**VASFAA Transitional Retreat Minutes**

**Monday, June 20, 2011**

**12:00pm**

**Sheraton Hotel in Norfolk, VA**

**Attendees Present: Melissa Barnes, Heather Hollandsworth, Margaret Murphy, Ashley Reich, John Brandt, Lisa Tumer, Vera Riddick, Stephanie Clements, Tarik Boyd, Paul Farrar, Bobby Clemmer, Kerrie Roth, Michael Poma, Jane Moore, Carla Dailey, Biz Daniel, Anita Aymer, Vern Fairchilds, Daniel Hewitt, and Pam Rambo.**

**Introduction of Board (Old and New)**

**Audit:**

Discussion: Margaret discussed how it would not be necessary to get a new auditor since Treasurer and Treasurer-Elect are done annually. John Brandt talked about how the auditor saved us a lot of money (went down to $300 for the year). Auditor being used is from Kerrie Roth’s school. Margaret passed around the expenses that have yet to clear the bank (Charity and VASFAA Westin check). CACGP expense will be over by about $2900 for the year (allotment is $63,139.85). Margaret discussed the contract that is in place. John discussed how 5 people have not paid for VASFAA’s conference and there are about 10 members that have signed up for membership for 10-11 that have not paid yet. Margaret discussed how we will be in the positive once we have checks cleared and payments for membership and conference are made. We should come in the positive by $8,000 (approx.) Zita discussed the Sue Ross and New Century income being added and John confirmed that $4,400 would be coming in. Heather discussed the $66,500 versus the $56,500 for expenditures. Heather talked about the contract being on file for CACGP and will make sure John and Margaret has a copy.

**Policies and Procedures Manual:**

Discussion: Heather discussed how the changes out to the side are from Brenda Burke of various things that need to be discussed.

