**VASFAA Board Web Meeting**

Wednesday, July 25, 2018

Agenda

1. Call to Order
2. Roll Call and Confirmation of Quorum
3. Action Items
4. Filling Treasurer’s position
5. Filling one-year Treasurer-Elect position
6. Review of Robert Weinerman’s proposal(s)
7. Discussion points for Directors’ Summit
8. Imaging/Storing Archives (Google Drive?)
9. State Exchange
10. Other
11. For the Good of the Order
12. Adjournment

**Date:** 7/25/2018

**Time:** 10:00am

**Attendees:** Ashley Reich, Joan Zanders, Brad Scaggs, Biz Daniel, Christina (Tina) Russell, Chad Sartini, Tawana French

Quorum was established at 10:02am.

Biz Daniel mentioned that she received the $25 annual fee for the state commission that will be paid today by Biz Daniel.

Robin Gregory has changed roles at Longwood University and is no longer in a position where she is a part of the financial aid community. As a result, Robin Gregory does not meet the criteria in the By-Laws to continue in the role of Treasurer. Tawana French would move into the role of Treasurer for two years and then the office of Treasurer-Elect would be open for a one year term. Tawana French confirmed that she would accept the role, but would need to have guidance and support from Debra Johnson and other members of the board. All members on the call approved Tawana French to assume the role of Treasurer. Several names were mentioned by the group to possibly fill the Treasurer-Elect position (Clint Young, Mary Jean Sullivan, Michelle Etter, and Tim Saulnier)

The Board reviewed a proposal from Robert Weinerman, Iron Bridge Resources. For a $2,500 fee that covers one academic year, he would provide:

* At least two tax webinars for the membership, which VASFAA can record and make available as a streaming video to its membership
* Attendance at the conference and up to four sessions a day at no additional cost, but we ask for a waiver of the conference attendance fee
* A discount for VASFAA members who purchase our online FM tax training. As I mentioned, this discount will be at least as large as the membership fee - so that people who intend to buy our training get the membership for free. This is a new offering for us and we plan to limit this discount to state associations with whom we have a client relationship only. There will be at most eight state associations who receive this benefit this year.

The second option for be sessions at conference, maximum of one overnight, for $1,000.

Brad Scaggs asked if we had ever received a final budget from VASFAA. We need to know this before we can make a decision on financial items. He mentioned that we may not need to ask for VERP Funding for this if we have some extra money in carryforward.

The group agreed that we should move forward in pursuing this opportunity regardless of carryforward or VERP Funds being used.

**Discussion Points for the Director’s Summit:**

Potential topics include: legislative update, SCHEV award letter update/domicile guidelines/VGAP and TAG Bonus Awards.

There are six total registrants. Joan Zanders will look at putting together a tentative agenda and have another invite sent out.

**Imaging/Storing Archives:**

Discussion took place at the transition and indicated that we could have a student worker do the imaging for us. Biz Daniel was going to pick up Archives from Holly Rison, but has not arranged a specific time to do so.

Discussed Google Drive vs. Dropbox. Google Drive would provide 15 GB of storage for free and Dropbox would be 2 GB of data for free.

Chad Sartini mentioned that SASFAA utilizes Google Drive. He can follow-up on how photos are being stored.

**State Exchange:**

Joan Zanders mentioned that there has been discussion on whether or not the state exchange be the President or the President-Elect. Joan asked Brad about whether or not he would be interested in participated in this activity. Joan mentioned that during the SASFAA meeting no one was able to determine the “why” behind this activity. The initial goal was to share ideas/training/etc. between states. Ashley Reich mentioned that this exchange was created her year as President, and she did not believe this would have been the best use of funds to travel to another state. Ashley mentioned that she received a lot of feedback via email, SASFAA meetings, and phone calls. Biz Daniel agreed with this feedback. SASFAA would provide $500 to cover travel expenses. The state carries the expenses of the room and registration. Chad Sartini mentioned that there is a political piece with this, as well. VASFAA would be seen as not supporting SASFAA. SASFAA is also applying for the “Gold Star Award” given out by NASFAA each year. Group discussed whether or not our state should participate either by sending someone or having someone come to Virginia. Group agreed to table this concept until we know more from SASFAA on the purpose. If another President requests coming to Virginia, we would then determine whether to participate and in which state. The expense is in hosting another President; the cost of visiting another state would largely be covered by the hosting state and SASFAA. No one in the group opposed this recommendation.

**P & P and Strategic Plan:**

Joan Zanders asked Ashley Reich about the P & P updates. Ashley mentioned that she has multiple emails from different board members and is trying to make sure all items are accounted for.

**SASFAA Management Institute:** In Knoxville this year and travel will be covered by SASFAA for Board members. The dates are October 8-10 and will be in conjunction with the SASFAA Board Meeting that will happen from October 5-7 and KASFAA Conference in Knoxville. The Management Institute cost is $300.

**Leadership Training Pre-Conference at SASFAA Conference in Atlanta:** SASFAA will cover registration and housing for the first attendee designated by each state; SASFAA would pay for a second attendee’s registration, but housing would be on the state. Meals outside of breakfast and lunch, which are covered by the registration fee, and travel are not included.

**New Aid Officer Workshop** will be June2-7, 2019 and will be located at Wofford College in Spartanburg, SC.

**State Meeting:** Sharon Oliver will be coming again to VASFAA Conference 2019.

Joan asked if there were any additional items or concerns from the group. Biz Daniel mentioned that she received an email from Debra Johnson that mentioned that she believed we had a final budget for 2018-2019 and that VASFSAA reach out to Joe Dobrota to get a copy of the final budget (Debra did not receive a final copy) and also understand the carryforward.

Joan asked how the state basket has been handled in the past that we bring to the SASFAA Conference. Biz mentioned that she put together a basket with a threshold of $50.

Chad wanted clarification about the Treasurer-Elect piece and if the group approved of any of the four candidates. Joan mentioned that that was her understanding and she would work on getting an appointment.

Motion from Chad Sartini and second from Biz Daniel to close out the board meeting. All aye’s and no one opposed. Board meeting adjourned at 11:22am.