**FASFAA Executive Board Minutes**

**April 14, 2022**

**10:00 am – 12:00 pm**

The FASFAA Executive Board met virtually via Zoom on Thursday, April 14, 2022, from 10:00 am – 12:00 pm.

# Call to Order

President Katie Conrad called the meeting to order at 10:07 am on Monday, April 14, 2022.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | Voting | Present | Position | Last Name | First Name |
| 1 | V | Y | President | Conrad | Katie |
| 2 | V | Y | President-Elect & Nominations | Bailey | Nadine |
| 3 | V | Y | Immediate Past President & Fiscal Concerns | Lovett | Dameion |
| 4 | V | Y | Vice President of Training | Hatcher | Kris |
| 5 | V | Y | Secretary | Ambridge | Susan |
| 6 | V | Y | Treasurer | Brzozowski | Eileen |
| 7 | V | Y | Treasurer-Elect | Moat | Tracy |
| 8 | V | Y | Region I Representative | Rozborski | Joanne |
| 9 | V | N | Region II Representative | Hammond | Chas |
| 10 | V | Y | Region III Representative | Parrales | Angelica |
| 11 | V | Y | Region IV Representative | Gloster | Kimberly |
| 12 | V | Y | Region V Representative | Miles | Marissa |
| 13 | V | Y | Conference Chair/ Member at Large | Chavers | Kristina |
| 14 | V | N | Federal and State Legislative Chair/ Member at Large | Dirghalli | Jacob |
| 15 | V | Y | Business Partners Advisory Council Chair/Member at Large | Ayers | Bill |
| 16 | V | N | Vendor/Sponsorship Coordinator/ Member at Large | Dickerson | Laura |
| 17 | V | Y | Site Selection/Event Coordinator/ Member at Large | Molinares | Irma |
| 18 | NV | Y | Electronic Services | Schworn | Edward |
| 19 | NV | N | Early Awareness/ Outreach/ Financial Literacy Chair | Hunter | Will |
| 20 | NV | Y | Membership Chair/Volunteer Coordinator | Chavers | Kristina |
| 21 | NV | Y | Scholarship / Charity Chair | Sellers | Jill |
| 22 | NV | N | Grad/Professional Private/For Profit/Non-Profit) | Robinson | Rachel |
| 23 | NV | N | Vocational -Technical / Clock Hour | Randolph | Tiffany |
| 24 | NV | Y | OSFA Outreach Liaison/Newsletter | Hernandez | Pedro/Pete |
| 25 | NV | N | OSFA State Grants and Scholarship Liaison | Campbell | Parker |
| 26 | NV | Y | Parliamentarian/Historian/Special Projects | Kruger | Wayne |
| 27 | NV | Y | Private Schools Liaison | Booker | Steve |
| 28 | NV | N | Global Issues/Member at Large | Medina | David |

A quorum for voting was met with 14/17 voting members present (82%). There were 17/28 members of the Executive Board present.

**Board Members Unable to Attend:** Chas Hammond, Jacob Dirghalli, Laura Dickerson, Will Hunter, Rachel Robinson, Tiffany Randolph, Parker Campbell, David Medina

**Guests:** Daniel Barkowitz

**Leaving Early:** Nadine Bailey

**Welcome New Member**

Jill Sellers, Scholarship and Charity Chair. President Conrad introduced and welcomed Jill Sellers to the Executive Board. Jill has accepted the position after Pamela moved up North to accept a position at Yale. Pamela is currently training Jill for the Scholarship and Charity Chair position.

**Approval of Prior Meeting Minutes**

President Conrad declared the minutes from the March 17, 2022, Executive Board meeting passed by acclamation.

**Review of Financial Reports:** Eileen Brzozowski

Eileen stated that the Financial Reports will be sent this morning to the Executive Board. There are currently 114 registrants for the FASFAA Conference so far. Memberships are also beginning to be renewed. Eileen is currently working with UBS for investment statements. So far, FASFAA is doing well financially for the year. Eileen is working with the accountant on reconciliations for the year.