* Page 8, Section 2, 2.1: Change of school name to Mary Washington instead of Mary Baldwin. Zita mentioned taking out
* Page 8, Section 2, 3.1: Need to add the fund manager; Vern Fairchilds is acting as the fund manager currently.
* Page 11, Section 3.1.1: Brenda’s suggestion was to take out some of the highlighted portions.
  + On Section 1, Michael states it should say, “and SHOULD be able to attend…” instead of “must”.
  + Discussion was made that we are sponsoring someone to attend the meetings.
  + Agreement was made to go with “should”
* Section 3.4-Secretary: Discussion for new wording for the updating of the Association’s stationary. Anita mentioned if the President is going to make updates then the Secretary should have access to this. Melissa discussed the need to be selective with who has access to this stationary. All agreed that changing the phrase “coordinating printing” to just “updating”.
* Section 3.5-Treasurer: Asking for current wording update for Treasurer responsibilities. There is a need to update the wording for current technological times.
* Section 3.8-Representive-At-Large: attend Executive Board meetings
* Section 4.2-Name change to Developmental Partners needs to be consistent with what is showing on page 25 (mentioned by Zita)
* Section 4.3.6-Zita mentioned updates in P & P being for 09-10 and then discussed how some parts of P &P are showing 10-11. Heather mentioned she basically went through October updating this information. Zita discussed how it could be confusing for someone reading the manual as some is showing 09-10 and other parts showing 10-11.
* Section 4.3.9-Heather asked if there is a need for a State relations section as well as the Government relations. Melissa mentioned it would be helpful to have comments listed in the P & P manual for historical purposes of when the decision or change was made. Discussion was made if electronic copies of the P & P manual was kept.
* Section 4.3.20-wrote out Non-Conference Committee and Heather questioned if there was a need for a Training Committee as well. Heather noted there should be a vote to combine the two and make it just the Non-Conference Committee. All were in agreement to switch the name to Non-Conference. Michael then mentioned making Training a separate section from Non-Conference. Vera mentioned how recently the Conference chair has taken on the responsibilities of the Training committee. Daniel mentioned Section 4.2 of the Standing and Discretionary/Ad Hoc Committees definitions and suggested Training to Discretionary. Zita mentioned that it was the mission of VASFAA to train and would hate to see it moved to a discretionary committee. Stephanie mentioned keeping it as Training and then keep it as “At the discretion of the President…”. John asked if it would be important to separate out a Conference Committee and a Non-Conference Committee. More discussion was mentioned to put “At the discretion of the President…” to the beginning of the paragraph in 4.3.20 instead of at the end. All agreed to make the Training committee a standing committee and the Non-Conference Committee as a discretionary committee and move the wording of “At the discretion of the President” to the beginning.
* 4.3.21-name change to Development and delete the highlighted verbiage. Change the wording to “This committee may be responsible for appropriate signage for all VASFAA events” instead of “This committee is responsible...”. There was discussion of taking out the wording all together.
* 7.10.1-John Brandt discussed the addition of the Sue D. Ross and New Century fund responsibilities be given to the fund manager (Section 7.10.2.2). No other discussion was made regarding John’s recommendation.
* 7.14.3-Development Fees: Heather asked for recommendations for updating the wording. Suggestions were made to change wording to “exhibit fee”.
* 8.3-Alcohol Policy: Keep wording in for 2 alcoholic beverages. Discussion was made there was not enough funds in the past, but no need to take it out.
* 9.3.2-Stationery: Discussed how it will be the Secretary’s responsibility to update this and it will be password protected. Secretary will pass around to those needing this.
* 9.3.5-Heather mentioned how she never received the Articles of Incorporation (Banners). It should be passed to his/her successor according to this paragraph. John mentioned when we are transferring banks to get a better CD rate they are specifically requesting the Articles of Incorporation.
* 9.4-LCD Projectors: Kerrie Roth has 2 and Heather has 2. Discussion was made on where to take to get them fixed by Heather.
* 9.4.2-Ballot Box: Decision was made that ballot box was no longer needed. Discussion was made on adding wording about elections being made electronically. Margaret discussed getting rid of the paragraph since the section discusses tangible assets, which electronic ballots would not be considered a tangible asset. Heather stated she will just keep the ballot box and the paragraph just in case we need it for anything.
* Other Comments: Zita asked if Strategic Plan was updated or not and if the references to the Strategic Plan matched the P & P manual. Heather mentioned how it did not change for 10-11. Zita also mentioned within the P & P manual how there are certain references that are not being done anymore-appendices being out of date (go back to 98-99 year). Discussion was made to swap out older references to P & P manual for more current references. Margaret discussed 11.8 for the “Best Booth” should be removed since we no longer do this.
* Motion to Accept the Changes: Margaret (1st) and Vera Riddick (2nd). No further discussion and no one opposed. Motion carries.

**Continuity Statement:**

* Melissa motioned that the 11-12 VASFAA Board approve the decisions made at the June 20-21, 2011 VASFAA Transitional Retreat. Stephanie Clements 2nd the motion. No further discussion and no one opposed.

**Parliamentary Procedures:**

* Melissa went over how to make comments by raising card on table. Melissa also discussed needing a 1st and 2nd motion and she will then ask for a question, if none, the motion carries.

**Adopt the Agenda:**

* Motion: Motion Carries (Unsure of 1st, Vera Riddick 2nd). No further discussion and no one opposed.

