



FASFAA Executive Board Minutes  
Marriott Harbour Resort and Spa

Sanibel, FL

The FASFAA Executive Board met on Wednesday, July 25, 2018 through Friday, July 27, 2018 at the Marriott Harbour Resort and Spa, Sanibel, FL

Call to Order

President Alexander called the meeting to order at 2:30 pm.

Roll Call

Called the roll Board Members present were:

David Alexander	President
Nathan Basford	President-Elect & Nominations
Denise Asselta	Secretary
Gail Rogers	Treasurer
Joan Bailey	Immediate Past President & Fiscal Concerns
Nichole Crowley	Region II Representative
Sedrick Brinson	Region III Representative
Nadine Bailey	Region IV Representative
Katie Conrad	Region V Representative
Merrian King	Membership Chair
Irma Molinares	Graduate Professional/Financial Literacy Chair
Jeremiah McMahon	Electronic Services Chair
Tracy Wiles	Scholarship/Conference Co-Chair
Tracy Misner	Site Selection/Event Coordinator
Jeff Daniels	Vendor/Sponsorship Coordinator
Gwyn Francis	Bookkeeper

Board Members unable to attend: Mia Mwango, Maureen Anderson, Kris Hatcher, Christine Taylor, Sean Johnson, Levis Hughes, and Cherly Phillippeaux.

## Approval of Minutes

President Alexander made a motion to accept the minutes pending one change of the meeting minutes from April 12, 2018 which noted Katie Conrad was not present. The minutes were accepted with no additional changes and the Treasurer Rogers second the motion. The motion was carried with a majority vote.

Purpose: President Update.

President Alexander thanked everyone for a very successful year despite the unexpected transition to the office of President. The Leadership Pre-Conference Workshop was very successful. President Alexander noted Daniel Barkowitz will be the President Elect for this coming year. President Alexander attended the NASFAA Conference and had a very successful hill visit in Washington DC.

Purpose: Immediate Past President & Fiscal Concerns

Immediate Past President Bailey is assisting President Alexander in preparing the 1819 budget. Immediate Past President Bailey stated of the \$10,000 which was set aside for the audit only \$1700 was spent on the audit. All of the remaining balance is being carried forward into the next fiscal year. In reviewing the budget, there is a \$30,000 deficit for the 1819 budget. The reason is, this amount was not brought in from the 1718 conference. The way President Alexander has built the 1819 budget to be a balanced budget compared to past years' budgets which were out of balance. The \$8000 refund from the conference should not have been included in the 1718 budget since it was not in the contract with the hotel. There are areas we can address to make this a better budget for 1819. The low attendance at the conference was because members did not receive the emails for the conference.

Purpose: President Elect

President Elect Basford presented a slate of candidates to the executive board for approval. The slate was approved with additions added and approved by executive board. The candidates were notified of approval from the board and advised to submit bio and candidacy statement to electronic service chair to be posted to the website for membership to view. The election was completed and the following individuals were elected: President Elect Daniel Barkowitz, Vice President of Training Nadine Bailey, Region II Representative Nicole Crowley, Region IV Kylie Gross.

Purpose: Vice President of Training

Vice President of Training was not able to attend.

Purpose: Secretary

A committee has been created to review and revise the FASFAA Bylaws and Policy and Procedures. This committee will be meeting on a regular basis to review and discuss the bylaws and policies and procedures.

**Purpose:** Treasurer

Treasurer Rogers explained the new expense and reimbursement policy report is on the web site. On the address you will put the address you want your check to be sent to. If you travel by anything other than your personal vehicle you will need to get President approval prior to travel. You must get receipts for tolls. Tips do not need to have a receipt. Everything else you need to have a receipt. For mileage you need to attach a MapQuest with your expense report. The expense report needs to go to the President, Bookkeeper, and Treasurer. We are a tax-exempt organization and a copy of the tax-exempt form is on the web site. You do not need a receipt for meals. The expense report must be submitted within 30 days of the travel. If over that time frame you must get president approval. Each committee has a budget for this year and President Alexander will go over it tomorrow.

The new official address for FASFAA is 4905 34th St. S. #344 St. Petersburg, Fl 33411 and web site is updated with this information.

