



**FASFAA Executive Board Minutes
Zoom Meeting
May 21, 2020**

The FASFAA Executive Board met virtually via Zoom Meeting on Thursday, May 21, 2020 from 2:00pm – 4:00pm.

Call to Order

President Barkowitz called the meeting to order approximately at 2:00PM.

Roll Call

	Voting	Present	Position	Last Name	First Name
1	V	Y	President	Barkowitz	Daniel
2	V	Y	President-Elect & Nominations	Lovett	Dameion
3	V	N	Immediate Past President & Fiscal Concerns	Kruger	Wayne
4	V	Y	Vice President of Training	Bailey	Nadine
5	V	Y	Secretary	Cun	Jenny
6	V	Y	Treasurer	Conrad	Katie
7	V	Y	Treasurer-Elect	Brzozowski	Eileen
8	V	N	Region I Representative	Gore	Shana
9	V	Y	Region II Representative	Crowley	Nichole
10	V	Y	Region III Representative	Troche	Abigail
11	V	Y	Region IV Representative	Gross	Kylie
12	V	Y	Region V Representative	Ly	Jessica
13	V	Y	Conference Chair / Member at Large	Manselle	Karemah
14	V	N	Federal and State Legislative Chair / Member at Large	Lent	Kimberly
15	NV	N/A	Global Issues / Member at Large	VACANT	
16	V	Y	Vendor/Sponsorship Coordinator / Member at Large	Dickerson	Laura
17	V	Y	Site Selection/Event Coordinator / Member at Large	Daniels	Jeff



18	NV	Y	OSFA Liaison	Standley Hernandez	Louanne Pedro*
19	NV	Y	Volunteer Coordinator	Mwango	Kamia
20	NV	Y	Electronic Services	McMahon	Jerry
21	NV	Y	Communication / Outreach / Special Initiatives	Alfaro	Vanesa
22	NV	N	Financial Literacy / Early Awareness	Cordero	Ilia
23	NV	Y	Newsletter	Durden	Chansone
24	NV	Y	Membership Chair (Local Arrangements)	Evans	Suzanne
25	NV	N	Scholarship / Charity Chair	King	Merrian
26	NV	N	25+ Year Member Liaison / Leadership Development	Kolb	Donna
27	NV	N	Webinars	Kruger	Wayne
28	NV	N	Private College (For Profit / Not-for-Profit) Liaison	McCrary	Kevin
29	NV	Y	Graduate/Professional	Shimp	Sandy
30	NV	Y	Vocational -Technical / Clock Hour	Wright	Teriann
		Y	Bookkeeper	Francis	Gwyn

Board Members unable to attend:

A quorum for voting was met with 14/17 voting members present (82%). There were 21/30 members of the Executive Board present.

Old Business: Approval of April 16, 2020 Meeting Minutes

President Barkowitz declared the minutes passed by acclamation

Old Business: Approval of March 31, 2020 Meeting Minutes

- President Barkowitz declared the minutes passed by acclamation.

Old Business: Approval of March 18, 2020 Meeting Minutes

- President Barkowitz declared the minutes passed by acclamation. Voting was done by email.



Old Business: Budget and Finance Update

Treasurer Conrad went over Profit & Loss Budget vs. Actual. Overall there is a positive income but there are still some expenses. The year will end up on loss, but we have reserves. Losses could have been more due to cancellation of conference. Treasurer Conrad went over Balance Sheet: CGS Sch Fund free to use

PROPOSAL:

FASFAA Policies & Procedures

5. Committees

5.1 Standing Committees (page 50)

Description for Fiscal Concerns Committee

The Fiscal Concerns Committee shall advise the Executive Board of Directors on all financial matters. The Fiscal Concerns Committee is chaired by the Immediate Past President and should meet at the time of, or prior to, the Transition Meeting of the Executive Board to prepare a tentative budget to present to the Executive Board at their first meeting of the fiscal year. The newly elected officers of the Association will operate on a tentative budget until the Executive Board approves the budget. The Fiscal Concerns Committee shall schedule an annual audit of the financial records of the corporation as outlined in the audit procedures. The Fiscal Concerns Committee Chair shall provide an investment report to the Executive Board of Directors at each Executive Board Meeting. Ex-officio members of this committee will be President, President-Elect, Treasurer, Treasurer-Elect, and Vendor Sponsor chair. Additional members should be selected at the discretion of the Chair.