**Goals and Objectives:**

* Melissa read the 2011-2012 Vision and Goals for VASFAA to the old and new board members as well as, the committee chairs.
* Discussion was made on the contract for $52,000 and was presented by Stephanie Clements for Super Saturday. Recommendation is not just for one day, but rather spread it out to different days depending on the location. Discussion of dates being the first 3 Saturdays in February and would we be able to find the level of volunteers that we need for these events. Heather mentioned this was a recommendation in the contract from SCHEV for the CACGP Grant. More discussion will take place on Tuesday, June 21, 2011 by Stephanie Clements.
* P & P Manual Updates and Responsibilities: it will be the responsibility of all committee members and commissioners to send updates to this manual when necessary.
* Timing of the Conference: Melissa mentioned changing conference from spring to fall. Discussion was made changing the membership year by Zita. Heather discussed charging for 2 years due to the timing of the spring conference. Margaret asked how many overlapped the Fall Non-Conference Event in Lynchburg vs. Spring VASFAA Conference. Daniel mentioned membership being open on July 1 and wondered why some people did not sign up earlier and Zita mentioned that most schools will not pay until attached to a conference. Stephanie mentioned her opinion would be to keep conference in the spring because we do not know a lot of final regulations. Randy mentioned that we are talking about 2 completely different issues, one is membership due collection and the other is switching the date of the conference. Randy mentioned that there is nothing really to draw people to register early. Zita mentioned that there will always be some people that will have a short membership span because of the date of the spring conference. Michael mentioned how the Tri-State has set up their training and collection of membership dues. Anita mentioned that they booked the Hilton for three years in a row, which is why we had the conference in the spring. Consensus of the group was to keep the conference in the spring.
* Budget: Bobby discussed how committee met last week on expenditures and proposed new budget to give the board a starting point.
  + Reserve Fund Policy: Read the definition in the P & P Manual. Question was raised by Randy on how we decided on 1/3 of the budget being sufficient to hold us for a year. Bobby mentioned that they met and determined that 1/3 would cover a major catastrophe. Randy was wondering if anyone has defined the essential projects and activities. Lisa discussed that it was several years ago that if all lenders pulled out we could maintain, but she was unsure how 1/3 was decided. Bobby assured the board that we do meet the 1/3 requirement to maintain, which can be seen in the budget sheet handed out.
  + Carry-Forward: Bobby mentioned that we usually have approx. $20,000 that is carried over from year-to-year and the committee previously approved to have these rolled over 25% to Sue D. Ross, 25% to New Century, 25% to Reserve Fund, etc. and 25% to next year’s operating budget. Bobby mentioned the idea of taking the 25% rollover to next year’s operating budget and applying it more to Sue D. Ross and/or New Century as those have depleted over the years, but this will be at the discretion of the board.
  + Review of the Budget Sheet (3 pages):
    - CACGP Grant: will need to put in $5,000 and we are hoping for $53,000 from this grant. Do not have the approved contract amount as of yet showing $53,000 per Melissa, only the application.
    - Need to change the FY12 amount of $1K to $5K for Awareness as this is the contract amount we have to put in the budget.
    - John asked Kerrie if we would be able to stay at $300 for the audit expense; Kerrie said she is fairly sure we will stay at this amount because he (the auditor) knows the organization.
    - Conference Charity amt. of $1700: $1634 was raised by charity events and $66 came out of budget because we wanted to round up.
    - Conference: question was raised by Daniel if $210 would be sufficient to cover the cost of this conference. Biz mentioned we have to make sure that any facility fee is thought about. Kerrie mentioned that for VASFAA we do not have a facility fee for Norfolk. Vera mentioned the only other expense that she can think of would be committee meetings prior to the conference, which a lot of these are taken care of via conference calls.
    - FOCUS: Stephanie mentioned that she has goals from Michael and is unsure of the type of funds needed for this.
    - Electronic Services: Jane confirmed that $3K would be enough since Apricot would only be $1,080.
    - Membership: Margaret mentioned there is approx. $180 that was charged to the Membership committee for name tags, supplies, etc. that were used at a conference. Margaret noted that we should increase the amount from $100 to $200. Anita noted that we did nothing to recognize new members this year-nothing on nametag, etc. and we should do this going forward. Heather read Section VII of the by-laws regarding definition of a member.
    - Non-Conference: Discussion was made how to draw people to membership via Non-Conference in the fall. Biz discussed how we will need to drive people to pay for membership early. Melissa asked if we have previously asked if it had been discussed to involve other offices within schools as associate membership (Bursar, Registrar’s, etc.). Question was raised if it should be a regular membership or an associate membership. Randy mentioned that we should look at the by-laws in the definition of membership to make sure we are not crossing lines.
    - Public Relations: No expenses for previous year, but Anita mentioned if anything needed to be in print, the $300 allotted would not cover this expense. Last year everything was done electronically.
    - Retreat: Kerrie mentioned that for this current retreat in Norfolk we got a great deal because there was not a facility cost and the meals were very inexpensive. Biz mentioned it would not be necessary to go to the location of the upcoming conference. Margaret mentioned she would be looking into college hosting to cut costs. Anita mentioned that there will always be an overnight expense for someone traveling for at least one night, but there may be a possibility of cutting a two night expense.
    - Secondary School Relations: $500 expense listed was to cover lunch. Ferrum College absorbed the printing and mailers in the past.
  + Bobby thanked the Budget/Finance Committee for meeting last week.
  + Motion: To keep the Membership Fees at $35, Conference Fees at $210, and Drive-In Event at $150.
    - Motion on the fees: Heather (1st) and Ashley (2nd). No one opposed and no further discussion. Motion carries.
  + Presentation on Sue D. Ross and New Century: Vern Fairchilds
  + Moved money away from Smith Barney to Carter Bank and Trust as they are offering the best interest rate.
  + Vern asked how to cover the deficit of almost $800 showing on page 2. Either dip into the principle of the endowment or find other funds/dues to cover this. The same question remains for Sue D. Ross as we are going to have to find a little over $1,000 to cover a $2,000 expense.
  + Vern is looking into getting a 6-month CD at about 1.1% and at 6-months see if the interest rates go up.
  + Margaret proposed instead of stripping amounts out of New Century only using interest income and taking extra money needed out of the excess funds for carry-forward in order to cover the overages of Sue D. Ross and New Century. Bobby will explore this idea to see if we would have enough to cover for this year.
  + Heather noted that at the end of the budget review we would need about $7300 to balance on the budget, but looks like we would need about $1500-$2000 to cover the costs for New Century and Sue D. Ross. Daniel clarified that the carry-forward amount does not include the SCHEV check, which would bring it up to about $21,000.
  + Biz mentioned that we should only spend what we make instead of going to dip into other funds to cover additional costs.
  + Kerrie noted that New Century is something we do not have to spend if we do not want to because of the small amount of people that are receiving this award. This is something that we could leave dormant for a while and let build up until we can give a bigger or more awards.
  + Zita mentioned the importance of funding Sue D. Ross and we are not really strapped to help cover the overage if we have a carry-forward of $21,000. However, New Century does not have to be spent if not necessary.
  + This item was tabled and will be re-visited once all expenditures are added. Budget and Finance Committee will review alongside of Vern, Lisa, and Margaret to gather information and present again in the fall.
* Meeting Adjourned at 3:55pm