The board is requesting a line by line for the end budget for 17-18. The numbers will change for 18-19 since this is a proposed budget. The out of balance from the 17-18 budget was over estimated with income coming in. There was no over spending but the expectancy was lower than expected. We have it budgeted for this coming year a total income of \$175,209.00. The communications person can work on getting a free conference call line. Currently our member number is approximately 750 members. The Bonnie Pirkle has an expenditure only once a year for the scholarships given. The fiscal committee meets in December to determine what can be given for the scholarships each year. The investment account for the Bonnie Pirkle Scholarship is managed by UBS. Last year we brought in \$22,950.00 for the membership last year. We need to focus on more people to become members of FASFAA. NASFAA credentialing for 18-19 will be \$19,00.00.

**Purpose:** Region I Representative Update

Region I Representative was not able to attend.

**Purpose:** Region II Representative Update

Region II has 10 new NASFAA credentials earned during their workshop. Region II Representative Crowley's goal is to continue to get the credentials for the region and to mentor and mentee relationship growth. Region II Representative Crowley wants to grow and expand the tie of the region color which is yellow into what we do.

**Purpose:** Region III Representative Update.

Region III Representative Brinson had no changes to the report. The main goal of the region is to establish relationships with UCF, Stetson University and Indian River to get staff members engaged in the region activities. Region III will also focus on attaining NASFAA credentials.

**Purpose:** Region IV Representative Update

Region IV Representative Bailey said there were not changes in the report. The focus will be working with region representatives for the coming year as Vice President of Training.

**Purpose:** Region V Representative Update

Region V Representative Conrad said there were no changes to the report. The region goals were met for the year and the region also conducted NASFAA credentials during workshop. The Region V meeting was in March and the workshop was successful, everyone enjoyed the in depth training.

**Purpose:** Annual Conference Update

Conference Co-Chair Wiles stated based off of the emails which were not being sent to notified members of the conference and just transitioning into this role, the conference made \$15,000.00. There were very nice give prizes during the conference and the committee was very frugal with the conference funds. The conference budget was very similar to past years and there were no expenses which were over exceeded. The conference committee receive lots of compliments for the conference. The banners were found by President Elect Basford. Currently President Elect Basford has the banners. President Elect Basford suggested to order a cloth banner with the FASFAA logo on it. President Elect Basford also suggested for the Secretary to keep the banners and awards at the end of the conference.

**Purpose:** Vendor/Sponsorship Chair Update

There were 27 vendors who participated at the conference and 26 had exhibits. Vendor/Sponsorship from the annual conference made \$49,400.00. All of the vendors and participants like the area and they appreciated the start of the conference to be on Wednesday.

**Purpose:** Graduate Professional/Financial Literacy Chair Update

The Graduate Professional/Financial Literacy Chair Molinares supported the regions at the region workshops and answered questions from schools.

**Purpose:** Electronics Chair Update

Electronics Chair McMahon has updated the web site and changed over forms. Regions need to let the Electronics Chair know when their workshops are coming up for the fall. Membership responsibilities need to shift from Electronics Chair back to the Membership Chair for the coming year.

**Purpose:** Site Selection Chair Update

The next annual conference is scheduled to be at the Hyatt in Bonita Springs. There will need to be a 50% attrition rate to receive the rebate at the hotel. Site Selection Chair Misner thanked everyone for the scholarship; it was very special to me and my family.

**Purpose:** Bookkeeper Update

The board voted to change the FASFAA address and a PO Box has been updated to 4905 34<sup>th</sup> St. S. #334 St. Petersburg, FL 33711. The Bonnie Pirkle Scholarship collected \$1,211.00 from the annual conference. A total of \$10,000.00 was given to annual scholarship recipients and checks were sent out. The annual conference raised \$2,002.00 for the annual conference charity and

FASFAA gave \$1,000.00 towards the annual conference charity. The charity received a check for \$3,002.00.

**Purpose:** Old Business

Treasurer Rogers wanted to update the board on the 17-18 audit, as per the suggestions from the accountant, the purpose was to make the corrections with the suggestions from the accountant. The purpose was not to complete the audit as the set up in quick books was not complete to conduct the audit. Treasurer Rogers is working to get the books in line and the accountant is assisting. There will be a need to find someone else to complete the audit once the books are ready. Treasurer Rogers has to go back 2 years in bank statements to be entered into QuickBooks. A laptop was purchased for this purpose and it is estimated this project will be completed by end of the 18/19 award year. Treasurer Rogers stated the FASFAA organization is in compliance and has made necessary corrections as needed. The accounting firm has already received \$1,400.00 for work that has already been done. A Non-Profit audit will need to be done. The \$10,000.00 which was set aside for the audit is being used to pay for current expenses on work for the books. It is possible more funds may need to be requested from the board to pay for a Non-Profit audit. A meeting will be set up to go over everything. Treasurer Rogers is hopeful we can get the Non-Profit audit done for around \$7,500.00. Treasurer Rogers stated the FASFAA organization will be in compliance by the end of the year.

