



FASFAA Executive Board Minutes
July 19-20, 2023
Embassy Suites, Lake Buena Vista, Orlando, Florida

The FASFAA Executive Board met for the 2023-2024 Transition Meeting on July 19-20, 2023.

Call to Order Day One of Transition Meeting

President Dameion Lovett called the meeting to order at 10:44 a.m., Wednesday, July 19, 2023.

Voting	Present	Position (Outgoing Board)	First Name	Last Name
V	Y	President	Bailey	Nadine
V	Y	President-Elect & Nominations	Lovett	Dameion
V	N	Immediate Past President/Fiscal Concerns/Parliamentarian/Historian	Conrad	Katie
V	Y	Vice President of Training	Ly	Jessica
V	Y	Secretary	Ambridge	Susan
V	N	Treasurer	Gross	Kylie
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
NV	Y	Conference Chair	Keaton	Alicia
V	N	Conference Chair / Member at Large	Pleasant-Doine	Sheia
V	Y	Federal and State Legislative Chair/Member at Large	Reynolds	Jonathan
V	N	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	N	Membership Chair/Volunteer Coordinator	Martin	Tamika

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	N	Social Media/Communications Coordinator	Dickerson	Lindsey

A quorum for voting was met with 12/17 voting members present (71%). There were 28/28 members of the Executive Board present.

Board Members Unable to Attend: Katie Conrad, Kylie Gross, Alisha Hunt, Sheia Pleasant-Doine, Laura Dickerson, Alex Yates, Tamika Martin, Kim Phillips, Lindsey Dickerson

Guests: N/A

Old Business: Nadine Bailey

Review of Board Meeting Minutes May 10, 2023: Susan Ambridge.
Hearing no discussions, Past President Bailey declared the minutes from the Executive Board Meetings on May 20, 2023, passed by acclamation.

Review of Board Meeting Minutes May 16, 2023: Susan Ambridge.
Hearing no discussions, Past President Bailey declared the minutes from the Executive Board Meetings on May 16, 2023, passed by acclamation.

Review of Board Meeting Minutes June 12, 2023: Susan Ambridge.
Hearing no discussions, Past President Bailey declared the minutes from the Executive Board Meetings on June 12, 2023, passed by acclamation.

Review of Financial Condition: Kylie Gross and Arminta Johnson

End of the year financials were sent by the Secretary to the Executive Board prior to the meeting. FASFAA has fiscally done well this year and within the budget expectations. The income was slightly higher than the past couple of years due to the conference, director summit, workshops, and membership increase.

While the goals for Bonnie Pirkle and the charity did not meet the goals anticipated at the annual FASFAA Conference, they did well.

Recommendations by Arminta for 2023-2024 Executive Board.

- Approve budgets in a timely manner.

- Submit expense reports on time to be reimbursed. Preferred reimbursement method is Zelle, however, checks can still be provided. Check Policies and Procedures when submitting Expense Report to determine what expenses a receipt is required for. Expense reports are sent to Treasurer and President within 14 days.
- Review Policies and Procedures to know what is needed for each position.
- Approve Bonnie Pirkle scholarship budget timely.
- Review tax returns and financial statements when they are distributed.

Board Year-End Reports/One Success

Nadine Bailey: Report as submitted.

Dameion Lovett: Report as submitted.

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Katie Conrad: Report not submitted.

Jessica Ly: Report as submitted.

Susan Ambridge: Report as submitted. Also, will be updating the FASFAA website with meeting minutes going forward.

Kylie Gross: As submitted.

Arminta Johnson: Report as submitted. Also, created letter to send to Bonnie Pirkle scholarship recipients. Transitioned to Treasurer when position became vacant this year. Goal is to update information in the Treasurer OneNote file for future reference for newly elected Treasurers in the future for a smoother transition.

Angelica Coonts: Report as submitted. Also, update to Recent Activities section. The credential was for Direct Loans and not SAP.

Alisha Hunt: Report as submitted.

Angelica Parrales: Report as submitted.

Jerry McMahon: Report as submitted.

Chrissy Gass: Report as submitted.

Alicia Keaton and Sheia Pleasant-Doine: Report as submitted. Also, discussed survey results from the conference, which were overall very highly rated.

Jonathan Reynolds: Report as submitted.

Laura Dickerson: Report as submitted.

Becky Davis. Report as submitted. Also, discussed positive vendor feedback. The prospectus is currently being worked on and will be sent to President Lovett soon. Recommend that vendors do not begin breakdowns of booths early as that could cause potential safety issues.

