



FASFAA Executive Board Minutes
February 1, 2023
1:05 p.m. – 5:00 p.m.

Day one of the FASFAA Executive Board met at Embassy Suites by Hilton Orlando, Lake Buena Vista Resort on Wednesday, February 1, 2023.

Call to Order

President Nadine Bailey called the meeting to order at 1:08 p.m.

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	Y	Region II Representative	Hunt	Alisha
V	Y	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	Y	Site Selection/Event Coordinator/Member at Large	Molinares	Irma
NV	Y	Electronic Services	Schworn	Edward
NV	N	Early Awareness/Outreach/Financial Literacy Chair	Yates	Alex
NV	Y	Membership Chair/Volunteer Coordinator	Gross	Kylie

NV	Y	Scholarship/Charity Chair	Wiles	Tracy
NV	Y	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 16/17 voting members present (94%). There were 26/30 members of the Executive Board present.

Board Members Unable to Attend: Kris Hatcher, Alex Yates, Kim Phillips

Board Members attending virtually via Teams: Alisha Hunt

Leaving Early: N/A

Approval of Previous Minutes

Review of Board Meeting Minutes January 12, 2023: Susan Ambridge.

Hearing no discussions, President Bailey declared the minutes from the Executive Board Meetings on January 12, 2023, passed by acclamation. Edward Schworn will upload the approved minutes to the FASFAA website.

New Business

Fiscal Concerns Committee (FCC) – Investment Policy: Katie Conrad. Katie provided updates that were recommended by the Fiscal Concerns Committee (FCC) to the Executive Board. There were no major changes recommended by the FCC, primarily verbiage updates.

Motion by Katie Conrad to accept the revisions to the investment policy guide with the additions and corrections of the UBS account numbers have been updated:

- Discussion: Some of the minor updates that were recommended by the FCC committee were discussed. Minor updates were discussed, including additions to section 6, Investment Strategies: Asset Allocation, topic c, to include additional information and updated amounts to the Asset Class chart. See attached current version and updated proposed version.
- Motion passes as submitted by all attending voting Executive Board members in favor to accept the updates to the investment policy guide with the additions and corrections of the account numbers have been updated.
- Katie will send the updated report with the UBS account information to the Executive Board.

Officer/Committee Updates

- President - Nadine Bailey: Report as submitted.

- President-Elect - Kris Hatcher: Not in attendance, report as submitted.
- Past President, Parliamentarian & Fiscal Concerns - Katie Conrad: Report as submitted.
- Vice President of Training - Jessica Ly: Report as submitted.
- Secretary - Susan Ambridge: Report as submitted. Also, thanked the Executive Board for 100% submissions of the current Board Reports.
- Treasurer - Tracy Moat: Report as submitted. Plus, requested consideration for an increase to the per-diem.

Motion by Tracy Moat to increase the per-diem to the following: \$10 breakfast; \$15 lunch; \$25 dinner.

- Second: Katie Conrad
 - Discussion: The per-diem has not been updated in several years. The proposed budgets will align with what is currently offered by SASFAA.
 - Motion passes as submitted by all attending voting Executive Board members in favor to accept the proposed per-diem amounts.
 - The per-diem amounts will begin immediately.
- Treasurer-Elect - Arminta Johnson: Report as submitted.
 - Region I Representative - Angelica Coonts: Report as submitted.
 - Region II Representative - Alisha Hunt: Report as submitted. Also, discussed the possibility of moving the Region II workshop date. More information will be shared once it is available.
 - Region III Representative - Angelica Parrales: Report as submitted. Also, shared that the spring Region III workshop will be in February, and she is seeking more volunteers.
 - Region IV Representative - Jerry McMahon: Report as submitted. Also, the location for the spring Region IV workshop is still being determined. More details will be available soon.
 - Region V Representative - Chrissy Gass: Report as submitted.
 - Conference Co-Chairs/Members at Large - Alicia Keaton and Sheia Pleasant-Doine: Report as submitted.
 - Federal & State Legislative Chair/Member at Large - Jonathan Reynolds: Report as submitted.
 - Business Partners Advisory Council Chair/Member at Large - Laura Dickerson: Report as submitted. Also, shared that the business partner webinars are coming together well. Registration will be open for the March 29th webinar for the Great Unpause. More details will be shared soon.
 - Vendor/Sponsorship Chair/Member at Large - Becky Davis: Report as submitted.

