



FASFAA Executive Board Minutes  
Embassy Suites Orlando  
Lake Buena Vista, FL

The FASFAA Executive Board met on Monday, October 29, 2018 through Tuesday, October 30, 2018 at the Embassy Suites Orlando, Lake Buena Vista, FL

Call to Order

President Alexander called the meeting to order at 1:24 pm.

Roll Call

Called the roll Board Members present were:

David Alexander	President
Daniel Barkowitz	President-Elect & Nominations
Denise Asselta	Secretary
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
Kamia Mwango	Global Issues Chair
Jenny Cun	Membership Chair
Kim Phillips	Vocational-Technical/Clock Hour Chair
Levis Hughes	OSFA Liaison & Newsletter Chair
Laura Dickerson	Scholarship Chair
Nathan Basford	Conference Co-Chair
Merrian King	Conference Co-Chair
Vanesa Alfaro	Communication/Outreach/Special Initiatives Chair
Chansone Durden	Vendor/Sponsorship Coordinator
Gwyn Francis	Bookkeeper

Board Members unable to attend: Gail Rogers, Kris Hatcher, Jerry McMahon, Irma Molinares, Sandy Shimp and Jeff Daniels

## Approval of Minutes

Region IV Representative Gross made a motion to accept the minutes. The President Elect Barkowitz second the motion. The motion was carried with a majority vote.

Purpose: President Update.

President Alexander stated the leadership program is still on track for this year. Sessions for the leadership program have already begun. President Alexander will be conducting the “Managing Up” session. President Alexander will be submitting an article for the Fall newsletter. President Alexander has also done a welcome video which will be viewed during the region workshops.

Purpose: President Elect Update

President Elect Barkowitz has been working with the Florida Philanthropic Network. The organization is made up of philanthropic agencies in Florida who offer scholarships for higher education in the state of Florida. President Elect Barkowitz has been working with NASFAA on the Financial Aid Certification Committee, Task Force developing content for the Strategic Enrollment, and management track for the NASFAA Leadership Conference. President Elect Barkowitz is also a member on the SASFAA Budget Committee. President Elect Barkowitz will also be doing a webinar in November focused on the Pell Grant. President Elect Barkowitz is also leading training sessions for both FASFAA New Aid Officer Workshop and Region III Fall Training Workshop.

Purpose: Vice President of Training Update

Vice President of Training Bailey has been working with the Electronic Services Chair McMahan to update the FASFAA website with workshop information. FASFAA purchased 10 NASFAA credentials for the 18-19 year. These credentials will be provided during the region workshops, clock hour, and NAO. Vice President of Training Bailey has worked with the Clock Hour, Site Selection/Events Coordinator to plan the Clock Hour and NAO workshops. Vice President of Training Bailey has maintained a bi-weekly conference call with the training committee.

Purpose: Secretary Update

Secretary Asselta has the committee formed for the Bylaws and P & P. They will be meeting every two weeks. The first priority of the committee was to update the Bylaws and bring the changes to the board for discussing. This will be discussed later on in this meeting. Each person was given a section of the Bylaws to review and report back to the committee on suggested changes. The committee discussed if these changes were to be included in the Bylaws.

Purpose: Past President Update

Past President Bailey is part of the Bylaws and P & P committee. Past President Bailey is currently serving as SASFAA Global Issues Chair and is representing the state of Florida. Past President Bailey is also serving on the Site Selection Committee and Conference Committee for SASFAA. Past President Bailey is looking for moderators for the SASFAA Conference.

**Purpose:** Region II Representative Update

Region II Representative Crowley is prepping for the Region II Workshop on November 9<sup>th</sup> at Keiser University. Region II Representative is still promoting the year of yellow by using the theme of the yellow brick road to success. Region II Representative Crowley has been participating in the legislative session for SASFAA. Region II Representative has been working on the NASFAA credentialing for herself and the region.

**Purpose:** Region III Representative Update.

Region III Representative Brinson has been collaborating with UCF and has reached out to schools in the Region who were former FASFAA members or not members at all. It is important to let the schools know all the benefits FASFAA offers. The Region III Workshop will be November 9<sup>th</sup> at Valencia West Campus.

**Purpose:** Region IV Representative Update

Region IV Representative Gross has 28 people register for the workshop of the 28, 10 were no shows and 18 attendees. During the Region IV workshop, they had funding raising for the Bonnie Pirkle Scholarship and encouraged members to volunteer. The Region IV workshop came in under budget.

**Purpose:** Region V Representative Update

Region V Representative Conrad said the workshop is scheduled for November 9<sup>th</sup>. Region V Representative Conrad is also serving on the Bylaws and P & P committee. Region V Representative alerted the board to a concern with the FASFAA listserv, not all members receive messages from the membership listserv. If a membership is not current, they do not get any further FASFAA information from the listserv. This is a concern the membership is not receiving the communication about training and events.