Irma Molinares: Report as submitted. Also, recommend that the Executive Board book rooms for the next conference as soon as the link is available so that the entire Board can be at the same location. Laura Dickerson will be assisting with site selections for the new Executive Board year.

Edward Schworn: Report as submitted.

Alex Yates. Report not submitted.

Tracy Wiles: Report as submitted. Also, shared that there was positive feedback about the charity selection from the conference.

Melissa Toohey: Report as submitted.

Kimberly Phillips: Report as submitted.

Pedro (Pete) Hernandez: Report as submitted. Also, will work with President Lovett on how to obtain Board Reports for future Newsletter stories.

Vandeen McKenzie: Report as submitted.

Egan Hanson: Report as submitted.

Outgoing Board Suggestions for the Next Year.

Brainstorming ideas by the Executive Board for the upcoming academic year.

Incoming Board Meets with Outgoing Board

New Executive Board members spent time discussing their positions with outgoing Board who were present.

Passing of the Gavel

Passing of the gavel was done at the FASFAA Annual Conference.

Old Board Adjournment and Departure

With no further business to discuss, President Lovett declared the first day of the Transition meeting adjourned at 3:53 pm.

The FASFAA Executive Board met for the 2023-2024 Transition Meeting on July 19-20, 2023.

Call to Order Day Two of Transition Meeting

President Dameion Lovett called the meeting to order at 9:09 a.m., Thursday, July 20, 2023.

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	N	Region II Representative	Alisha	Hunt
V	Y	Region III Representative	Karissa	Lawson
V	Y	Region IV Representative	Jerry	McMahon
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	Molinares
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	Toohy
NV	Y	Vocational-Technical/Clock Hour	Jeanne	Shurman
NV	Y	OSFA Liaison	Shawn	Haskins

A quorum for voting was met with 15/17 voting members present (88%). There were 23/26 members of the Executive Board present.

Board Members Unable to Attend: Alisha Hunt, Joseph Gonzales, Laura Dickerson, Gwyn Francis.
Guests: Angelica Parrales.

Welcome and Board Installation: Dameion Lovett

President Lovett welcomed the new Executive Board and introductions were made.

2024 Conference: Joan Bailey:

The 2024 FASFAA Conference will be at Sunseeker Resort Charlotte Harbor May 20 – 24, 2024. The hotel will be finished in October and are already accepting reservations. Joan and Christina are already working on planning of the conference. The Conference Committee has been selected. Costs are not yet available for the conference as the hotel is not open yet. The budget will be brought to the Board when it is ready for review and approval. Joan and Christina are also currently seeing a local arrangements person for the conference.

Food prices and AV costs have increased. Registration costs are still to be determined.

Dameion is researching prices and options to utilize the SCHED app for the conference.

The charity for the FASFAA conference has been selected, Homeless Coalition. Jonathan will open the line of communication with the charity.

President Lovett announced the return of the Region Competition. Competition rules are still being determined.

FASFAA Goals and Expectations for 2023-2024: Dameion Lovett

President Lovett discussed the FASFAA Mission Statement and the purpose of FASFAA. Goals for 2023-2024 are:

- Review and update the Strategic plan.
- Review and update the FASFAA Bylaws.
- Provide support to student and families across the state with FAFSA assistance through our partnership with FCAN AND Florida Shines.
- Strengthen the FASFAA relationship with our business partners.
- Improve our leadership and volunteerism pipeline for the LEAP program.
- Provide award winning clock hour workshop and additional trainings through the year.
- Provide financial aid directors and enrollment service managers opportunities to meet and interact at Directors summit at the conference.
- Support Bonnie Pirkle Scholarships.
- Provide support on behalf of our members, their institutions, students, and families.

FASFAA Sack & OneDrive: Eddie Schworn

Slack is the primary Executive Board method of communication. However, it only keeps information short term before it is automatically deleted (90 days).

The link to the current Board is on the OneDrive and will be updated. The OneDrive is the primary storage method for the Executive Board, there are folders for each position there. Items on the OneDrive cannot be deleted, only edited. If anything needs to be edited, please send Edward the information for updates.

Recommend that all website updates be sent early to ensure that there is enough time for the updates to be completed on time. Edward can provide a Listserv of region membership if needed.

FASFAA Governing Documents: Dameion Lovett

President Lovett will send each Board member a spreadsheet with what needs to be updated for new members. The new Region Representatives will need to have their websites updated promptly and requested that they work with Edward on the updates.

Edward will have a committee to assist with updates due to the volume of work.

