VASFAA Transition Board Meeting 6/6/22

Attendees: Melissa Franks, Ryan McNamara, Joe Dobrota, Dominique Maddux-Jackson, Biz Daniels, Laurie Owens, Sherika Charity, Andrew Quinn, Kelley Florian, Chad Sartini, Janee Knippenberg, Loretta Jones, Mayra Vazquez, Kathleen Roebuck and Theresa, Will Shaffner

Quorum established at 9:36am.

Meeting called to order 9:35am

This morning is last business of 21-22 board.

1. 21-22 Conference
	1. 21-22 in person conference was over line item budget but within the organization budget.
	2. Met in person for the first time in 2 years.
	3. Over 140 people at the conference.

Janee moves to approve agenda. Seconded by Sherika. No discussion. All in favor. None opposes.

Sherika moves that we accept minutes from Spring board meeting. Theresa seconded. No discussion. All in favor. None appose.

1. Kelley
	1. Met with finance. Not sure if there will be a close out at the end of June 30th.
	2. Bookkeeper has a database that they can upload everything that the treasurer will have access to. At the end of the year it will be placed in the Google drive for everyone to have access to.
	3. Ending with $88,000 net income for the year.
	4. Went over a little bit on line item for conference.
	5. Scholarship money comes out of this year’s budget (21-22)
	6. Bookkeeper is going to oversee to make sure everything is going right so that when we file taxes everything is there and clean.
	7. Will not go back to anything prior to 18-19, will assume everything was don’t correctly.
	8. Will just move forward for what’s needed for 2019 and 2020.
	9. Don’t think we will go over budget with having this new position that we will be paying for.
	10. Add something to the P&P on what the bookkeeper will be doing. Kelley will get official info from bookkeeper to update information in P&P
2. Biz-special appointee to help with getting the P&P straight. Will dive deep into it to see what needs to be added, is everything up to date, etc.
	1. P&P should state that you only conduct VASFAA business via your email address that is on record with VASFAA profile.
3. Registration has opened up.
	1. We request checks from development partners because of the fees.
	2. Could indicate something to the effect of “If you choose to pay by CC then $5 will be added for processing”.
	3. Ask the bookkeeper if we should itemize fees paid by CC and if so, how to do so.
	4. Option for us to pay membership for the following year? Can we add that option? If so, needs to be a line item so treasurer knows what year to pay that to.
4. Sign board continuity statement which allows the new board take over.
	1. A board member will need to make a motion since Joe is acting as currently president in the absence of Beth.

Break 10:30

Meeting called back to order at 10:54am

1. Need to pick location for next conference.
	1. Top pick-Portsmouth Renaissance hotel? May 7th-10th $139 and every room is waterfront. Need to figure out attrition rate. Tell them that Sheraton (May 21st-24th) and Marriott are willing to offer x, y, and z what can you offer? See if we can get some prices down.
	2. Need to have a plan A and plan B.
	3. Try not to bump against GASFAA (May 29th-June 3rd ) and FASFAA (week before Memorial Day).
	4. State max is $149
	5. Double tree Charlottesville?
	6. City center Hotel, Newport News
	7. Waterside Marriott, Norfolk
2. Conference survey.
	1. 55 responses…over 30%. 67% said the opening session was great. 60% thought the president reception was great. Great attendance for team trivia. Food offerings, most thought the food was great. Most felt general session were great. Breakout sessions a lot people did not attend. Lunch and learn good but not a lot of attended. FAFSA simplification
	2. Survey results have been uploaded into the google drive in the “survey folder” for both the 21-22 and 22-23 years.
3. VAFSAA adapt a policy of each board signing the
	1. Confidentiality statement and;
	2. Standing rules of engagement and protocols statement at the start of their tenure on the board.
	3. This becomes effective with the 2022-2023 VASFAA board.

The continuity statement was presented to the board for signing on 6/6/22. Signed by Dominique Maddux-Jackson, Secretary; Kelley Florian, Treasurer; Theresa Harrison, Treasurer-elect; Sherika Charity, immediate past-president; Laurie Owens, Representative at large; Andrew Quinn, representative at large; Ryan McNamara, representative at large; Melissa Franks, representative at large and; Joe Dobrota, president elect. Beth has sent an email that she agrees.

