



FASFAA Executive Board Minutes
September 6, 2023
10:00 a.m. – 12:00 p.m.

The 2023-2024 FASFAA Executive Board met virtually via Teams on Wednesday, September 6, 2023

Call to Order

President Dameion Lovett called the meeting to order at 10:04 a.m.

Voting	Present	Position	First Name	Last Name
V	Yes	President	Dameion	Lovett
V	Yes	President-Elect & Nominations	Kamia	Mwango
V	Yes	Immediate Past President & Fiscal Concerns	Nadine	Bailey
V	Yes	Vice-President of Training	Jessica	Ly
V	Yes	Secretary	Susan	Ambridge
V	Yes	Treasurer	Arminta	Johnson
V	Yes	Treasurer-Elect	Chrissy	Gass
V	No	Region I Representative	Angelica	Coonts
V	Yes	Region II Representative	Alisha	Hunt
V	Yes	Region III Representative	Karissa	Lawson
V	Yes	Region IV Representative	Jerry	McMahon
V	Yes	Region V Representative	Joseph	Gonzales
V	No	Conference Chair/Member at Large	Joan	Bailey
V	Yes	Federal and State Legislative Chair/Member at Large	Egan	Hanson
V	Yes	Global Issues/Member at Large	Brenda	Ilojirole
V	Yes	Vendor/Sponsorship Coordinator/Member at Large	Becky	Davis
V	Yes	Site Selection/Event Coordinator/Member at Large	Irma	Molinares
NV	Yes	Conference Co-Chair	Christina	Heritage-Acosta
NV	Yes	Co-Site Selection/Co-Event Coordinator	Laura	Dickerson
NV	Yes	Electronic Services	Eddie	Schworn
NV	Yes	Early Awareness/Outreach/Financial Literacy Chair	Ilia	Cordero
NV	Yes	Membership Chair/Volunteer Coordinator	Jody	Walker
NV	Yes	Scholarship/Charity Chair	Jonathan	Reynolds
NV	Yes	Grad/Professional (Private/For Profit/Non-Profit)	Melissa	Toohy
NV	Yes	Vocational-Technical/Clock Hour	Jeanne	Shurman
NV	Yes	OSFA Liaison	Shawn	Haskins

A quorum for voting was met with 15/17 voting members present (88%). There were 25/26 members of the Executive Board present.

Board Members Unable to Attend: Angelica Coonts, Joan Bailey

Guests: Gwyn Francis

Leaving Early: Melissa Toohey

New Business

- FY 24 Budget Review

President Lovett submitted the 2023-2024 FASFAA budget per the Fiscal Concerns Committee via email prior to the Executive Board meeting for review. The budget documents were retrieved from QuickBooks.

The Board discussed the rollover from memberships. Several members renewed prior to the \$5 increase; those members are currently being contacted regarding the balance due for their membership accounts. Memberships have recently lapsed as of the end of August, which is typical, but should increase significantly as FASFAA events begin. It is anticipated 200 people may attend the annual FASFAA Conference this year. The budget amounts may vary depending on how many events there are this year.

The budget for the Conference has been adjusted due to the Director's Summit at the Conference again this year. There were 65 Director Summit attendees last year that stayed for the conference and the feedback on that format was positive.

The Transition Meeting cost for last year was included into this budget due to timing. There is an increase in the budget this year for regions 3 and 5. The training committee will select ten NASFAA credentials for 2023-2024.

MemberClicks cleanup is currently underway, which will more cost effective for FASFAA.

The Secretary will look for new vendors for awards due to the cost increase of past vendors.

- **Motion by Fiscal Concern Committee to approve the 2023-2024 budget.**
- Second: N/A
- Discussion: None
- Motion passes with Executive Board full approval of all voting members in attendance.

Cybersecurity Insurance

The Executive Board discussed the importance of cybersecurity insurance to protect member account information should there ever be a breach of information. Cybersecurity insurance is to protect FASFAA should a breach happen. President Lovett will connect with MemberClicks to see what cybersecurity options they provide.

Audit

Per the Policies and Procedures timeframes posted to the website, a budget for the audit and accounting firm have been recommended to retain quotes. More details will be brought to the Board soon.

Clock Hour Workshop/In Person Board Meeting Contract Review

The Executive Board reviewed the Embassy Suites contract for the Clock Hour Workshop and in-person Board meeting. There will not be a Federal or NASFAA trainer available for the workshop.

- **Motion to accept the Clock Hour Workshop and In-Person Board Meeting contract at Embassy Suites, Orlando by Egan Hanson.**

- Second: Jerry McMahon.
- Discussion: None.
- Motion passes with Executive Board full approval of all voting members in attendance.
- President Lovett will sign the contract and return it to Embassy Suites.

Annual Conference Addendum

The Executive Board reviewed the Addendum that included the Director Summit prior to the conference.

- **Motion to approve the Addendum of Sunseeker to include the Director's Summit by Egan Hanson.**
- Second: Irma Molinares.
- Discussion: Increasing the room count to 640 from 580 could eliminate potential room reservation issues due to increased attendance from the Director Summit.
- Motion passes with Executive Board full approval by all voting members in attendance.

Vendor Prospectus

The Executive Board reviewed the submitted prospectus for sponsors and vendors. Some of the information will not be available until after the Sunseeker opens for the conference.

There will be four options available for sponsors, platinum, gold, silver, and bronze levels. There is a slight increase in the cost proposed of \$100 each level and a cost decrease per day for the Director Summit. A 5% discount will be offered for early payment date of December 31, 2023.

The Board discussed website advertisement placement. Eddy is working on webpage updates.

- **Motion to accept the 2023-2024 Sponsorship Prospectus as submitted by Jessica Ly.**
- Second: Egan Hanson.
- Discussion: None
- Motion passes with Executive Board full approval of all voting members in attendance.
- The prospectus will be added to the website.

Adjournment of Meeting

With no further business to discuss, President Lovett declared the meeting adjourned at 11:56 p.m.

Minutes submitted by,
Susan Ambridge
FASFAA Secretary