PROPOSAL:

FASFAA Policies & Procedures

3. Financial Information

3.8 Accounting (page 42)

Audit

Each year the FASFAA books will be audited in a manner determined by the President and approved by the Executive Board. The audit may be performed by an audit firm, FASFAA members so appointed, or by other individuals outside of FASFAA. It is recommended that an external audit be conducted every five years, not to exceed seven years. The Fiscal Concerns Committee is responsible for scheduling the audit

1. Among other items, the audit will look for documentation for each check written, will review documentation and reconciliation for the income received, make certain all checks and cash were deposited and not used to pay expenses, check to see if the number of members is reconciled with the membership revenue, will count the advertisements in the newsletter to determine if the newsletter sponsor revenue is accurate, and will review all corporate minutes



for the fiscal year. The auditor(s) may also review budget performances and check to determine if activity was in compliance with financial policies.

2. The auditor(s) may request a final year-end budget performance with completed activity before closing the audit.
3. An audit report will be reviewed with the Treasurer, distributed to the Executive Board and held for a legal record.
4. FASFAA may pay a fee for the audit as approved by the Executive Board.

Motion: Treasurer Conrad made a motion to approve proposal on behalf of the fiscal committee.

Discussion ensued

Motion carried.

Old Business: Membership Update

Membership Chair Evans stated there are 932 approximately paid members. There have been more 20-21 memberships. New Memberclicks is easier, user friendly and robust.

Old Business: Training Committee Update

Vice President of Training Bailey stated that there has been almost a webinar for each week. Dave Bartnicki has continued to assist with training.
NASFAA Credentials (paid)

Old Business: Conference Committee Update

Conference Chair Manselle reminded about continued support of the conference charity. A reminder will be sent to membership with deadline. President Barkowitz proposed registrants for business meeting and award ceremony to be entered into raffle for next year conference. President-Elect Lovett will do further research.

Old Business: Elections Update

President-Elect Lovett will send out reminders to membership to vote. He will ask candidates for President-Elect to do their speech for 5 minutes during the business meeting (live).

Old Business: Award Update

Executive Session for discussion of awards.



Old Business: Strategic Planning Update

President Barkowitz stated no update. After July 1, will reconvene the past presidents' council.

New Business: FASFAA Business Meeting Planning

President Barkowitz will have slides for business meeting. The session is 1 hour. Suggestion on the floor to do run-through before the meeting. Recess at the end of business meeting and continue meeting at awards ceremony to announce election results and to destroy ballots. Discussion on incentives to get members to register and attend business meeting.

New Business: FASFAA Transition Meeting Planning / End of Year Board Reports

Transition meeting scheduled for June 19 - June 21. Conducted as a virtual transition meeting with old and new positions. Suggestion for 2 – 1.5 hour meetings. President Barkowitz will make final decision the end of the month and will confer with President-Elect Lovett. End of Year Board Reports due to Secretary Cun by June 10, 2020.

New Business: Proposal for Anthony Jack speech / presentation

\$14,222.94 in currently in CGS Sch Fund to be used. President Barkowitz proposed purchasing up to 200 books: The Privileged Poor by author Anthony Jack. Anthony Jack has agreed to do the virtual speech at no cost but asked to purchase the book. Proposal would be that registrants will receive a book mailed to them after the session. They have to pay for 20-21 membership in order to register. Approximate cost: \$25 per book = \$5000

Motion: Conference Chair Manselle made a motion to sponsor the purchase of up to 200 books for registrants for the virtual Anthony Jack speech / presentation.

Second: Region IV Representative Gross

No discussion

Motion carried.

3:58pm

Adjourn

Adjournment of Meeting

With no further business to discuss, President Barkowitz declared the meeting adjourned at 3:58PM.

Respectfully submitted by,
Jenny Cun
FASFAA Secretary