



**FASFAA Executive Board Minutes**

**March 25, 2024**

**3:00 p.m. – 4:00 p.m.**

The 2023-2024 FASFAA Executive Board met virtually via Teams on Monday, March 25, 2024

**Call to Order**

President Dameion Lovett called the meeting to order at 3:04 p.m.

<b>Voting</b>	<b>Present</b>	<b>Position</b>	<b>First Name</b>	<b>Last Name</b>
V	Y	President	Dameion	Lovett
V	Y	President-Elect & Nominations	Kamia	Mwango
V	N	Immediate Past President & Fiscal Concerns	Nadine	Bailey
V	Y	Vice-President of Training	Jessica	Ly
V	Y	Secretary	Susan	Ambridge
V	Y	Treasurer	Arminta	Johnson
V	Y	Treasurer-Elect	Chrissy	Gass
V	N	Region I Representative	Angelica	Coonts
V	Y	Region II Representative	Alisha	Hunt
V	Y	Region III Representative	Karissa	Lawson
V	Y	Region IV Representative	Merrian	King
V	N	Region V Representative	Joseph	Gonzales
V	Y	Conference Chair/Member at Large	Joan	Bailey
V	Y	Federal and State Legislative Chair/Member at Large	Egan	Hanson
V	Y	Global Issues/Member at Large	Brenda	Ilojirole
V	Y	Vendor/Sponsorship Coordinator/Member at Large	Becky	Davis
V	Y	Site Selection/Event Coordinator/Member at Large	Irma	Molinales
NV	Y	Conference Co-Chair	Christina	Heritage-Acosta
NV	Y	Co-Site Selection/Co-Event Coordinator	Laura	Dickerson
NV	Y	Electronic Services	Eddie	Schworn
NV	N	Early Awareness/Outreach/Financial Literacy Chair	Ilia	Cordero
NV	Y	Membership Chair/Volunteer Coordinator	Jody	Walker
NV	N	Scholarship/Charity Chair	Jonathan	Reynolds
NV	Y	Grad/Professional (Private/For Profit/Non-Profit)	Melissa	Toohy
NV	N	Vocational-Technical/Clock Hour	Jeanne	Schurman
NV	Y	OSFA Liaison	Shawn	Haskin

A quorum for voting was met with 14/17 voting members present (82%). There were 21/26 members of the Executive Board present.

**Board Members Unable to Attend:** Nadine Bailey, Angelica Coonts, Joseph Gonzales, Ilia Cordero, Jonathan Reynolds, Jeanne Schurman.

**Guests:** Gwyn Francis.

**Leaving Early:** Laura Dickerson, Arminta Johnson.

### **Approval of Prior Meeting Minutes**

**Review of Board Meeting Minutes** from February 15-16, 2024: Susan Ambridge.

Hearing no discussions, President Lovett declared the minutes from the Executive Board Meetings on February 15-16, 2024, passed by acclamation. The minutes will be posted to the website.

**Old Business** None

### **New Business**

#### **Nominations Committee and Pre-Conference Updates**

Nominations Committee: Egan left the meeting for the discussion from the Nominations Committee. President-Elect Mwango shared the slate brought by the Nominations Committee. The Board discussed possible additions to the slate for positions that had limited interest so far. The Slate is on hold while the Board and President-Elect Mwango reaches out to suggestions provided by the Board of possible candidates. The Slate from the Nominations Committee will be sent to the Board for a vote as soon as it is completed.

#### **Pre-Conference Updates**

- Joan Bailey shared with the Board that the conference planning is on track. There was a site visit for a tour and to discuss details for the Conference on March 8<sup>th</sup> with the hotel and IT staff. They also met with Visit Port Charlotte Visitors Bureau; they will provide bags for conference attendees.
- Tracy and Becky are working on local arrangements for the conference.
- Joan is meeting with Jessica this week to finalize the agenda.
- The Executive Board was sent an email to order shirts for the conference. The deadline to submit the form is April 1. The Conference page is updated for t-shirt sales for the membership.
- As the deadline for room reservations is approaching, the Board is encouraged to reserve as soon as possible. The Conference Committee members who were approved for rooms will need to send the reservation information to Joan.
- There are currently 140 registrants so far for the conference. Only two are registered for the Directors Summit only. Eighteen are registered for pre-conference sessions. Emails will be sent to the membership more frequently for conference registration reminders.
- There is another conference committee meeting this week.

