworth on $11,511.70 to have some verbiage created. John Brandt discussed that this will be in the discussion. Heather mentioned this would need to be in the P & P Manual as well going forward. John Brandt amends the motion he proposed to be changed to $12,525 of carry-over to fund Sue D. Ross ($2,000), New Century ($2,000), and FY12 Budget ($8,525); Stephanie (2nd); no further discussion; motion carries.
  + John Brandt went over numbers in checking account ($24,642); savings 1 account ($41,001) and savings 2 account ($61,650) to total $127,293 of liquid assets. Received almost $3,000 in memberships as of current day, expecting $35,000 for conference, $53,000 in CACGP=$120,000 (approx.). Need to reserve 1/3 of our budget, which is all of the savings 1 money that we cannot touch. John Brandt asked the board what to do with the savings 2 account of $61,650. John Brandt suggests that savings 2 should go towards the VERP program or other programs to enrich VASFAA.
  + Board will provide some recommendations as well as the Budget and Finance Committee on what to do with the excess funds in the savings 2.
  + Vern raised the question about the fluidity of funds of something
  + Motion moved by John Brandt (1st) to rename the savings 2 account as the VERP account and savings 1 as the Reserve account; Stephanie (2nd); no discussion; motion carries.
  + Motion moved by John Brand (1st) to move $11,511.70 to savings 2 VERP account; Heather (2nd); no further discussion; motion carries.
  + John Brandt went over the Profit and Loss account from July 1-October 6, 2011.
    - Membership dues expecting over $13K (net income)
    - CACGP Grant amount is from last year’s amount
    - Interest is on the liquidated CD’s
    - Electronic Services is for what is still owed to Atek
    - John will include the expenses to take out the 1%-3% charge due to credit card payments via PayPal
    - President expenses are for NASFAA and transportation to SASFAA
    - Retreat expenses were to pay for last year’s retreat
    - Treasurer expenses: $48 for P.O. Box and $378 is for QuickBooks.

Lisa Tumer:

* Went over membership numbers-253 members at this time
* 6 vendors who have sent in fees for conference and 1 banner ad

Vern Fairchilds:

* Sue D. Ross current amounts and projections till ‘17-‘18
* New Century Fund amounts and projections till ’17-‘18
* Went over a Federal Funds Rate History report, Sue D. Ross, New Century, Federal Deposit Insurance, Equity Linked CD’s, and Investment Risks

\*Look at P & P Manual Buddy Award mentioning in definition that it needs to be a current and possibly continuing member.

Tarik Boyd:

* Jane Moore working with Wild Apricot
* Newsletter available for Fall 2011
* Public Relations-approved for $150 for the mailings
* Melissa asked if we could get some training for posting to Wild Apricot; Jane Moore should be working on this.

Melissa Barnes for Vera Riddick:

* Success of Non-Conference training workshop
* Conference report from Kerrie Nash is on the website; Lee Andes has confirmed and offered Melissa Wyatt as well, Greg Martin is tentative depending on travel expenses, etc. for next year’s conferences.

Stephanie Clements:

* Membership: Carla is working on another email to send out at the end of this week. Encouraging future memberships.
* Awareness Committee: Super Saturday event (61 sites as of 10/5/2011); SCHEV has not heard yet about ED regarding CACGP Grant; SCHEV believes that the funds will be released end of October 2011.
* F.O.C.U.S.: Enhancing communication on the challenge of the veteran’s information; Awareness pieces as they work with veterans. Mitigating default situations.
* Secondary Schools: 9-10 sites for High School Guidance Counselor workshop; recommendation from VA Tech to put a slide in with Veteran’s Benefits slide added to High School Guidance Counselor Power Point regarding timelines, etc.

Paul Farrar:

* Nothing on Governmental Relations and Development Partners

2012 Conference Format:

* Take away the banquet and do two luncheons instead of the main banquet
* Topics for the agenda and speakers

Next Meeting:

* Winter Board Meeting
* In-person meeting-January/February timeframe
* Margaret Murphy will provide information for hotel
* Attendance at Board Meetings is very important

Motion by Lisa (1st) and Paul (2nd) to adjourn meeting at 6:05pm.