**FASFAA Executive Board Minutes**

**January 12, 2023**

**10:00 a.m. to 12:00 p.m.**

The FASFAA Executive Board met virtually via Teams on Thursday, January 12, 2023.

# Call to Order

President Nadine Bailey called the meeting to order at 10:06 a.m.

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| **Voting** | **Present** | **Position** | **Last Name** | **First Name** |
| V | Y | President | Bailey | Nadine |
| V | N | President-Elect & Nominations | Hatcher | Kris |
| V | Y | Immediate Past President/Fiscal Concerns/Parliamentarian/Historian | Conrad | Katie |
| V | Y | Vice President of Training | Ly | Jessica |
| V | Y | Secretary | Ambridge | Susan |
| V | Y | Treasurer | Moat | Tracy |
| V | Y | Treasurer-Elect | Johnson | Arminta |
| V | Y | Region I Representative | Coonts | Angelica |
| V | N | Region II Representative | Hunt | Alisha |
| V | N | Region III Representative | Parrales | Angelica |
| V | Y | Region IV Representative | McMahon | Jerry |
| V | Y | Region V Representative | Gass | Chrissy |
| V | Y | Conference Chair / Member at Large | Keaton | Alicia |
| V | Y | Conference Chair / Member at Large | Pleasant-Doine | Sheia |
| V | Y | Federal and State Legislative Chair/Member at Large | Reynolds | Jonathan |
| V | Y | Business Partners Advisory Council Chair/Member at Large | Dickerson | Laura |
| V | Y | Vendor/Sponsorship Coordinator/Member at Large | Davis | Becky |
| V | N | Site Selection/Event Coordinator/Member at Large | Molinares | Irma |
| NV | Y | Electronic Services | Schworn | Edward |
| NV | Y | Early Awareness/Outreach/Financial Literacy Chair | Yates | Alex |
| NV | Y | Membership Chair/Volunteer Coordinator | Gross | Kylie |
| NV | Y | Scholarship/Charity Chair | Wiles | Tracy |
| NV | N | Grad/Professional (Private/For Profit/Non-Profit) | Toohey | Melissa |
| NV | N | Vocational-Technical/Clock Hour | Phillips | Kim |
| NV | Y | OSFA Outreach Liaison/Newsletter | Hernandez | Pedro |
| NV |  | Special Projects |  |  |
| NV | Y | Private Schools Liaison | McKenzie | Vandeen |
| NV | Y | Global Issues/Member at Large | Hanson | Egan |
| NV | Y | Social Media/Communications Coordinator | Dickerson | Lindsey |
| NV | Y | Webinar Coordinator | Traverso | Johanna |

A quorum for voting was met with 14/18 voting members present (78%). There were 23/30 members of the Executive Board present.

**Board Members Unable to Attend:** Kris Hatcher, Alisha Hunt, Angelica Parrales, Angelica Parrales, Irma Molinares, Melissa Toohey, Kim Phillips.

**Guests:** Tierra Smith.

**Leaving Early:** Tierra Smith.

**Old Business**

Review of Board Meeting Minutes October 15, 2022: Susan Ambridge.

Hearing no discussions, President Bailey declared the minutes from the Executive Board Meetings on October 15, 2022, passed by acclamation. Edward Schworn will upload the approved minutes to the FASFAA website.

Review of Board Meeting Minutes November 17, 2022: Susan Ambridge.

Hearing no discussions, President Bailey declared the minutes from the Executive Board Meetings on November 15, 2022, passed by acclamation. Edward Schworn will upload the approved minutes to the FASFAA website.

**New Business**

I) New and Intermediate Aid Officer Workshop: Tierra Smith. The agenda and all presenters have been finalized for the New and Intermediate Aid Officer Workshop. Currently, there are thirteen people registered. A reminder will be sent via email to the FASFAA membership regarding registration. The Workshop will be in-person only and not available via virtual platform (Zoom). President Bailey requests that all Region Representatives email their regions with a reminder for registration.

II) Sponsorship Update: Becky Davis. Currently, there are seven vendors for the upcoming FASFAA Annual Conference. There are some vendors who are waiting to sign up until they have the New Year budget after the Conference Committee meets.