**VASFAA Transitional Retreat Minutes**

**Tuesday, June 21, 2011**

**8:39am**

**Sheraton Hotel in Norfolk, VA**

**Attendees Present: Melissa Barnes, Heather Hollandsworth, Margaret Murphy, Ashley Reich, John Brandt, Lisa Tumer, Vera Riddick, Stephanie Clements, Tarik Boyd, Paul Farrar, Kerrie Roth, Michael Poma, Jane Moore, Carla Dailey, Biz Daniel, Anita Aymer, Vern Fairchilds, Lee Andes, and Pam Rambo.**

Membership Dues: Consensus is to keep membership dues at $35

Volunteer Recruitment: Tamy Garofano has volunteered. If we know people who would like to serve or work on the committee, submit names to Melissa.

Budget Discussion: Margaret read Bobby’s email attachment as he was not present in the Tuesday, June 21, 2011 meeting. Excess of $1,788 for FY11 and we would need to tap into our reserves in the amount of $5,637. Bobby made adjustments to increase Awareness fund from $1,000 to $5,000 because of our contract commitment. New total for FY12 is $94,850. Randy mentioned until money is received from SCHEV, take from Reserves, and then once check comes in from SCHEV put the money back into the Reserves. Randy stated he would like to see this as a separate line item on the budget. CACGP would need to be made $0 until money is received for accounting purposes. Margaret mentioned taking from our income and covering the Sue D. Ross and New Century-she would like this money specifically to come from the Reserves. John mentioned that the Buddy bank and Fairchilds bank to be changed to the Carter Bank and Trust as we are getting a CD rate of 1.1%. John stated that we will be withdrawing money from New Century at Smith Barney to create a CD at Carter Bank and Trust. Sue D. Ross will be also placed at Carter Bank and Trust. They will be 6-month CD’s since this is the same rate as the 12-month rate. After 6-months, Vern will look to see if there is another CD that would have a better interest rate. Earnings will be kept in the fund and carry-over of $4400 would be used to pay for the expenses of the prior year. Vern would like to establish the TERP (Trouble Relief Program) in order to cover expenses and plan for the future in case we wanted to increase Sue D. Ross or New Century. John mentioned at a previous board meeting he had been charged to research interest rates for savings account. His proposal was to take these 3 CD’s and put them in a CD at Carter Bank and Trust because of the interest rate (1.1%). These CD’s will mature in August and at that time these CD’s would be transferred to Carter Bank and Trust. We will discuss how to handle moving these at the Fall Board Meeting.

