VASFAA Board Meeting, 10/1/2021

Attendees: Shannon Martinez, Andrew Quinn, Mike O’Grady, Dominique Maddux-Jackson, Mayra Vazquez, Beth Armstrong, Laurie Owens, Joe Dobrota, Janee Knippenberg, Kaitlyn Lambert, Chad Sartini, Will Shaffner, Melissa Franks, Ryan McNamara, and Adam Baily

\*Discussion\*

* 259 VASFAA members
* 13 volunteers
* Survey sent to 51 directors about training and director’s summit. 19 completed. 2 volunteers (director and assistant director).
* Brainstorming on how to encourage engagement from members. Virtual vs. in person. Trying to get more in person participation.
* Please offer up survey questions. Do they need fin aid career help? Interest in VASFAA? (New fin aid rep training). Mentorship program, maybe? Two diff surveys, one sent to directors and one sent to the entire VASFAA membership.
* Financial aid “pod” a group of about 5 people. One seasoned person, a new person and a mix of others. A board member can drive the “pod”.
* How to get proprietary schools more involved. Is that possible? Can we compete with what they already have?
* Send out a mass communication about membership to engage others and promote.
* Make it known what we do and what we’re about.
* Get a list of members to see who is in the area in order to be able to set up your own “pod”.
* How can we reach out to people who are not members in order to get them to join?
* Who wants to be on an ad hoc committee: Andrew, Shannon, Melissa, Joe, Will, Janee and Ryan volunteered.

**Quorum established at 10:06am**

1. **Budget**
   1. Total expected operating budget is $71,675. Total expected expenses $72,085. We will need to bring down something by $410 to get it to $0. Will reduce virtual training budget by $410 since this will be offered virtually.
   2. Might need some kind of initiative for a few things based on prior discussions. This would need to be added into the budget.
   3. Need to find out what was the 2021 excess money.
   4. VERP assets at $166,783.10
   5. SUDI Ross $76,990.30
   6. Joe-motion to approved 2022 budget at $71,675 with expenses matching the same amount. Andrew- second motions. No discussion. All in favor. No one opposes. Motion moved.
2. **Bookkeeper**
   1. Last 4 treasurers have not completed term which has put a large strain on VASFAA.
   2. Found 2 bookkeepers. Will require a bylaw change to make this happen. Cannot wait until next conference for bylaw change.
   3. Would need to add a bookkeeper role to the bylaw in order to get the process started.
   4. Change would be to second paragraph in Article XII to add that board approved bookkeeper can sign checks.
   5. Would need to be presented to the membership at large
   6. Give membership 30 days. Have zoom meeting have a poll in zoom meeting or use election tool. Have to have 2/3 approval from active members.
   7. Joe- motion to amend Article XII paragraph 2 of the VASFAA bylaws to add “board approved contractor”. Dominique seconds the motion. No discussion. All in favor. No one opposes. Motion moved.
   8. Mayra will send documents to Kelly in regards to budget info.
   9. Needs to announce info membership, perhaps Wednesday the 6th and can open up voting on November 8th (Monday) and leave it open for a week. Close it on the 12th of November. Perhaps open up a zoom session for people who want to ask question about **this** topic and this topic only.
   10. Narrative should be compliance and how to serve the associate better.
   11. Joe- motion to announce to VASFAA membership a proposed change in bylaws no later than Wednesday October 6th. With voting to occur week of November 8th using established VASFAA election tool (wild apricot) with voting ending 5pm November 12th. Andrew seconds the motion. No discussion. All in favor. No one opposes. Motion moved.
   12. Zoom informational session on October 19th 12:00pm-1:30pm
   13. Will need to have individuals submit questions before hand so that they can be answered during the zoom session.
   14. Reach out to community colleges in regards to bylaw change voting.
3. **Reimbursement**
   1. Andrew- since current expenses are over 30 days. Motion to approve Beth’s travel reimbursement. Joe- seconds motions. No discussion. All in favor. No one opposes. Motion moved.
4. **IronBridge Contract**
   1. IronBridge was past due
   2. Melissa- motion that we continue to work with IronBridge. Andrew seconds motion. No discussion. All in favor. No one opposes.
5. SCHEV 1-2-3 Go!
   1. Can work on an email to get out about this.
6. **NASFAA State Advocacy Network**
   1. Can go in and put in legislation that’s going on in the state. Can see what bills are out there and the language. Seeking volunteers. The board can make the recommendation for volunteer(s).
   2. Will be volunteering Adam. Will can provide assistance as needed.
   3. Hotel update- Mary Kelly- will be working with her. Have worked with her before. Very familiar with set up and what we need. Asked that we hold off and meet with her in early December. 4/9-4/12. What leniency we have on room space and unless under government mandate will be held to contract. Will need to promote, promote, promote. Will work with us on food and beverage. New contract forwarded to chad. Sent master bill as well that we will need to get set up. Received $500 deposit do not own them any money at this time. Needs to have master bill completed and done ASAP.
   4. Room commitment is 10 rooms on the 9th typically for the board/directors meeting; 110 rooms for Sunday the 10th; 110 room for Monday the 11th; and 75 rooms for Tuesday the 12th.
   5. We’re good to have winter board meeting there as well. Typically some time in February, will just need to decide on dates for it.
7. **Spring Conference**
   1. Had a call with hotel today. Will have an update later, perhaps later today.
   2. Will want to get a site visit done down there (Ocean front Marriott, Virginia Beach).
   3. Not yet had committee meeting will have one soon
   4. Request in with NASFAA for speaker and FSA for trainer. They are waiting until after Jan 1 to take care of requests
   5. Need to put out a call for volunteers for sessions soon.
   6. Will want to talk to hotel about room block and numbers.
   7. Don’t want to give an online option at this time. Unless we make it more expensive.
   8. There are some vendors that do not want to support online conferences.
   9. Have some fun events at the conference.

