



FASFAA Executive Board Minutes
November 6, 2023
1:30 p.m. – 4:00 p.m.

Day one of the FASFAA Executive Board met at Embassy Suites by Hilton Orlando, Lake Buena Vista.

Call to Order

President Lovett called the meeting to order at 1:31 p.m.

Voting	Present	Position	First Name	Last Name
V	Y	President	Dameion	Lovett
V	Y	President-Elect & Nominations	Kamia	Mwango
V	Y	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	Y	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	Y	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	Molinaros
NV	Y	Conference Co-Chair	Christina	Heritage-Acosta
NV	N	Co-Site Selection/Co-Event Coordinator	Laura	Dickerson
NV	Y	Electronic Services	Eddie	Schworn
NV	Y	Early Awareness/Outreach/Financial Literacy Chair	Ilia	Cordero
NV	Y	Membership Chair/Volunteer Coordinator	Jody	Walker
NV	Y	Scholarship/Charity Chair	Jonathan	Reynolds
NV	Y	Grad/Professional (Private/For Profit/Non-Profit)	Melissa	Toohey
NV	N	Vocational-Technical/Clock Hour	Jeanne	Schurman
NV	Y	OSFA Liaison	Shawn	Haskin

A quorum for voting was met with 17/17 voting members present (100%). There were 24/26 members of the Executive Board present.

Board Members Unable to Attend: Laura Dickerson, Jeanne Schurman.

Board Members attending virtually via Teams: Becky Davis, Jonathan Reynolds.

Agenda Adjustment

President Lovett requested an Agenda amendment.

Motion by President Lovett to amend the agenda to discuss the New and Intermediate Aid Officer Workshop contract to tomorrow when the meeting is resumed.

- Second: Jessica Ly.
- Discussion: Irma is still working on some details for the contract that will be ready tomorrow.
- Motion passes as submitted by all attending voting Executive Board members in favor of amending the agenda to discuss the New and Intermediate Aid Officer Workshop contract until tomorrow.

Approval of Previous Minutes

Review of Board Meeting Minutes October 2, 2023: Susan Ambridge.

Hearing no discussions, President Lovett declared the minutes from the Executive Board Meetings on October 2, 2023, passed by acclamation.

Review of Board Meeting Minutes October 25, 2023: Susan Ambridge.

Hearing no discussions, President Lovett declared the minutes from the Executive Board Meetings on October 25, 2023, passed by acclamation.

Old Business N/A

New Business

Share One Positive Each.

- a. Training Committee and Webinar Update: Vice President of Training Jessica Ly
 - The clock hour workshop went well. New webinars are scheduled. Presenters are still being determined for workshops. The Region Representatives are working on upcoming workshops, some will be virtual and others in-person. Kylie is preparing for the upcoming New and Intermediate Aid Officer Workshop that is scheduled for February. The Board discussed other New and Intermediate Aid Office Workshop names.
- b. Election Slate Update: President-Elect Kamia Mwango
 - The nomination committee has not met yet. President-Elect Mwango has received some good suggestions and is still reaching out to potential candidates. President-Elect Mwango is meeting with the Region Representatives who are on the committee.
 - President-Elect Mwango is currently reviewing the strategic plan and will meet with the task force to determine what to bring forward to the association to

- prepare for next year's advocacy.
- c. Membership and Volunteer Update: Chair Jody Walker
 - There are currently over 730 active members, and the committee is reaching out to lapsed members to encourage reactivating their membership.
 - Welcome emails are sent to new members.
 - Eddie has worked with the committee to clean up the MemberClicks list.
 - The committee is making plans to boost member volunteer requests at the beginning of the year.
 - d. Global Issues and LEAP Update: Chair Brenda Ilojiolo
 - Global issues are updated on the website regularly.
 - Global issues event ideas should be forwarded to Brenda.
 - LEAP had a Meet and Greet for mentors and mentees and the LEAP cohort started working on their first units. There are eight mentees this year and are each assigned a mentor. The next meeting is November 16.
 - e. Conference Committee Update: Chair Joan Bailey
 - Joan and Christina are working on the conference. Traci is shadowing to prepare for next year. There will be a conference committee meeting tomorrow. There are ongoing mini meetings with the conference committee members on tasks they will each be responsible for.
 - An email call for conference proposals went out recently.
 - Eddie is ahead of schedule with preparing the website. Conference registration will open in February.
 - There are discussions with other organizations to determine the possibility of partnering to get a better rate for the SCHED application for the conference. More details will be distributed soon.
 - A few of the Board members will do site visits soon. The hotel opens in December.
 - f. Site Selection Update and Hotel Housekeeping: Chair Irma Molinares
 - Irma is currently looking for a 2025 site for the annual conference. Laura Dickerson will be taking over for site selections next year and has been working with Irma this year.
 - Irma and Laura requested any possible conference locations to be sent to them.
 - g. Scholarship and Charity Chair: Chair Jonathan Reynolds
 - No update provided.
 - h. Region I Update: Representative Angelica Coonts
 - Angelica is trying to increase region I participation by locating a list of Region I schools to communicate with.
 - The workshop was delayed and is scheduled to be virtual.
 - Region I is partnering with Regions II and IV in a joint workshop. Save the date for December 4 has been sent. More details will be sent soon.
 - i. Region II Update: Representative Alisha Hunt
 - The workshop was postponed and will be virtual with other regions to increase attendance.
 - Requested Maureen Anderson to present on emotional intelligence in November. More information will be sent soon.
 - j. Region III Update: Representative Karissa Lawson
 - Fifteen attended the workshop with four presenters.