* Motion to move the CD’s: John (1st) and Margaret (2nd). No further discussion. No one opposed. Motion carries.

Travel Expenditures: Margaret asked for all travel expense forms. She also plugged in additional checks in the budget.

Strategic Planning: Randy stated he has reviewed the plan for 2010-2014. He is looking to add clarification to the terminology in the strategic plan to allow readers to see if the goal has been met. Will do a comparison to the P & P manual as well to make sure there are no conflicts. No further discussion on this topic.

Committee Information: Melissa asks that all board members approve the committee chairs and members to make sure that they are active and paying members.

* Motion: Margaret (1st) and Lisa (2nd). No further discussion. No one opposed. Motion carries.

Approval of President’s Goals and Objectives:

* Motion: Vera (1st) and Lisa (2nd). No further discussion. No one opposed. Motion carries.

Tutorial by Jane Moore of Wild Apricot: Jane will send out the link to look at the site and she would like feedback on any changes or ideas. Committee reports will be submitted to Jane Moore and Melissa Barnes via email. Melissa will share the information with the Commissioners once she has received the reports. The reports will be listed in a PDF format, Jane does not mind if reports are submitted in another format as she is able to convert to a PDF, but will send instructions. In membership application, it will catch duplicates if the same email address is added twice and will not allow a person to register twice. Website has the capability for a blog as well. Log-in for the website will be current email address. We will be getting the ability to use credit cards on the website for membership fees. Everyone will need to start from scratch on this site and fill out a new member application for upcoming year and pay member dues (old usernames and passwords will not work for this site). Randy asked if there was a preference to use the email on Wild Apricot to track emails or if committee members can use their own individual email addresses. There was no preference on how this was handled. Vern asked about the donation portion and if there could be a breakdown for tax write-off purposes (i.e. Sue D. Ross). All committee updates and reports should be sent to Jane and the site will be up and running by July 1, 2011. No further discussion.

Newsletter moving to a Blog: Heather discussed this transition is mostly for cost purposes. The newsletter chair would be more of a communication chair and the committee would review. The blog would be a quicker way to get the news out to individuals and with the constant changes in FA it would allow for quick changes. Even with Wild Apricot there would not be a charge for a newsletter as opposed to ATAC where there was a cost per newsletter to post, however the timeline for getting information out would be quicker if a blog is used. There was a lot of discussion about blog and how communication would need to be constant. Decision was to keep newsletter instead of going towards a blog due to the maintenance.

Website Discussion by Jane Moore: ATAC will be up and running for 2 more months. We need to pay our dues as soon as possible. New board members need to have dues in before next board meeting in order to have voting rights. Site will be up and running by July 1 to pay with a credit card.

**Committee Chair Goals and Objectives:**

***Outreach Services: Stephanie Clements-*** Looking to keep membership database clean. No additional funds are being requested for Outreach Services.

Carla Dailey: Membership Chair-Went over goals and objectives; no further questions and no additional funds being requested.

Pam Rambo: Secondary School Relations-Went over goals and objectives; no further questions and no additional funds being requested.

Stephanie Clements for Mike O’Grady: FOCUS-Went over goals and objectives; no further questions and no additional funds being requested.

Stephanie Clements for Linda Woodley: Awareness-Went over goals and objectives listed on handout provided regarding Super Saturday. Looking specifically to move Super Saturday to last Saturday in January and the first 2 Saturday’s in February. The dates would give options to colleges and the main goal would be to move away from the February 15th date since this is a lot of school’s deadline for filing the FAFSA.

Dates for Super Saturday would be January 28th, February 4th, and February 11th.