Lunch break 12:00pm-1:00pm

Attendees upon return: Shannon Martinez, Andrew Quinn, Dominique Maddux-Jackson, Beth Armstrong, Adam Bailey, Mayra Vazquez, Melissa Franks, Chad Sartini, Ryan McNamara, Janee Knippenberg, Kaitlyn Lambert, Kristy Hall, Laurie Owens, and Biz Daniel

1. **Fall Training** 
   1. Fall training October 21st-November 11th. All sessions will be between 10am and 12pm. Will have morning sessions from 10-11 a break and then a break from 11-12.
   2. Topics include “Verification and conflicting information”-Brad Scaggs. Second part with be the burnout hot topic for 20-21, led by Melissa Franks
   3. For October 28th still solidifying what the session will be. Have talked about perhaps a SAP workshop. Will need to find someone to present Second half understanding credit with Nanette White
   4. November 4th session “Helping unaccompanied homeless youth with the FAFSA” with Jillian Sitjar. Second part to that Stacy Harden-“Customer Service”
   5. November 11th session- Andrew and Shannon will do R2T4. Second half will be “Keeping your resume current” Julia Hickman-Godoy.
   6. Platinum sponsors moderating meeting set up for next week to meet with them and go over what their roles will be.
   7. Save the dates have been sent out through listserve and fb social media page.
   8. Zoom has been set up will do testing with presenters before.
   9. Notify each presenter the week before to get presentations. To put on website and in case there are technical issues.
   10. Get slides from vendors as well.
2. **Logo**
   1. Maybe have individuals vote on a logo or vote between a few logos?
   2. Perhaps outsource someone to create one for us?
   3. Try to roll out new logo with Spring conference.
3. **Other Discussion**
   1. We should have a newsletter. Speak on upcoming events, other news, can do a “Meet a Member” section. This would highlight someone and show what they do, how long they’ve been in fin aid, etc. Can highlight people in different parts of the stat and include a map.

Meeting adjourned at 1:58 pm