- Site Selection Chair/Member at Large - Irma Molinares: Report as submitted. Also, recently received an email from Sunseeker that confirmed that everything is still on track for the 2024 annual conference.
- Electronic Services Chair - Edward Schworn: Report as submitted. Also, requested that Region Representatives connect with him regarding the QR code for Bonnie Pirkle.
- Early Awareness/Outreach/Financial Literacy Chair - Alex Yates: Not in attendance, report as submitted.
- Membership Chair/Volunteer Coordinator - Kylie Gross: Report as submitted. Also, discussed policies and procedures updates that were voted on in the previous meeting. The timeline for the updates to be completed is anticipated in March.
- Scholarship/Charity Chair - Tracy Wiles: Report as submitted. Also, still collecting money and items for the 2023 FASFAA Conference charity.
- Graduate/Professional Chair - Melissa Toohey: Report as submitted.
- Vocational/Technical/Clock Hour Chair - Kim Philips: Not in attendance, report as submitted.
- OSFA Outreach Liaison & Newsletter Editor - Pedro Hernandez: Report as submitted. Also, Pedro shared that he is currently working on the next newsletter and will be sending it to President Bailey for approval soon.
- Private Schools Liaison - Vandeen McKenzie: Report as submitted.
- Global Issues Chair - Egan Hanson: Report as submitted. Also, discussed alternative names for future consideration for Global Issues/Member at Large position. Will review policies and procedures for what is required to update the position name. More information and discussions in future meeting.
- Social Media/Communications Coordinator – Lindsey Dickerson: Report as submitted.
- Webinar Chair – Johanna (Joie) Traverso: Report as submitted. Also, will be cancelling the February LinkedIn training due to no response from the presenter. Discussed future ideas for LinkedIn trainings for the membership.

Adjournment of Meeting

With no further business to discuss, President Bailey declared the meeting adjourned at 3:31 p.m.

Executive Board Meeting Minutes submitted by,

Susan Ambridge
FASFAA Secretary

FASFAA Executive Board Minutes
February 2, 2023
9:00 a.m. – 1:00 p.m.

Day two of The FASFAA Executive Board met at Embassy Suites by Hilton Orlando, Lake Buena Vista Resort on Wednesday, February 2, 2023.

Call to Order

President Nadine Bailey called the meeting to order at 9:10 a.m.

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	Y	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	Y	Site Selection/Event Coordinator/Member at Large	Molinares	Irma
NV	Y	Electronic Services	Schworn	Edward
NV	N	Early Awareness/Outreach/Financial Literacy Chair	Yates	Alex
NV	Y	Membership Chair/Volunteer Coordinator	Gross	Kylie
NV	Y	Scholarship/Charity Chair	Wiles	Tracy
NV	Y	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 15/17 voting members present (88%). There were 25/30 members of the Executive Board present.

Board Members Unable to Attend: Kris Hatcher, Alex Yates, Kim Phillips, Alisha Hunt

Board Members attending virtually via Teams: N/A

Leaving Early: N/A

Other Business

Supporting Region Representatives. Executive Board discussed ways to support new Region Representatives in the future. Some of the ideas by the Executive Board included:

- Written set of guidelines and procedures for Region Representatives.
- List of potential NASFAA credential presenters for workshops.
- Onboarding and welcome packets for new Region Representatives.
- Written guidelines of Region Representative role, expectations, and timelines.
- Budget increase for workshops.
- Saved list of set topics for workshops.
- List of contacts by region.
- Business partners presentations at workshops.
- Region Representatives reaching out to financial aid directors to encourage workshop attendance.
- Reaching out to financial aid directors for a list of hot topics they would like to see at workshops.
- Earlier save-the-dates for workshops.
- Encourage more in-person workshops.
- Looking at other organizations to avoid calendar conflicts for workshops.
- Getting dates earlier from Region Representatives for their workshops.
- Region Representatives meet more often as a group.

Strategic Planning Discussion. The Executive Board reviewed [FASFAA Strategic Plan 2021-2024](#) and discussed the progress to date. The FASFAA Executive Board is on track with the goals of the strategic plan for advocacy, outreach, increasing membership, professional development, and connecting with membership.

President Bailey expressed to the Executive Board that it is the Board responsibility to assist with completing the goals of the Strategic Plan and encouraged the Executive Board to read the FASFAA Strategic Plan 2021-2024. President Bailey has requested topics from the Strategic Plan to be put forth for future Executive Board meetings.

Expense Report. Expense Reports are due within two weeks and must be sent to Tracy Moat and President Bailey. Reimbursements can be via paper check or Zelle.

Adjournment of Meeting

With no further business to discuss, President Bailey declared day two of the Executive Board meeting adjourned at 11:45 a.m.

Executive Board Meeting Minutes submitted by,

Susan Ambridge
FASFAA Secretary