**FASFAA Executive Board Minutes**

**November 17, 2022**

**10:00 a.m. to 12:00 p.m.**

The FASFAA Executive Board met virtually via Teams on Thursday, November 17, 2022.

# Call to Order

President Nadine Bailey called the meeting to order at 10:04 a.m.

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| **Voting** | **Present** | **Position** | **Last Name** | **First Name** |
| V | Y | President | Bailey | Nadine |
| V | Y | President-Elect & Nominations | Hatcher | Kris |
| V | N | Immediate Past President/Fiscal Concerns/Parliamentarian/Historian | Conrad | Katie |
| V | Y | Vice President of Training | Ly | Jessica |
| V | Y | Secretary | Ambridge | Susan |
| V | Y | Treasurer | Moat | Tracy |
| V | Y | Treasurer-Elect | Johnson | Arminta |
| V | N | Region I Representative |  |  |
| V | N | Region II Representative | Hunt | Alisha |
| V | N | Region III Representative | Parrales | Angelica |
| V | N | Region IV Representative | McMahon | Jerry |
| V | Y | Region V Representative | Gass | Chrissy |
| V | Y | Conference Chair / Member at Large | Keaton | Alicia |
| V | Y | Conference Chair / Member at Large | Pleasant-Doine | Sheia |
| V | Y | Federal and State Legislative Chair/Member at Large | Reynolds | Jonathan |
| V | N | Business Partners Advisory Council Chair/Member at Large | Dickerson | Laura |
| V | Y | Vendor/Sponsorship Coordinator/Member at Large | Davis | Becky |
| V | Y | Site Selection/Event Coordinator/Member at Large | Molinares | Irma |
| NV | Y | Electronic Services | Schworn | Edward |
| NV | N | Early Awareness/Outreach/Financial Literacy Chair | Yates | Alex |
| NV | N | Membership Chair/Volunteer Coordinator | Gross | Kylie |
| NV | N | Scholarship/Charity Chair | Wiles | Tracy |
| NV | Y | Grad/Professional (Private/For Profit/Non-Profit) | Toohey | Melissa |
| NV | Y | Vocational-Technical/Clock Hour | Phillips | Kim |
| NV | Y | OSFA Outreach Liaison/Newsletter | Hernandez | Pedro |
| NV | N | Special Projects |  |  |
| NV | Y | Private Schools Liaison | McKenzie | Vandeen |
| NV | N | Global Issues/Member at Large | Hanson | Egan |
| NV | N | Social Media/Communications Coordinator | Dickerson | Lindsey |
| NV | Y | Webinar Coordinator | Traverso | Johanna |

A quorum for voting was met with 12/18 voting members present (67%). There were 18/30members of the Executive Board present.

**Board Members Unable to Attend:** Katie Conrad, Alisha Hunt, Angelica Parrales, Jerry McMahon, Laura Dickerson, Alex Yates, Kylie Gross, Tracy Wiles, Egan Hanson, Lindsey Dickerson.

**Guests:** N/A

**Leaving Early:** Tracy Moat, Parker Campbell

**Old Business**

Clock Hour Workshop Update: Kim Phillips - The workshop went well and was well attended by approximately 106 people. There were some in attendance from out of state, including one from as far as California. Anita Olivencia, from the U.S. Department of Education’s office of Federal Student Aid, provided sessions on loans, R2T4, consumer education and Federal updates.

Due to the impending hurricane, the workshop timeline was moved up so that it could end a little earlier than planned.

**New Business**

FASFAA Expense Report; Tracy Moat: The Expense Claims Report has been updated to include category codes, which will now be required to utilize. The category codes will help with tracking in QuickBooks. If anyone needs guidance on which code to use, please connect with the Treasurer and the Bookkeeper for assistance. When submitting expense reports, refunds can now be sent via paper check or Zelle.

NASFAA ID on Member Registration; Eddie Schworn: Seeking and considering ideas to have NASFAA identification numbers imported into FASFAA member files. This will make it more efficient when FASFAA members take NASFAA credential exams offered by FASFAA after trainings.

Review of Hotel Contract for New and Intermediate Aid Workshop; President Bailey:

The in-person Executive Board meeting will be February 1 – 3, 2023 at the Embassy Suites in Orlando. Embassy Suites is not able to waive parking fees as parking is outsourced. A total of 41 room nights are required for the meet the contract guidelines.

* **Motion by Irma to approve the contract for the Embassy Suites Orlando for the New and Intermediate Aid Officer Workshop and the in-person Executive Board meeting from February 1 – 3, 2023.**
* Second: Alicia.
* Discussion: None.
* Motion passes by all attending voting Executive Board members in favor to accept the contract for the February 1 – 3, 2023 New and Intermediate Aid Officer Workshop and in-person Executive Board meeting.

Review of Hotel Contract for 2024 Annual Conference; Kris Hatcher, President-Elect:

The Sunseeker Resort states that they intend to be operational before the scheduled FASFAA conference dates. They will waive the resort and parking fees. Irma is connecting with the Sunseeker on a cancellation clause in the contract should they not be able to accommodate the FASFAA Conference.

* **Motion by Kris to approve the contract for the Sunseeker Resort for the 2023-2024 annual conference after attaining a cancellation clause from Sunseeker.**
* Second: Jessica.
* Discussion: Irma is connecting with the Sunseeker on a cancellation clause in the contract should they not be able to accommodate the FASFAA Conference.
* Motion passes by all attending voting Executive Board members in favor to accept the contract for the 2024 annual FASFAA Conference once Sunseeker adds a cancellation clause to the contract.

**Other New Business**

Region I Representative: As the Region I Representative position has been vacated; President Bailey put forth Angelica Coonts from Pensacola State College for consideration to the Executive Board. Angelica has Federal Direct loan and default management experience.

* **Motion by Kris to accept Angelica Coonts as the Region I Representative for the remainder of the term in June 2023.**
* Second: Irma
* Discussion: None.
* Motion passes by all attending voting Executive Board members in favor of accepting Angelica Coonts as Region I Representative for the remainder of the term in June 2023.

**Adjournment of Meeting**

With no further business to discuss, President Bailey declared the meeting adjourned at 10:54 a.m.

Executive Board Meeting Minutes submitted by,

Susan Ambridge

FASFAA Secretary