Andrew motioned to adjourn until 1:15pm. Kelley Seconded. No discussion. All in favor. None apposed.

Meeting adjourned at 12:11pm.

Meeting called to order at 1:21pm.

New attendees: Taniya LeGrand, Rosa Thomas, Debra Johnson, Loretta Jones, and Keishia Woodous

1. Response from hotel (Renaissance-Portsmouth)
	1. They will be glad to match Sheraton.
	2. Was charging a few thousand just to use space and they will not match not charging for space.
	3. Might have to charge a little more for the rooms, maybe like $5.

Motion to move forward with the renaissance Portsmouth being the 22-23 conference location. Seconded by Sherika. No discussion. All in favor. None oppose. Approved.

Kelley motion to end 21-22 board meeting. Theresa seconds. All in favor. None oppose. Motion passes.

New board member introductions.

Quorum established for 22-23 board at 1:52 pm.

Andrew Motion to approved Rosa as rep at large and Biz as special appointee. Debra Seconded. No discussion. All in favor. None opposed. Approved.

Ryan Motion to approve the committee chairs as presented. Melissa seconds. No discussion. All in favor. None opposed. Approved.

Break out into groups and come back at 2:30pm

Melisa Motion to recess until 3:45pm. Dominique seconds. No discussion. All in favor. None opposed. Approved.

Called meeting back to order 3:50pm

1. Theme for the year: Tagline-Riding Together
2. Add something into the P&P in regards to destroying records at a certain time.
	1. What needs to be destroyed and how long should you keep those records.
	2. Should have a time line for physical and digital docs?
	3. Check with bookkeeper on what a good timeline is. Make effective for a certain year.
	4. If you find something you think should be updated or changed, highlight it, send it to Biz and include what you would like for it to say so that it can be presented to the board.
3. Kelley- tax exempt status of organization
	1. We are non-profit.
	2. Require we send a monthly doc to the state of VA that shows sales and receipts. Now that we have the bookkeepers she will handle that for us.
	3. Exempt from filing with department of agriculture. Which means we won’t have to pay taxes for the conference.
	4. Will have to pay taxes for items, (balloons, etc.). Anything that makes an order of something and has questions about tax exempt status, Kelley can provide the documentation needed.
	5. Do we need to inform conference site of that change if they put a bid out with sales tax? We are subject to pay gratuity but not state tax. Kelley will find out more information on what is and isn’t exempt. Could possibly change the bid.
4. Postponing item 20-review of org chart. Will revisit once new chart is created.
5. Meetings
	1. Next time October. Looking at October 7th or 25th for Fall conference/training. Meeting will be the day before or after. Petersburg in or around Petersburg, VA.
	2. Jan/Feb in Portsmouth, VA
	3. May meeting will be at conference hotel Portsmouth, VA
	4. Board Zoom meetings, second Tue of each month via zoom at 3:30 pm.
6. July, October, January and April. Quarterly newsletters. Will have a deadline for any submissions for the following newsletter.
7. President organizes director summit
8. Volunteer form sent out this week. Gotten 10 responses. We will want to send the surveys out a few more times to get some more responses. Maybe keep as a running sheet in the google doc so that committee members can reach out to them to get them started as soon as possible. (Will it be housed on the Google Drive?)

Need to keep a list of who is on the committees on an annual basis. Don’t have to be voted in but need to be paid members.

Andrew motion to adjourn meeting until 9am 6/7/22. Taniya seconded. No discussion. All in favor. None opposed.

VASFAA Transition Board Meeting 6/7/2022

Attendees: Biz Daniel, Joe Dobrota, Ryan McNamara, Dominique Maddux-Jackson, Kelley Florian, Taniya LeGrand, Andrew Quinn, Rosa Thomas, Debra Johnson, Melissa Franks, Aaron Whitacre, Chad Sartini, Kathleen Roebuck, Brad Scaggs, Kaitlyn Lamburt, Mayra Vazquez, Sherika Charity, Janee Knippenberg, Keisha Woodous, Loretta Jones