President Lovett has requested that all Executive Board members review their sections of the Policies and Procedures for any needed updates. Please send edits and updates to him.

Discussion of the governing documents, policies and procedures, strategic plan, and diversity statement of FASFAA to the Executive Board. It was explained how to navigate the FASFAA website and the importance of all Executive Board members becoming familiar with FASFAA Governing documents. All Board members are encouraged to review the Governing Documents, particularly the sections that pertain to their positions in the Board. The FASFAA Bylaws, Policies and Procedures, Strategic Plan, and sample Budget Worksheet are located at <https://www.fasfaa.org/governing-documents>.

Should there be changes or updates, proposals and all pertinent documentation need to be the board. Changes to FASFAA Bylaws are by vote of the whole membership. Changes to the Policies and Procedures are by vote of the Executive Board.

There is a legal responsibility for all Executive Board members, all agreed to serve, which includes submitting the annual Confidentiality form to the Secretary. The Executive Board must also be aware of the FASFAA governing documents and what they mean. It was also discussed the three duties of the FASFAA Executive Board:

1. Duty of care
2. Duty of obedience
3. Duty of loyalty

Parliamentary Procedure: Nadine Bailey

Discussion of the Parliamentary Procedures and how they relate to the Executive Board, which allows everyone to be heard. The FASFAA Executive Board loosely utilizes the Robert's Rules for Executive Board meetings. Board meetings are to include a quorum, unfinished and new business, board reports, motions, and voting processes. All new business must be sent to President Dameion Lovett and Secretary Susan Ambridge ahead of time before the next scheduled Executive Board Meeting. All documents that are sent to the Executive Board by the Secretary must be reviewed before the meeting to be ready to fully participate in all Executive Board meetings.

Agenda Update

Motion by Joan Bailey to adjust the agenda schedule to allow the Executive Board to complete the business portion of the meeting before lunch.

- Second: Egan Hanson
- Discussion: As there was not much for the Executive Board to discuss after lunch, the Board discussed the benefits of completing the remaining agenda items before lunch.
- Motion is approved with all yes votes by all voting members of the FASFAA Executive Board to accept the motion as submitted.

Fiscal Concerns Committee: Nadine Bailey

Immediate Past President, Nadine Bailey, will be the 2023-2024 Fiscal Concerns chair after completing her 2022-2023 term as President of FASFAA. The purpose of the Fiscal Concerns committee is to advise the Executive Board on the finances of the FASFAA organization.

President Lovett will bring the 2023-2024 budget to the Fiscal Committee for approval before it goes to the Executive Board for a vote.

Logistics, Expense Reports, Future Meeting Schedule: Arminta Johnson, Gwyn Francis, & Dameion Lovett

Arminta discussed where to find the Reimbursement Form, which is located on the OneDrive. Forms need to be submitted to the President and the Treasurer for review and approval. Reimbursement from expense reports can be sent via Zelle (the preferred method) or as a check.

The Executive Board is encouraged to read the Policies and Procedures for Expense Reports pages 28 and 29 for allowable expenses before submitting a report. [Expense Reports Policies and Procedures](#)

The Executive Board discussed updates needed for the website with the Executive Board approved per diem allowances.

Motion by Arminta Johnson to update Policies and Procedures 3.4 Reimbursement of Expenses Under Items Covered change #4 to state Meals- reimbursed at the per diem rate.

Update maximum allowance table as follows:

- **Breakfast - \$10 – when travel begins before 10:30 am**
- **Lunch - \$15 – when travel begins before 12:00 noon and extends beyond 2:00 pm**
- **Dinner - \$25 – When travel extends beyond 5:00 pm or when travel occurs during night-time hours due to special assignments.**

The first sentence in the final paragraph under Documentation changed to say:

Reimbursement forms must include an actual or digital signature of the individual requesting funds.

- Second: Egan Hanson
- Discussion: To clarify and update before the expense reports are submitted after the Transition Meeting.
- The Policies and Procedures will need to be updated.
- The per diem amounts align with SASFAA amounts.
- Board to accept the motion as submitted.
- Motion is approved with the majority of yes votes and one abstention by voting members of the FASFAA Executive Board to accept the motion as submitted.

President Lovett discussed future meeting schedules for the upcoming year will primarily be remote with one possible in-person meeting in the fall or spring. Calendar notifications will be sent to the Executive Board.

Adjournment of Meeting

With no further business to discuss, President Lovett declared the meeting adjourned at 12:27 p.m.

FASFAA Executive Board Transition Minutes submitted by,
Susan Ambridge
FASFAA Secretary