

VASFAA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

(Add additional objectives and status reports as needed)

Committee: Training

Commissioner/Board Position: Michael Poma/Rep-at-Large Professional Development

Year (e.g., 2005-06): 2007-2008

Committee Members: Donna Taylor, Elizabeth Desi – co-chairs Training, Liza Bruce, chair support staff, Katherine Lister, chair experienced aid

Standard Goal 1: Provide relevant training opportunities at conferences and workshops, representing all constituencies. (Strategic Plan Reference: Section 4.5 A (1-4) and 4.5 C (1,4))

Objective 1 (HOW the committee plans to achieve the stated goal):
Training

Status Reports of Objective 1 (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: 11/06/2007

Report: Met via telephone conference with Conference Chairs – discussed who was securing what speakers....suggestions of a couple of speakers that could be used for break-out sessions

Met via telephone conference with Support Staff and Experienced Aid Officer chairs to coordinate fall training. Discussed topics for fall training and site coordination. Determined an acceptable cost – for non-members will pay \$45 (\$30 for membership and \$15 for session), current members will only pay the \$15 since membership is already paid.

Worked with Support Staff chair and Commissioner to bring up training web site with on-line registration.

Training Chairs agreed on curriculum for Fall New Professional Training. Directing more towards ISIR process than a general overview. Spring pre-conference training will remain as a general overview since more time is allotted for that training.

Began collecting ideas from various members on topics and/or speakers for conference.

Recruited committee members. Chairs determined that we would open the draft for our committee since we did not have any volunteers. We feel that we now have a well rounded

committee and will aggressively begin setting the conference agenda. Our target is to have an agenda together no later than mid-Feb.

Date: 1/24/08

Report: New Aid Professional training was held on Nov 7 on the campus of Mary Washington University. We had approximately 15 participants. This training focused on the ISIR – from the comment codes, to the ISIR printout, to the EFC calculation. We also had a session on loans. We did announce at the training that the spring training would be more of an overview of the whole process so if they wanted that additional training it would be available in May. Cost: \$599 which also include the lunches for Support Staff Training

Desi has done a fantastic job of recruiting members and we now have a committee that represents our membership well. Session topics were gather and distributed to the committee members to rank

Dec 6 – committee had a conference call. Discussed our rankings – which session topics could be put together or which ones needed to be more defined. Began discussions on what we expected to get from each session. Members were charged with working on the list over several weeks including suggestions on presenters.

Contacted the MSMAFSA President – as part of the SASFAA exchange the MSMAFSA president will attend VASFAA and is a potential presenter. A list of potential session topics has been sent so she will have first choice before we begin securing presenters.

The committee is currently organizing the topics and finalizing potential presenters. It is still our goal to have a tentative agenda available by mid-February. In addition we hope to have most, if not all, presenters secured by mid-March. A request has been forwarded to Greg Martin to host a concurrent session in addition to doing the Federal Updates general session (general sessions are handled by Conference committee). Greg has agreed to the session topic which will be a form of “Ask a Fed”.

Date: 5/13/08

Report: Sessions and presenters have been secured for spring conference. Information was sent to conference committee for the program. MSMAFSA president is not attending as previously reported however the new SASFAA president will be attending and has agreed to do a session. Greg Martin has committed to a general session and two concurrent sessions. Agenda information has been posted to the website and forwarded to Conference Committee for the program

New Aid Officer workshop currently has 33 registered. Presenters have been secured. Powerpoint updates were made and sent to the presenters. If they have any additional tweaks or corrections they are due May 8. Lunch is being provided. Desi worked with Jeanne to arrange box lunches for this group.

Room monitors and AV are being finalized. Hope Jackson is purchasing two carry bags for the two new projectors that VASFAA purchased last year. She has also agreed to bring all four of the projectors to the conference. Donna and Desi are bringing extra laptops and the fifth projector for the concurrent rooms.

Budget: it is anticipated that training will spend \$6000 - \$6500 of our budget with approximately \$4000 in AV costs for conference.

Objective 2 (HOW the committee plans to achieve the stated goal):

__ Support
staff

Status Reports of Objective 2 *(Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):*

Date: _____

Report: _____

Date: _____

Report: _____

Objective 3 *(HOW the committee plans to achieve the stated goal):*

**Experienced
aid**

Status Reports of Objective 2 *(Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):*

Date: _____

Report: _____

Date: _____

Report: _____

BUDGET

Item *(Broad general categories)*

Cost

Board Approved Amount: _____

Date: _____

(Use separate sheet if necessary.)