Motion to change dates: Margaret (1st) and Stephanie (2nd); Anita questioned if we should change the language for going forward adding last Saturday in January and the first two Saturday’s in February. Change is not needed to make more general wording since we are unsure if this will be a continual change for every year going forward to keep it on the last Saturday in January and the first two Saturday’s in February. Added language (year) for the motion to state: “For 2011-2012, Super Saturday will be on the last Saturday in January and the first two Saturday’s in February”.

Move to amend to add the year language after discussion: Margaret (1st) and Stephanie (2nd). No further discussion. No one opposed. Motion carries.

No further questions for Stephanie Clements in Outreach Services.

***Conference and Non-Conference Committee: Kerrie Roth***

Kerrie Roth: Conference-read goals and objectives; asking for additional funds for a New Aid Training for something outside of the Conference, but will be at cost. Kerrie is asking to revise the attendance and the budget levels. Kerrie recommends anticipating the same number of attendees as last year (165 attendees at $210). Biz mentioned that Kerrie should reach for the goal given listed on the budget and not over-project in order to not eat up additional costs if we do not get the attendees. Kerrie would still like to increase the number of attendees to 165. Lisa proposed that we table the request to increase the budget and have the board discuss this via conference call once all expenses are in before any changes are made. At this time any considerations made by Kerrie or any others would be discussed and then either approved/rejected. Kerrie then asked about the New Aid Officers and Melissa stated again that we will revisit increases. Biz stated that New Aid Officers is a self-supporting event and it is up to Kerrie and Vera what they want to do and is not something that needs to be voted on. Vera mentioned the only other thing looking into is the Philanthropic chair. No further discussion.

Biz Daniel: Non-Conference-wanted to know if there was any clarification on the responsibilities of Non-Conference support for Conference training. In the P & P manual there is no description of Non-Conference. Vera then commented that Biz would be responsible for Training for Non-Conference per discussion from yesterday. Read goals and objectives. Ashley Reich will be pulled in to assist with Non-Conference training setup at Liberty University during fall break and date being looked at is October 6, 2011. Biz is looking at doing Federal & State Update and Verification and will contact Greg Martin to see if he is able to present during this time.

Michael Poma: Development-discussed payment to vendors. Kerrie discussed College Savings wanting to come and setup, but could not pay the fee and discussed having an associate fee. Michael stated that if the vendor wants to come they will need to pay the fee instead of doing different rates. Vera asked if we have looked into other type of vendors (i.e. computer companies, suppliers) to build relationships with them. Michael mentioned that they would need to find some sort of value when attending the conference. Melissa mentioned that we would need to look at the amount of vendors coming since we are limited in space, but Michael has been charged to look into other entities.

Anita Aymer: Public Relations-read goals and objectives; has requested additional money in the budget ($100.00 to start) for postage to send out mailers to the various organizations to be able to reach out more effectively and to reach out in a way other than email. Randy asked what we are looking at for an increase in membership. Anita stated she would like to see an increase of 50% in membership even though that goal may be unrealistic. Margaret stated that with previous experience she would request that we increase the budget request from Anita’s amount of $100.00 to $150.00.

Motion: Margaret made a motion and then requested to withdraw the motion on the table. Heather made a 2nd motion to take this off the table.

Jane Moore: Electronic Services-read goals and objectives; no further questions.

Motion to accept committee goals and objectives for 2011-2012: Margaret (1st) and Lisa (2nd); no further discussion. No one opposed. Motion carries.

More budget discussion from Vern: mentioned that if we want to we need to figure out what to do to cover the funding level for Sue D. Ross and New Century. Board needs to make sure we budget in where the money will be coming from (i.e. Reserves). Budget and Finance Committee will meet in regards to the budget and Melissa will then setup a conference call to discuss any fund requests from Vern or any other committees.

Deadline for Reports: would like to have goals and objectives submitted before July 1 on the form.

Motion to Adjourn Meeting at 10:53am: Lisa (1st) and Stephanie (2nd). No further discussion. No one opposed. Motion carries. Meeting Adjourned.

Respectfully Submitted,

Ashley Ann Reich

VASFAA Secretary