



**FASFAA Executive Board Minutes**  
**October 15, 2020**  
**2:00pm – 3:30pm**

The FASFAA Executive Board met virtually via Microsoft Teams on Thursday, October 15, 2020 from 2:00pm – 4:00pm.

**Call to Order**

President Lovett called the meeting to order at 2:03 pm on Thursday, October 15, 2020.

	Voting	Present	Position	Last Name	First Name
1	V	Y	President	Lovett	Dameion
2	V	Y	President-Elect & Nominations	Conrad	Katie
3	V	Y	Immediate Past President & Fiscal Concerns	Barkowitz	Daniel
4	V	Y	Vice President of Training	Brinson	Sedrick
5	V	Y	Secretary	Cun	Jenny
6	V	Y	Treasurer	Brzozowski	Eileen
7	V	Y	Treasurer-Elect	Gross	Kylie
8	V	N	Region I Representative	Gore	Shana
9	V	Y	Region II Representative	Hammond	Chas
10	V	N	Region III Representative	Troche	Abigail
11	V	Y	Region IV Representative	Gloster	Kimberly
12	V	Y	Region V Representative	Ly	Jessica
13	V	Y	Conference Chair / Member at Large	Bailey	Joan
14	V	Y	Federal and State Legislative Chair / Member at Large	Kruger	Wayne
15	V	Y	Global Issues / Member at Large	Daniels	Jeff
16	V	Y	Vendor/Sponsorship Coordinator / Member at Large	Dickerson	Laura
17	V	Y	Site Selection/Event Coordinator / Member at Large	Molinares	Irma
18	NV	N	Electronic Services	McMahon	Jerry
19	NV	Y	Early Awareness/Outreach/Financial Literacy Chair	Lent	Kimberly
20	NV	Y	Membership Chair/Volunteer Coordinator	Evans	Suzanne
21	NV	Y	Scholarship / Charity Chair	King	Merrian
22	NV	N	Grad/Professional (Private/For Profit/Non-Profit)	Noblitt	Brenda
23	NV	Y	Vocational -Technical / Clock Hour	Wright	Teriann
24	NV	N	OSFA Liaison/Newsletter	Standley	Louanne
	NV	Y	Bookkeeper (Staff)	Francis	Gwyn



A quorum for voting was met with 15/17 voting members present (88%). There were 19/24 members of the Executive Board present.

**Board Members unable to attend:** Shana Gore, Abigail Troche, Jerry McMahon, Brenda Noblitt, Louanne Standley

**Late Arrivals:** Jessica Ly

**Guests:** Pete Hernandez, Jennifer Towers

**Old Business: Approval of Final EB Conference Call Minutes 09-10-2020**

**Corrections:** 1. Under **Call to Order:** “There were **18/24** members of the Executive Board present”.  
2. Under **New Business: Committee Reports:** “Grad/Professional (Private/For Profit/Non-Profit) Chair **Noblitt**”

President Lovett declared the minutes passed by acclamation – approved with corrections.

**Old Business: Elections Update**

President-Elect Conrad went over the available positions for 2021-2022: President-Elect, Secretary, Treasurer-Elect, Region Representative- Region 1, 3 and 5. Electronic Services committee asked to update website with open positions for next year.

**Old Business: Budget and Finance Update**

Treasurer Brzozowski stated that there are not many transactions since last month. There are two Budget models: Virtual and Hybrid (virtual and in-person).

**Old Business: Strategic Planning Update**

Immediate Past President Barkowitz update: Reached out to Steven Hundley for the Strategic Planning proposal. The current plan ends at the end of fiscal year. The date to kick off of strategic planning is tentative. There will be a call for membership open forum, and a separate meeting with the Executive Board.

**Old Business: Membership & Volunteer Update**

Membership Chair/Volunteer Coordinator Evans: Currently there are 767 paid active members, with 950 members as the year goal. There have been more members due to registrations for clock hour workshop. Immediate Past President Barkowitz asked about lapsed members that have a non@non email address. Membership Chair Evans will do reach out to these members. Region II Representative Hammond asked for a region-specific list of lapsed memberships to be sent to Region Representatives.

**Old Business: Training Committee Update**

Vice President of Training Bailey: All-Regions Workshop will be on 10/16/20. R2T4 NASFAA credential training will be offered. There will be webinars in November as well. Next All Regions Workshop will be on 11/13/20 on Professional Judgment. Geoff Stam, Kimberly Lent, and Jennifer Towers, working with Conference Chair Bailey on conference. There is a possible December webinar with a holiday theme.