**Purpose:** Annual Conference Update

The conference committee had an in-person meeting with most of the conference committee members. They did not involve everyone just to cut down on the cost of meals, travel, and lodging. They will be putting a book together on the duties of the registration chair. A conference call was made before the in-person meeting to set the tone for the conference committee meeting. A recommendation is made for the retiree rate to go from \$150 to \$200 due to covering the meals at the conference. The current rate does not cover the membership. So with the new rate \$170 would be for the conference and \$30 of the \$200 would go to membership. Brenda Brown has been asked to serve as the conference chair paige. The charity will be Lee County Community Cooperative. There will be a competition between the regions to raise funds for the charity. The charity will also be putting a letter together which will describe what their charity is about. A question was asked, what should the regions do to raise funds to pay for the baskets? Could part of their budget be used for this? Thank you Vanesa for getting out the communication to the members for the conference. Concerns have been raised since the Conference Committee Chairs have reached out to the Volunteer Committee and they have not received a response back from them. The main concern is there is no response. The two submissions for volunteering were based on the volunteer form. The link should be

included in the volunteer email sent to members. A vendor code will be needed for registration. The P & P Committee will review the conference part first to bring to the board from review before the assignment of rooms for the conference. They will look into an electronic agenda for the conference.

**Purpose:** Vocational Technical/Clock Hour Chair Update

Vocational Technical/Clock Hour Chair Phillips has 70 people registered for the Clock Hour Workshop and stated there will also be walk ins. Vocational Technical/Clock Hour Chair Phillips is researching topics for the annual conference.

**Purpose:** Global Issues Update

Global Issues Chair Mwango is a member of the Bylaws and P & P Committee. As the Global Issues Chair Mwango submitted an article for the SASFAA newsletter. An article will also be submitted for the FASFAA newsletter. Topics are also being reviewed so they can be presented throughout the year. The goal is to present these topics at region workshops and the annual conference. Global Issues Chair Mwango will be coordinating with the VP of Training on the schedule.

**Purpose:** Vendor/Sponsorship Chair Update

Vendor/Sponsorship Chair Durden said her main goal is to get the vendors to come to our conference. Electronics Chair McMahon is being asked to update the dates for the conference on the website. Now that everything has been updated a letter will be going out to all of the vendors, letting them know about the conference and how to register.

**Purpose:** OSFA Liaison & Newsletter Chair

OSFA Liaison & Newsletter Chair Hughes stated the conversion at OSFA was completed by Labor Day Weekend. Benequisto is now funded out of state students the amount is up to \$22,000 for instate tuition. Council of Financial Aid Directors and OSFA was allowed to speak about disbursements. Newsletter deadline will be November 9<sup>th</sup>.

**Purpose:** Communication/Outreach/Special Initiatives Chair

Communication/Outreach/Special Initiatives Chair Alfaro stated whatever the board members are sending to her, the information is being posted right away. Member clicks has increased and the shares on Facebook have also increased. On the postings NASFAA information is being shared. The passwords for Insta Gram need to be reset. The cover page for Facebook could be updated. Communication/Outreach/Special Initiatives Chair Alfaro is looking into other ideas for Facebook. Conference Chair King thanked her for posting everything which has been sent.

**Purpose:** Bookkeeper Update

Bookkeeper Francis stated the description column on the budget has been made to be more explicit and give a better explanation of the breakdown. A suggestion was made to just tab in a little for a clearer description.

**Purpose:** Audit Update

The \$5200 to pay for audit services is coming from the budget, which has funds already set aside. If there is additional training needed the board will address this as appropriate. At this point the treasurer is needing an approval for the engagement letter. This process should be done by the next board meeting. After this process is completed we can then move forward to begin the audit. President Alexander will be signing the engagement letter for the board.

**Motion:** Engagement Letter

A motion was made by President Elect Barkowitz to accept the engagement letter which was sent out to all board members on October 18, 2018. Region IV Representative Gross seconded the motion. Discussion occurred. Motion carries with a majority vote.

**Purpose:** Old Business

Secretary Asselta provided the board with copies of the Bylaws which included the suggest changes from the Bylaws and P & P committee. FASFAA members will need to be notified 30 days before the conference. The board needs to decide if the members vote on the Bylaws at the conference or have the Bylaws be sent to all members now and an election is held. There can also be a webinar and members can log in to view the updated Bylaws. Another delivery method of the updated Bylaws to the members is to have a webinar during the conference and hold a question and answer period.

**Purpose:** New Business

A suggestion was made to add a position of Treasurer Elect to the Board? Should the Treasurer Elect have the position for the first year and then as Treasurer for the next year or Treasurer Elect for one year followed by 2 years as Treasurer. Further discussion will be needed regarding this position.

Secretary Asselta will research with the assistance of the Electronics Chair McMahon on what forms of electronic storage works best for all of our information.

**Motion:** Conference Budget

President Elect Barkowitz made a motion to amend the previous Conference Budget of total revenue and to adopt as the new total revenue of \$13,468. Vice President of Training Bailey seconded the motion. Discussion occurred. Motion passed with a majority vote.

**Motion:** Donation

President Elect Barkowitz made a motion to make a contribution to Chipola College and Gulf Coast College to give \$500 to each institution. Region IV Representative Gross seconded the motion. Discussion occurred. Motion passed with a majority vote.

Adjournment of Meeting

With no further business to discuss, President Alexander declared the meeting adjourned at 12:07 PM.

Respectfully submitted by,

Denise Asselta

FASFAA Secretary