Some of the information was able to be uploaded into QuickBooks in the online version. Wells Fargo was downloaded to the computer and now it needs to be added to the online version along with the bank statements which need to be entered. UBS will also need to be entered into the QuickBooks online version. The board suggested to get quotes once the audit is ready. After meeting with the accountant they will set up a timeline to finish the process. Treasurer Rogers will set up an appointment once she gets back into the office.

The Fiscal Concerns Committee would like to go through the books and the committee will need to make sure they are in compliance. The Fiscal Concerns Committee will submit a report to the board on their findings.

According to the accountant, there are areas which need to be addressed and nowhere did it state we are not in compliance.

**Purpose:** Fiscal Concerns Committee

The Past President and the Fiscal Concerns Committee needs to meet and go over the budget before it is presented to the board.

**Purpose:** Bylaws and Policies and Procedures

The Policies and Procedures can be updated as we move forward but changes to the Bylaws need to be brought to the members for a vote.

## Adjournment of Meeting

With no further business to discuss, President Alexander declared the 2017-2018 meeting adjourned at 11:24 AM.

## Call to Order

President Alexander called the 2018-2019 meeting to order at 1:54 PM on July 26, 2018.

## Roll Call

Called the roll Board Members present were:

David Alexander	President
Daniel Barkowitz	President-Elect & Nominations
Nadine Bailey	Vice President of Training
Denise Asselta	Secretary
Gail Rogers	Treasurer
Joan Bailey	Immediate Past President & Fiscal Concerns
Nichole Crowley	Region II Representative
Sedrick Brinson	Region III Representative
Kylie Gross	Region IV Representative
Katie Conrad	Region V Representative
Jenny Cun	Membership Chair
Jeff Daniels	Site Selection/Event Coordinator
Jeniffer Molina	Vocational-Technical/Clock Hour
Jeremiah McMahon	Electronic Services Chair
Laura Dickerson	Scholarship/Conference Co-Chair
Nathan Basford	Conference Co-Chair
Merrian King	Conference Co-Chair
Vanessa Alfaro	Communications/Outreach/Special Initiatives
Irma Molinares	Federal Legislative Chair
Sandy Shimp	Graduate Professional/Financial Literacy Chair
Chansone Durden	Vendor/Sponsorship Coordinator
Gwyn Francis	Bookkeeper

Board Members unable to attend: Mia Mwango, Kris Hatcher, Christine Taylor, and Levis Hughes.

## Purpose: Introductions

Introductions were done between the old board members and the new incoming board members.

**Purpose:** Transition of Old Board and New Board

During this time the old board members had time to go over information with the new incoming board members.

**Recessed of Meeting**

The meeting recessed at 4:47 pm on Thursday, July 26, 2018.

**Call to Order**

President Alexander called the 2018-2019 meeting to order at 9:09 AM on July 27, 2018.

**Purpose:** Annual Conference

This year's conference theme is a "road map to success" conference chairs gave a subtitle of "where are you on this journey." The secessions for the conference are going to encompass sessions which include everyone from the office. This will help promote people to move up in the organization We want to have sessions for directors and enrollment management. IT, etc. to be included in these sessions and bring other groups in from the office. David Barnicki was asked to do 4 sessions during the conference. Stepping up and getting involved would be a session. The goal is to get the agenda out as soon as possible so offices can start to organize who will be going to the conference. This will increase our attendance and what folks are looking for at the conference. This will require us to outreach to executive levels in the office. One of the suggestions is to have a task force of directors and VP's for a sounding board at a senior level. This should go through training with Vice President of Training Bailey. An email will be going out to active members and non-active members reminding them to pay for the FASFAA membership. If they were on the list serve last year they are still on the list serv.

**Purpose:** Conflict of Interest & Confidentially Statements

Next board meeting we will have the conflict of interest and confidentially statement for you to sign.