- \$70 was raised for the Bonnie Pirkle Scholarship.
- k. Region IV Update: Representative Merrian King
 - Working with other Regions preparing for the workshop to increase attendance.
- l. Region V Update: Representative Joseph Gonzales
 - The workshop will be in December. A save the date email was sent out.
 - Currently working on getting presenters for the workshop.
- m. Outreach and Early Awareness Update: Chair Ilia Cordero
 - Partnering with Florida Shines and FCAN on high school guidance counselor presentations.
 - The Newsletter was submitted.
 - Discussed the Haunted House at Valencia College.
- n. OSFA Update: Chair Shawn Haskins
 - Has been working with Pete on trainings for Region workshops.
 - Working with FL Lottery on resources.
 - Resources are available for schools to assist with reporting required information that is needed by schools so that next year's budgets can be worked on.
 - Will be doing a presentation in the Clock Hour workshop this week.
- o. Grad /Professional Update: Melissa Toohey
 - Working on Grad/Professional presentation for upcoming webinar.
 - Currently working on website updates.
- p. Federal and State Legislative Update: Egan Hanson
 - Working on website updates currently.
- q. Scholarship and Bonnie Pirkle Updates: Chair Becky Davis
 - The prospectus was sent and five have already confirmed for next year due to early bird discount.
 - Met with conference committee chairs.
 - More details will be sent soon on restaurant options for the conference.
- r. Budget and Finance Update: Treasurer Arminta Johnson
 - Financial statements were distributed and discussed during the meeting.
 - Financial reports are stored in the OneDrive.
 - Working with Gwynn on reconciliations.
 - Discussed expenses reimbursement form and submission guidelines, which is due by November 22nd.
- s. Other Business
 - Electronic Services: Eddie Schworn – Provided a tutorial of OneDrive and Slack to the Board. Explained that Listserv can only send emails to your region. Eddie is looking into Listserv for vendors.

Adjournment of Meeting

With no further business to discuss, President Lovett declared the meeting in recess at 4:00 p.m.

FASFAA Executive Board Minutes
November 7, 2023
10:30 a.m. – 11:15 a.m.

Day two of The FASFAA Executive Board met at Embassy Suites by Hilton Orlando, Lake Buena Vista

Call to Order

President Lovett called the meeting back to order from recess at 10:32 a.m.

Voting	Present	Position	First Name	Last Name
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	Y	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	Y	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	N	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	N	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	Y	Scholarship/Charity Chair	Jonathan	Reynolds
NV	N	Grad/Professional (Private/For Profit/Non-Profit)	Melissa	Toohey
NV	N	Vocational-Technical/Clock Hour	Jeanne	Schurman
NV	Y	OSFA Liaison	Shawn	Haskin

A quorum for voting was met with 15/17 voting members present (88%). There were 20/26 members of the Executive Board present.

Board Members Unable to Attend: Nadine Bailey, Becky Davis, Laura Dickerson, Ilia Cordero, Melissa Toohey, Jeanne Schurman

Board Members attending virtually via Teams: Irma Molinares, Jonathan Reynolds.

Audit Engagement Letter and Peer Review

President Lovett discussed the Engagement Letter. The auditor worked with Gwyn and the past treasurers to prepare the report. The proposal was sent via email. The start and end dates need to be adjusted. President Lovett will connect with the auditors after the Board meeting for review and approval of the audit report. The external audit is to be completed every five years. The fees for the audit are listed in the contract, which were discounted for FASFAA. Holly Hursey filed our tax extension and will file our taxes at the conclusion of the audit.

Motion by Fiscal Concerns Committee to approve the contract for Holly Hursey to conduct our audit.

- Second: Not needed.
- Discussion: None.
- Motion passes as submitted by all attending voting Executive Board members in favor of accepting the contract as submitted with the date updates.
- President Lovett will connect with them to discuss the start date and date adjustments before signing the contract.

Other Business

- New and Intermediate Aid Officer Workshop, formerly known as New and Intermediate Aid Officer Workshop contract for Embassy Suites was sent via email to the Board from President Lovett this morning.
- The Board discussed the history of the New/Intermediate Aid Officer Workshop and will discuss updating the name and target audience at a future date.
- The Board discussed the contract sent by Irma for Embassy Suites for the February meeting and workshop. The first page of the contract has the incorrect day of the week listed that needs to be updated by the hotel.

Motion by Irma Molinares to accept the contract for the New/Intermediate Aid Officer Workshop and in-person Board meeting at the Embassy Suites.

- Second: Not needed.
- Discussion: None.
- Motion passes as submitted by all attending voting Executive Board members in favor of accepting the contract as submitted with the updates.
- Irma will work with hotel on date update and Arminta will send the down payment check with the revised documents.

Adjournment of Meeting

With no further business to discuss, President Lovett declared day two of the Executive Board meeting adjourned at 11:15 a.m.

Executive Board Meeting Minutes submitted by,

Susan Ambridge
FASFAA Secretary