**New Business**

1. Site Selection: Irma Molinares and Nadine Bailey

Irma stated that they went to see some sites for the next FASFAA conference. The site that looks the most promising so far is Sunseeker Resort Charlotte Harbor. It is a new resort that is anticipated to open in January 2023. However, with the uncertainty of a new resort that is still being built, research is still ongoing. Nadine shared that she would like to have the next conference in a new area that we have not been in before. Irma has also been in contact with a hotel in the Orlando area as well that may be available. President Conrad suggested pausing the conversation while waiting for more information about the sites. President Conrad will call a brief Executive Board meeting for a vote before the FASFAA conference if a contract is ready for review.

b. Nominations and Elections: Nadine Bailey

President Conrad shared that it was determined that Election Buddy will not be able to be used for the election as it does not provide the services that we need. We will be going forward with Member Clicks. Eddy has built the ballots already and the election will open on May 2, 2022. Candidates with their photos and information will be on the website.

c. Internal Audit Report: Dameion Lovett

Dameion stated that he sent an email summary to the Executive Board for the internal audit. The audit was thorough by the Fiscal Concerns Committee. In discovery, there were issues with Member Clicks unable to determine properly members who paid at times. However, ways to fix the issues were found. A suggestion was made to pull the list of members quarterly to make a comparison. Also, at the end of the year a final list of members should be pulled as well for comparison. More information is in the summary. Also, a suggestion was made to see how other organizations are tracking their membership payments.

Another suggestion is that QuickBooks and Wells Fargo would benefit from having all documents maintained in the same place together. Keeping them in the same place would ensure that there are proper accounting services done. Another suggestion was made that it would benefit if a better process of collecting unpaid invoices for tracking was used. It was found that QuickBooks transactions were identified correctly. All findings were determined to be minor. Daniel shared that all areas were researched well. No major issues were found.

Dameion said that next year would be the external audit. He shared that all the minor internal audit suggestions should be updated before the external audit begins.

Eileen suggested that future internal audits start at the beginning each year. In doing the internal audits in the beginning of the year, updates can be done by the Treasurer throughout the year.

d. Conference Committee: Kristina Chavers

The next conference committee meeting is Friday. Hotel registration closes on April 30th. The registration website is live. Another email will be sent out to the membership soon to encourage registration. Kristina asks for anyone who has not responded to the email asking for t-shirt sizes to reply today. Kristina also stated that the pocket agenda for the conference is finalized.

e. Training Committee: Kris Hatcher and Region Reps

Kris shared that three of the regions have completed workshops so far and were well attended. Webinar series will be happening soon. Presentations for the FASFAA Conference should be due by next week and moderators will be assigned.

f. Sponsorship Update: Laura Dickerson

On behalf of Laura, President Conrad shared that sponsorship is going well. Most of the payments have been received so far. There has also been positive feedback from the business partners.

g. Electronic Services Update/Microsoft 365 account: Edward Schworn

Edward is working on folders for the committees. He asked the Board to send him information so that he can complete creating the folders. President Conrad stated that every Executive Board position should have a folder. This will make transitions to new Board members more streamlined and to retain records properly for the future.

h. Bonnie Pirkle Scholarship Update: Jill Sellers

Jill shared that all scholarship recipients need to be sent to her from the Executive Board who have funds for scholarships no later than May 13, 2022.

President Conrad stated that all Region Representatives have a budget of $100 for reimbursement for gift baskets that will be used to raise funds for the Bonnie Pirkle Scholarship fund.

President Conrad is working with Angelica on a volunteer form for those volunteering at the conference.

i. Other Updates: Committee Chairs

Steve shared that he is working with private schools on conference registrations.

There were no region updates.

j. Adjournment of Regular Session

**Adjournment of Meeting**

With no further business to discuss, President Conrad declared the meeting adjourned at 11:17 am.

**Other Business/Executive Session**

Awards: President Conrad

Respectfully submitted by,

Susan Ambridge

FASFAA Secretary