### **Old Business: Clock Hour Workshop Update**

Vocational -Technical / Clock Hour Chair Wright: Clock Hour workshop has 196 registered. Wright will be reaching out Electronic Services Chair McMahon to update website with updated agenda. Payment must be paid by Oct. 21. Amazon gift cards as possible presenter gifts. Clock Hour committee members will answer chat at end of sessions. Immediate Past President Barkowitz confirmed that there are 206 registrants which surpasses the budgetary goal.

### **Old Business: Conference Committee Update**

Conference Chair Bailey: Planning conference as it will be in-person, but coming up with plans in case there is a need to pivot. A final decision on whether the conference will be in-person or virtual will be made by end of February. A survey of membership will be sent in early spring to get pulse – budgets, virtual thoughts, etc. Brenda Brown is the website person for the conference- logo is on the website. Within a week, the conference page will have the theme: “Sharing the vision, shaping the future”.

Site Selection Chair Molinares: Initial meeting with hotel occurred and discussed different options: whether cancel, go virtual, reduce numbers, or stay as is.

Vendor/Sponsorship Coordinator Dickerson: Received emails back from partners about prospectus. Updating website with partners’ tab. Suggestions: Currently, À la carte options are limited to those with a sponsorship tier. There is an industry standard for a “general” sponsorship at a nominal about \$500. This usually entails no table, general recognition, listed as a sponsor, and can choose À la carte.

Global Issues Chair Daniels Asked for clarification: is there an option to edit Prospectus or will Executive Board have to vote for each edit? President-Elect Conrad provided background on limiting À la carte - didn’t want sponsor to do a bunch of À la carte without committing to a tier. Immediate Past President Barkowitz added that FASFAA didn’t want someone to sponsor large items like mobile app without being a sponsor. Suggestion: fix Bronze tier and make it lower, instead of creating another tier. Global Issues Chair Daniels looking at historical forecasting, \$2000 silver is the most popular tier. Site Selection Molinares suggested a disclaimer- caveat “that only this tier can get this À la carte”.

Approval for ability to make adjustments as needed:

**Motion to give Vendor/Sponsorship Coordinator, with consultation with President and Treasurer, the ability to amend prospectus.**

**Second: Treasurer-Elect Gross**

**No further discussion.**

**Motion passes.**

### **Old Business: Scholarship & Charity Update**

Scholarship / Charity Chair King stated that the charity flyer is ready. Donation form tested and ready. 50/50 Raffle is on pause until we got additional clarification on legalities due to being online. Treasurer Brzowski stated concern about compliance with 2020 Florida statute regarding raffles: 849.0935 Charitable, nonprofit organizations; drawings by chance; required disclosures; unlawful acts and



practices; penalties. Located:

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&URL=0800-0899/0849/Sections/0849.0935.html](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0800-0899/0849/Sections/0849.0935.html)

Immediate Past President Barkowitz asked for clarification on whether the raffle is to “the public”. Treasurer-Elect Gross could get some unsolicited free legal advice. Decision made to get further information and hold off on raffle at this time.

#### **Old Business: Outreach & Early Awareness Update**

Early Awareness/Outreach/Financial Literacy Chair Lent: Working with Leadership Education for Association Professionals (LEAP) for Emerging Professionals.

Guest Jennifer Towers – FASFAA LEAP: Meeting once a month. Participants meet with assigned mentor once a month. The program will last until April with a possible leadership panel.

#### **New Business: FASFAA Policies**

President Lovett saw on other association websites policies that FASFAA does not currently have:

- a. Code of Conduct Policy
- b. Social Media Policy
- c. Sexual Harassment Policy

Federal and State Legislative Chair Kruger: Point of Information - NASFAA has a Code of Conduct. Suggestion for Harassment Policy and not just Sexual Harassment. Immediate Past President Barkowitz asked about social media and how broad is the scope and whether it would apply only when a member is acting in FASFAA position.

SASFAA Social Media Policy for reference:

[https://www.sasfaa.org/resources/Documents/Governing%20Documents/SASFAA%20Social%20Media%20Policy%20Adopted%202002\\_2020.pdf](https://www.sasfaa.org/resources/Documents/Governing%20Documents/SASFAA%20Social%20Media%20Policy%20Adopted%202002_2020.pdf)

#### **Other Business:**

Virtual budget does not have budget for Region Representatives while the In-person budget does.

Clarification on purchasing gift cards: will come out of Webinars budget since the training is a webinar.

**3:30pm**

**Adjourn**

#### **Adjournment of Meeting**

With no further business to discuss, President Lovett declared the meeting adjourned at 3:30 PM.

Respectfully submitted by,

Jenny Cun

FASFAA Secretary