III) MemberClicks and FASFAA Memberships Therein: Kylie Gross. The Board discussed how MemberClicks is not being utilized to the fullest potential. There was a prior vote by the Executive Board on August 7, 2019, regarding deleting inactive accounts after five years had passed. However, there continue to be discrepancies in MemberClicks due to outdated information, partial information, duplicate accounts, etc.

**Motion by Kylie** **to update our (FASFAA) management of MemberClicks profiles to:**

* **Delete lapsed and prospect profiles at any time if the email address becomes invalid or we are otherwise notified the profile owner is no longer in financial aid.**
* **Leave profiles in the lapsed category for 1 year following the expiration of their membership and then move them to the prospect category.**
* **After 4 years in the prospect category delete the member profile.**
* **Re-evaluate the management of profiles if the accessibility of deleted profiles in MemberClicks changes.**
* Second: Katie.
* Discussion: There are hundreds of duplicate accounts that share the same email address currently that should be merged. Merging and deleting will not incur further costs. Discussed different sub-types for memberships (examples; lifetime members, inactive, prospects, etc.).
* Motion passes as submitted by all attending voting Executive Board members in favor to update our (FASFAA) management of MemberClicks profiles.
* Kylie will work with Edward to update MemberClicks.

IV) Year to Date (YTD) Financials: Tracy Moat. The Executive Board discussed the financial reports that were sent out prior to the meeting. The FASFAA organization is doing well financially and on target as to where we were anticipated to be at this point.

With the new accounting software, it was noticed that the line items on the financial statements were lumped together and not broken down. Tracy will update the financial reports and re-distribute them to the Board.

The [Form 990 for the Year ending 2022](https://www.fasfaa.org/assets/documents/IRS/2022/FASFAA_US_2021_ArchiveTaxReturn.pdf) is currently on the FASFAA website. Reports for IRS submission have been sent to the Bookkeeper, Gwyn.

The mileage on the Expense Report has been updated to reflect the current amounts and can be found at [FASFAA travel expense reimbursement forms](https://www.fasfaa.org/fasfaa-forms).

V) 2023 Remaining Webinars: Johanna Traverso. There are scheduled webinars coming up. Johanna is seeking volunteers for the April and June Webinars. April is Financial Literacy Month, the Board discussed that as a topic for April. Johanna will work with Lindsey on flyers and social media coverage for the upcoming and remainder webinars for the year.

VI) Remaining Trainings Leading Up to Annual Conference: Jessica Ly. Trainings have been scheduled ahead of time and going well so far. There are spaces available for April and the Training Committee will meet tomorrow to discuss more options.

The Board discussed issues with the link for proposals and how they are difficult to navigate or confirm if the submissions have gone through. Edward and Jessica will investigate the issues.

Laura met with the business partners recently to discuss ideas on how to be more engaged and present. The business partners are interested in hosting sessions, such as webinars, for the membership. There would be no cost for FASFAA for anything. Laura will work with the business partners and connect with President Bailey and Jessica on ideas and organizing of the sessions.

VII) Conference Update: Alicia Keaton and Sheia Pleasant-Doine. Alicia and Sheia have been utilizing the shared calendar and meeting with the different committee chairs. The Conference Committee is on track up to this point and meeting with the Conference Committee again this month. The Conference Committee is currently working on a plan for volunteers and is working with Irma on ideas for evening events for the Conference at the hotel.

VIII) Reminders for In-Person Board Meeting February 1 – 2, 2023: President Nadine Bailey.

* Board Reports.
  + Board Reports are required by all Board members, regardless of if they are attending the Board meeting or not.
  + The deadline to submit to Susan is January 19, 2023.
  + The agenda for the February in-person meeting will be in Slack and sent to the Board soon.
* Expenses, Etc.
  + For applicable Executive Board members, FASFAA will pay for the hotel and mileage. Please connect with President Bailey and Tracy Moat for clarification if needed.
* Dinner with Group.
  + There will be a FASFAA Executive Board dinner on Wednesday evening for anyone wishing to attend.
* The Conference Committee will meet after the Executive Board meeting.

**Adjournment of Meeting**

With no further business to discuss, President Bailey declared the meeting adjourned at 11:21 a.m.

Executive Board Meeting Minutes submitted by,

Susan Ambridge

FASFAA Secretary