#### **Conference Entertainment Contract**

- Chair Brenda Ilojirole. The Board discussed the Contract for DJ Services, which was emailed to the Board prior to the meeting.
- There is a fee of \$820 plus one night comped for the DJ, Durium Jones. Durium will be responsible for all incidentals billed to the room and the insurance.
- There is no sponsor for entertainment.

- Entertainment will be provided on May 23, 2024, from 7:00 p.m. to 10:30 p.m.
- Services primarily provided will be musical entertainment.

**Motion by Brenda I on behalf of Conference Committee to accept the Contract for DJ Services for the FASFAA 2024 Annual Conference on May 23, 2024.**

- Second: None.
- Discussion: The Board discussed pricing concerns from details included in the contract.
- The motion is tabled while Irma and Brenda work on possible pricing updates. They will send the updated to President Lovett, who will call an e-vote.

**Membership and Volunteer Update (Volunteer Forms and Conference Volunteers)**

- Chair Jody Walker. Volunteer forms have been submitted from the membership and there are 48 volunteers so far.
- Continuing to recruit more volunteers for the conference.
- Organizing a volunteer schedule for the conference with the names that have been submitted so far.
- The Committee will start sending assignments to the volunteers soon.

**Scholarship and Business Partner Update**

- Chair Jonathan Reynolds. On behalf of Jonathan was not present, President Lovett shared that there was a charity visit on March 8<sup>th</sup> to tour the facility and meet with the CEO.
- There will be someone from the charity at the charity table for the conference.
- They will provide a basket for the charity table for fundraising.
- There has been \$430 received for the Bonnie Pirkle fund and \$75 for the charity raised so far.

**Sponsorship and Business Partner Update**

Chair Becky Davis. Still contacting business partners who indicated they would be at our conference to get them to pay their sponsorship.

**2024 Bonnie Pirkle Scholarship Fund Withdrawal**

Past President Nadine Bailey and Treasurer Arminta Johnson. On behalf of Nadine and Arminta, who were not presently at the meeting, President-Elect Mwangi shared updates.

- The Bonnie Pirkle for elected officers to provide is the same as last year, \$12,500, per Gwynn Francis. There will be \$675 for each elected position and the remainder to the President.
- The amount that was raised last year needs to be moved to the UBS account to earn interest.
- The Board discussed Bonnie Pirkle scholarship disbursement for the 2024-2025 school year.
- Elected officers must follow the Bonnie Pirkle P&P to ensure everything is done correctly for the funds.

**Motion by the Fiscal Concerns Committee to approve \$12,500 be disbursed from Bonnie Pirkle to elected officers for distribution during the 2024-2025 school year.**

- Second: Not needed.
- Discussion: None.
- Motion passes by all attending voting Executive Board members in favor of \$12,500 be disbursed from Bonnie Pirkle Scholarship fund to be distributed to the elected officers for the 2024-2025 school year.
- Elected officers will need to send the student names, bio, photo, and thank you letter, student ID numbers, and

school name and mailing address to Jonathan, President Lovett, and Arminta by April 16<sup>th</sup>.

### **Treasurer Update (Finance Statements)**

Treasurer Arminta Johnson. The finance sheets were sent via email to the Board prior to the meeting. Discussion is tabled as Arminta left the meeting just prior to the update due to a schedule conflict.

### **Spring Newsletter Articles Due**

President Lovett. Summer newsletter articles are due by June 10<sup>th</sup>.

### **Other Business and Updates**

**Audit Update.** President Lovett and Bookkeeper Gwyn Francis.

- Gwynn has been in contact with auditor, Holly, due to the UBS delay.
- A final draft of the statement should be sent to President Lovett by the end of the week to go to the Finance Committee.
- The final copy should be completed by April 12<sup>th</sup>.

### **Adjournment of Meeting**

With no further business to discuss, President Lovett declared the meeting adjourned at 4:25 p.m.

Minutes submitted by,  
Susan Ambridge  
FASFAA Secretary