Quorum established as 9:23am

1. Chad:
	1. VASFAA funds Sue Deaton Ross goes to paying the outgoing presidents scholarship. Will have some coming in June. Will use part of those funds to pay VA Tech for Beth to be able to award. $76,100 currently in account. Maintain principle of $75000
	2. VERP currently has $166,008.84.
	3. All investments are in CD’s.
2. Overview of Google Drive
	1. Will be reorganized
	2. Any questions, ask Dominique
3. Budget:
	1. Having carry over issues form 2020 and 2021 with the conferences being canceled and some members/development partners paying.
	2. Trying to figure out where we are now and are working on finalizing the budget.
	3. Overview of line items on budget spreadsheet
	4. Relied on vendors for many years so VASFAA went to a zero base budget to operate solely off of membership and conference registration (2008-2010). (We should raise conference registration). $275 does not cover every meal but one so we went in the hole.
	5. Make sure what you are asking for with your committee, then it’s being accounted for. Check line items
	6. There will be a surplus.
	7. Still have to pay for the rest of this current conference (mileage, regular bills, etc.). Everything else is paid for
	8. Send newsletters to non-VA schools to see if we can gain their membership
	9. Directly reach out to schools that have not participated in a while to see if we can get them involved.
	10. Since 2017 the conference budget has been at $275
	11. Maybe do an early bird registration. The minimum being the $275 (possibly some time in December). Can always extend it if necessary.
	12. Thinking of some incentives to bring people in.

Andrew motions to accept the 222-3 proposed budget. Melissa seconds. No discussion. All in favor. No one opposes. Budget passes.

Rosa makes a motion for a 15 minute break. Debra seconds. All in favor. No one opposes. 15 min break from 10:32am to 10:47am.

Meeting called to order at 11:00am

1. Sherika- by laws and strategic planning chair
	1. Can access on the website
		1. [www.vasfaa.org](http://www.vasfaa.org)
		2. “about”
		3. “governing documents”
		4. “strategic plan” and “strategic plan to do list”
	2. 7 goals
		1. Sub goals listed to help us achieve the first goal
	3. Sherika and others will go through each and identify what we’ve achieved and how and what he have not achieved.
	4. Will get feedback on what we can do or if still need to keep it as a goal.
	5. Current one is a few years old. Goal is to develop a new one to use moving forward.
2. Volunteer:
	1. Kathleen will respond to people to let them know that we’ve received their interest.
	2. They are date stamped so as more people respond she will get a new list.
	3. Eventually the chair boards will get those names so that they can reach out.
3. CANVA
	1. Nonprofit can get the “cool stuff” in CAVA for free. Will just need to give them a copy of the bylaws.
	2. Can have up to 5 people on the CANVA account.
4. Bids of a feather conference
	1. Every sector represented except for proprietor schools
		1. Didn’t have them listed on the agenda.
		2. Most of the conversation was in reference to things going on within the state.
		3. Changing the spring conference to Fall was the biggest thing
5. Development partners
	1. Don’t have overlap. Making sure it’s not when another conference is going on.
	2. No strong feedback that they felt they were missing anything

Add some skits to the conference. Example, the day in the life of….. VCU vs. NSU, etc.

“Know before you go” sessions/skits/videos

1. Community college
	1. Majority liked going to a fall conference. April or October
	2. Moving to Mon-Wed-majority in favor
	3. Busy periods July, Aug, Sept and Jan
2. Private school sector
	1. Not much to report out.
	2. Okay with the idea of a Fall conference
3. Trainings?
	1. PSL training (sooner than later because it all ends in October)
		1. Maybe get in some sister organization (admissions, registrar’s office, etc.)
	2. Toolkit to run your own scenario (FAFSA simplification)- interested to hear form any department that has done some of that work to see what it looks like and some of their challenges.
		1. Either do a walk through or discuss their own experience or both depending on time.
	3. Working with different personalities, generations, etc. Soft skill trainings.
	4. Credentials
	5. Career/Professional Development
4. Operational Calendar
	1. Will table that until the Fall Board meeting.
	2. In the meantime will send around examples.
		1. Introduce the idea via email and can discuss in some Zoom meetings.

Kelley Motions to Remove Theresa Harrison and Beth Armstrong from bank account and add the new Taniya LeGrand and Ryan McNamara. They will be issued debit cards for those account and will have access to the checking and the savings. Debra seconds. All in favor. None oppose. No discussion. Pass.

Kelley moves to adjourn. Biz seconds. All in favor. None oppose. No discussion. Meeting adjourned at 12:08pm.