



FASFAA Executive Board Minutes
June 27-28, 2024
Embassy Suites, Lake Buena Vista, Orlando, Florida

The FASFAA Executive Board met for the 2024-2025 Transition Meeting on June 27-28, 2024.

Call to Order Day One of Transition Meeting

President Dameion Lovett called the meeting to order at 1:33 p.m., Thursday, June 27, 2024.

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	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	Y	Scholarship/Charity Chair	Jonathan	Reynolds
NV	Y	Grad/Professional (Private/For Profit/Non-Profit)	Melissa	Toohey
NV	Y	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 25/26 members of the Executive Board present.

Board Members Unable to Attend: Ilia Cordero

Guests: N/A

Attended via Teams: Joseph Gonzales

Old Business: President Lovett

Review of Board Meeting Minutes April 15, 2024: Susan Ambridge.

Hearing no discussions, President Lovett declared the minutes from the Executive Board Meetings on April 16, 2024, passed by acclamation.

Review of Financial Condition: Arminta Johnson

The external audit has been completed with the final meeting in June. There were some minor recommendations by the auditor, which were sent to the Board prior to the meeting. The final bill from Sunseeker was received on the date of the transition meeting and will be reviewed by President Lovett for payment.

New Business: Nadine Bailey

The Fiscal Concerns Committee (FCC) met about the audit findings and discussed the Policies and Procedures, which will be updated based on the audit recommendations for 2024-2025.

The Fiscal Concerns Committee discussed paying \$1 via Zelle and getting a confirmation from the recipient before sending full payment. This will ensure that the funds are received correctly.

Due to the prior Treasurer departing the position early, there were some delays in the processes while the new Treasurer learned the position. This has now been resolved as both the Treasurer-elect will reconcile monthly.

It was recommended that no one person handles the money. There should be a segregation of duties so not only the Bookkeeper handles the funds.

Due to the delay in the taxes being filed by the tax preparer, President Lovett will connect with them to see if some fees can be waived by the IRS. If that is not an option, President Lovett will work with the tax preparer to see if the FASFAA fees can be adjusted.

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 from outgoing President Lovett to incoming President Mwango.

Old Board Adjournment and Departure

With no further business to discuss, President Lovett declared the first day of the Transition meeting adjourned at 3:20 pm.

The FASFAA Executive Board met for the 2024-2025 Transition Meeting on June 27-28, 2024.

Call to Order Day Two of Transition Meeting

President Kamia (Mia) Mwango called the meeting to order at 8:36 a.m., Friday, June 28, 2024.

Voting	Present	Position	First Name	Last Name
V	Y	President	Kamia	Mwango
V	Y	President-Elect & Nominations	Egan	Hanson
V	Y	Immediate Past President & Fiscal Concerns	Dameion	Lovett
V	Y	Vice-President of Training	Amethyst	Castro
V	Y	Secretary	Susan	Ambridge
V	Y	Treasurer	Chrissy	Gass
V	Y	Treasurer-Elect	Sedrick	Brinson
V	Y	Region I Representative	Angelica	Coonts
V	Y	Region II Representative	Marie	Guerra-Rosado
V	Y	Region III Representative	Karissa	Lawson
V	Y	Region IV Representative	Carola	Mann
V	Y	Region V Representative	Joseph	Gonzales
V	Y	Conference Chair/Member at Large	Traci	Spagnoli-Rego
V	Y	Federal and State Legislative Chair/Member at Large	David	Alexander
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	Laura	Dickerson
NV	Y	Conference Co-Chair	Kristina	Chavers
NV		Co-Site Selection/Co-Event Coordinator		
NV	Y	Electronic Services	Christina	Heritage-Acosta
NV	Y	Electronic Services Co-Chair	Tim	Young
NV	Y	Early Awareness/Outreach/Financial Literacy Chair	Kevin	McCrary
NV	Y	Membership Chair/Volunteer Coordinator	Amanda	Livingston
NV	Y	Scholarship/Charity Chair	Rachel	Robinson
NV	Y	Grad/Professional (Private/For Profit/Non-Profit)	Elizabeth	Weibley
NV	Y	Vocational-Technical/Clock Hour	Jeanne	Schurman
NV	Y	OSFA Liaison	Shawn	Haskin
NV	Y	Partner Advisory Council Committee	Pete	Hernandez
NV	Y	Business Partner Liaison	Chanson	Durden
NV	Y	Newsletter Committee	Tori	Watson

A quorum for voting was met with 17/17 voting members present (100%). There were 29/30 members

of the Executive Board present.

Board Members Unable to Attend: N/A.

Guests: N/A.

Attended via Teams: Marie Guerra-Rosado, Joseph Gonzales, Pete Hernandez.

Welcome, Introductions, Agenda Overview: Kamia Mwango

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

FASFAA Board Governance: Kamia Mwango

President Mwango shared the Mission and Vision Statement and the “Why” with the Executive Board. <https://www.fasfaa.org/vision-mission> 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 her.

Policies and Procedure Manual: <https://www.fasfaa.org/assets/documents/policies-procedures/2023/Policy%20and%20Procedures%20Final%207-20-2023.pdf>

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.

Parliamentary Procedure: Dameion Lovett

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. The President only votes on a motion if there is a tie. Agenda changes need a motion and Executive Board vote before changing the agenda.

All new business must be sent to President Mwango 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.

Expense Reimbursement, Forms, and Reports: Chrissy Gass and Susan Ambridge

- Expense forms for reimbursement are due within 15-days to the President and Treasurer. https://www.fasfaa.org/assets/documents/Expense_Reports/Copy%20of%202024_fasfaa_travel-expense_form%20%28002%29.xlsx
- Receipts are not needed for meals. Receipts are needed for tolls or other expenses.
- Discussed Training Events Budget Template. <https://www.fasfaa.org/assets/documents/policies-procedures/2023/Training%20Events%20Budget%20Template.xls>

Schedule and Meeting Protocols: Laura Dickerson

Laura discussed the process of finding sites for meetings and annual conferences. Starting to look for places for 2026. Embassy Suites has already sent a contract for review for the next clock hour workshop.

Susan explained the importance of submitting Executive Board reports that will be due three times per year before deadlines.

FASFAA Slack Channel, MemberClicks, & OneDrive: Christina Heritage-Acosta and Tim Young

- The new Executive Board will be added to all channels and granted access after July 1, 2024.
- The link to the OneDrive is in the general discussions tab in Slack.
- If assistance is needed to utilize any of the channels, please reach out to Christina and Todd.

24-25 Theme, Goals, & Objectives: The theme for 2024-2025 is Galactic Guardians of a Whole New World. The meaning is that we are all guardians of Aid Administrators, each other, and ourselves.

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