**Purpose:** Parliamentary Procedures

Parliamentary procedures Past President Bailey will be sending information via email to the board. Meetings will be conducted using Roberts Rules of Order. As also the parliamentarian she will keep track of who goes next, when motions are made, motions voted on, etc. Rules of Engagement and Protocol for meetings, board reports are submitted in a timely manner. Board reports are approved by consent and the expectation is not to read the report at the meeting; a quick summary is given. The expectation is all board members abide by the policies and procedures, if you need to speak you raise your tent card. Anyone can pass a written consent to the secretary and the secretary then will inform the president that a member would like to address. Small group discussion may also be used from time to time. The board will operate by

a majority vote. The president does not have a voting motion. If you do not agree with the motion it is the will of the board and the motion carries. The board should have a united front; it is the board's decision. During voting members are required to act in good faith in the organization. Expectation is that you are on time and stay for the entire meeting. Don't be afraid to speak your mind. Don't go talking about each other. Be careful of reflecting your own personal views as these are the views of FASFAA.

Board minutes are just a quick snap shot of what occurred during the board meetings. They will reflect motions, overview of discussions. The minutes are also open to the public and open under Florida Sunshine rules. It is important to submit board reports for reference back and open reporting.

During the board meeting the book "Board Member Orientation" was passed out to new members. Existing board members already have the book. During the meetings we will be discussing different sections of the book. The board members are required to give their reflections of the book on their next board report.

**Purpose:** Goals of Committees for 2018-2019

Goals of each committee members for 2018-2019

Annual conference – Committee Chairs – Nathan Basford – Merrian King

- Send out notification as soon as possible
- Theme A Road map to Success
- Future site contracts: Look at hotels centrally located with the state
- Sessions repeated/available more than once (Fed., USFA)
- Expand scholarship information during conference
- Different times of year (FALL)
- Not overlapping with Georgia

Charity – Committee Chair

- Local to conference site
- Charity aligns with the FASFAA mission

Scholarships – Committee Chair

- Enhance page
- Expand scholarship contributions
- Work w/training to garner scholarship exposure and contributions
- Review P&P re: scholarship recipients



### Membership – Committee Chair

- 765 + members
- Launch a membership drive campaign
- Enhance scholarship exposures to new members
- Make it clear when membership expires to members
- New membership advantages ie. T-shirt, badges,

### Review/Process/Updates P&P & Bylaws – Committee Chair

- Schedule meetings
- Breakdown sections of P&P & bylaws for review
- Benchmark against other state organizations
- Update & post on web site

### Sponsorship – goal \$48,000.00 Committee Chair

- Reduce goal to \$45,000.00 due to impending lenders out of industry
- Work W/VP training opportunities/sponsor outside “normal” lenders (software companies) higher ed.
- Offer additional perks for more money

### VP – Training Committee Chair – Nadine Bailey

- Tracks
- Increase excel level/ conclusive sessions
- Webinars virtual trainings/ workshops
- Scholarships – work w/training/region reps to expand scholarship exposure & money
- Relationship building – solicit support from institution to increase awareness discern need for ongoing professional development.

### Volunteer – Committee Chair

- Volunteer list to all committee chairs
- Tie leadership group to volunteers
- Make volunteer form HUGE on web site
- Ensure that every person who volunteer is contacted & used
- Publish list of all committee members on web site

### Nominations/Elections – Committee Chair

- Dual slate per position
- Better representation (by sector/location, etc.)

#### Electronic Services – Committee Chair

- Conference volunteers for setup
- Research other services/software options – cost effective – functional
- Work to improve & expand scholarship into page – share into w/scholarship
- Update pages w/current info.

#### Fiscal Concerns – Committee Chair

- Getting Association documents updated for future audit
- Creation of a budget/finance committee to review & create budget w/president. Committee also responsible for conducting annual audit of books.

#### Global Issues/Diversity – Committee Chair

- Diversity track at conference
- Diversity leadership initiative/mentoring
- Mentoring program

#### **Motion:** Proposed Updated Budget for 2018-2019

President Elect Barkowitz made a motion to accept the proposed operating budget as presented by President Alexander. Treasurer Rogers seconded the motion. Discussion occurred.

President Elect Barkowitz moved that this motion be amended and the proposed operating budget would include the following changes of date, removal of refund from Naples Grand line item. Treasurer Rogers seconded the motion. Motion carries with majority vote.

#### **Proposed:** New Business

Conference Co-Chair Basford and Conference Co-Chair King will get estimates for getting a new banner for FAFSAA.

#### **Adjournment of Meeting**

With no further business to discuss, President Alexander declared the meeting adjourned at 12:10 PM.

Respectfully submitted by,

Denise Asselta

FASFAA Secretary