FASFAA Executive Board Minutes
August 9, 2021
2:00 pm – 3:00 pm

The FASFAA Executive Board met virtually via Zoom on Monday, August 9, 2021, from 2:00 – 3:00 pm

Call to Order
Katie Conrad called the meeting to order 2:03 pm on Monday, August 9, 2021.

- 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
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 Y 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
    Martin
    Tamika
14. V Y Federal and State Legislative Chair / Member at Large
    Hatcher
    Kris
15. V N 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 Y Early Awareness/Outreach/Financial Literacy Chair
    Hunter
    Will
20. NV Y Membership Chair/Volunteer Coordinator
    Chavers
    Kristina
21. NV Y Scholarship / Charity Chair
    Welch
    Pamela
22. NV Y Grad/Professional (Private/For Profit/Non-Profit)
    Robinson
    Rachel
A quorum for voting was met with 14/17 voting members present (82%). There were 19/28 members of the Executive Board present.

**Board Members Unable to Attend:** Laura Dickerson, Tiffany Randolph

**Guests:**
**Leaving Early:** Joanne Rozborski

**Approval of Prior Meeting Minutes**

President Conrad declared the minutes from the July executive board meeting passed by acclamation – approved with no corrections.

**New Business**

a) **Vice-President for Training Appointment:** Kris Hatcher, the current Federal and State Legislative Chair / Member at Large, was asked to leave the meeting by President Conrad so that the Executive Board could discuss recommendations for Vice-President for Training appointment. Once Kris Hatcher left the meeting, discussion ensued regarding a recommendation by President Conrad to take the place of the Vice-President of Training for the remainder of the year.

- Motion to approve Kris Hatcher the new Vice-President of Training made by Dameion Lovett
- Second: Marissa Miles
- Discussion: What happens to the Federal and State Legislative Chair position, Executive Board is looking for recommendations and suggestions.
- Motion passes with Executive Board vote and full approval.

b) **Wells Fargo Account Updates:** Eileen Brzozowski shared that Wells Fargo needs official meeting minutes to approve the change to remove current bookkeeper, Gwyndolyn Francis, who is the current Account Owner/Key Executive, and add the correct contacts.

- Motion to update Wells Fargo account with the key executives; add Katie Conrad (President), Eileen Brzozowski (Treasurer), Nadine Bailey (President-Elect), and Tracy Morgan (Treasurer-Elect) as the Key Executives on record with Wells Fargo. To remove Gwyndolyn Francis
(Bookkeeper) as Account Owner/Key Executive made by Irma Molinares.

- Second: Wayne Kruger
- Discussion: Formerly setup incorrect and the updates are needed in order to setup correctly
- Motion passes with Executive Board vote and full approval. President Conrad will sign the letter to submit.

c) Hotel Contract for September Board Meeting: Irma Molinares stated that the contract for the hotel, Sawgrass Marriott at Ponte Verda, FL from September 13 and 14 will get final approval when it is ready. Discounts have been negotiated, but there are some anticipated other charges that may be applied before finalizing the contract. Anticipating approximately $1,000 for food, Hotel fee $159, resort fee $10, and parking fee $20 a day. Breakfast buffet for approximately 14 and lunch on own.

- Motion by Nadine Bailey to accept the contract from hotel as is in anticipation of the Executive Board Meeting September 13 and 14.
- Second: Rachel Robinson
- Discussion: Per Eileen, the commitment minimum is 15 at 80%. Cancellation deadline is three days prior. Lunch by Executive Board is able to be expensed after the Board Meeting.
- Motion passes with Executive Board vote and full approval.
- President Conrad and Irma Molinares will finalize the contract and has requested that a notification be sent ASAP if anyone on the Executive Board has sent an RSVP previously that they are attending, but now are unable to.

d) Slack Demo: Kris Hatcher shared a demonstration of the Slack platform that the Executive Board is now using for communication. Due to the Freedom of Information Act for public staff/employees, it is determined to be a more secure form of communication for Executive Board information rather than emails. Slack is able to be organized for different topics and it is free to use.

Other Business

Compilation Reports: Not discussed
Other discussion: Clock hour workshop is currently being planned/discussed
Other discussion: FSA is not currently offering in person training, only virtual
Other discussion: NASFAA is currently not offering in person training

Adjournment of Meeting

With no further business to discuss, Katie Conrad declared the meeting adjourned at 3:01 pm.

Respectfully submitted by,
Susan Ambridge
FASFAA Secretary