



FASFAA Executive Board Minutes
July 2-3,2025
Embassy Suites, Lake Buena Vista, Orlando, Florida

The FASFAA Executive Board met for the 2025-2026 Transition Meeting on July 2-3,2025.

Call to Order Day One of Transition Meeting

President Kamia Mwango called the meeting to order at 1:05 p.m. on Wednesday, July 2, 2025.

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	Jeanne	Schurman
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	N	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	Kristina	Chavers
V	Y	Federal and State Legislative Chair/Member at Large	David	Alexander
V	Y	Global Issues/Member at Large	Vandeen	McKenzie
V	Y	Vendor/Sponsorship Coordinator/Member at Large	Becky	Davis
V	Y	Site Selection/Event Coordinator/Member at Large	Laura	Dickerson
NV	N	Conference Co-Chair	Traci	Spagnoli-Rego
NV	Y	Co-Site Selection/Co-Event Coordinator	Brenda	Ilojirole
NV	Y	Electronic Services	Tim	Young
NV	N	Electronic Services Co-Chair	Justin	Bohannon
NV	Y	Early Awareness/Outreach/Financial Literacy Chair	Kevin	McCrary
NV	Y	Membership Chair/Volunteer Coordinator	Amanda	Livingston
NV	N	Scholarship/Charity Chair	Rachel	Robinson
NV	N	Grad/Professional (Private/For Profit/Non-Profit)	Justin	Bohannon
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	N/A	Newsletter Committee		
NV	N/A	Bookkeeper	Gwyn	Francis

A quorum was established with 16 of 17 voting members present (94%).

Total Board Attendance: 25 of 30 members were present.

Board Members Not in Attendance: Karissa Lawson, Traci Spagnoli-Rego, Justin Bohannon and Rachel Robinson

Guests: None

Attended via Teams: Marie Guerra-Rosado and Kevin McCrary

Welcome & Board Introductions:

Presented by: Mia Mwango & Egan Hanson

Mia and Egan opened the meeting by welcoming attendees and thanking them for their service to the association.

Unfinished Business: Approval of Prior Minutes:

Presented by: Kamia Mwango

Reviewed by: Susan Ambridge

The minutes from the Executive Board Meetings held on April 30, 2025; May 14, 2025; May 21, 2025; May 23, 2025; and June 11, 2025 were reviewed.

Hearing no discussion, President Mwango declared the minutes approved by acclamation.

Review of Financial Condition:

An overview of the association's financial health and processes was provided.

Chrissy and Sedrick discussed updates related to account management, including efforts to streamline purchasing procedures and transition to a new banking institution.

Board Year-End Reports/One Success:

Presented by: All Board Members

Each outgoing board member submitted a written year-end report highlighting key accomplishments and challenges. Verbal updates were provided only when there were additions or changes to the submitted reports.

Angelica Coonts provided additional remarks on Region I initiatives, emphasizing efforts to increase member engagement and participation.

Outgoing Board Suggestions for the Next Year.

The Executive Board participated in a brainstorming session to share suggestions and ideas for the 2025–2026 academic year.

Conference Data, Inventory & Suggestions for Next Year:

Presented by: Kristina Chavers

A post-conference update was provided to the Executive Board.

Memberclicks to MemberLeap Transition:

Presented by: Tim Young and Amanda Livingston

An update on the transition timeline and go-live plan was shared with the Board.

Review Access, Procedures, Protocols, Inventory:

Presented by: Tim Young

An overview was provided regarding access procedures, system protocols, and electronic inventory.

Incoming Board Meets with Outgoing Board

Incoming Executive Board members spent time discussing their new roles with the outgoing Board members who were present.

Questions from New Board/Best Practices from Outgoing Board

New Executive Board members engaged in Q&A with outgoing Board members, who shared insight and best practices.

Passing of the Gavel

The gavel was formally passed from outgoing President Kamia Mwangi to incoming President Egan Hanson.

Old Board Adjournment and Departure

With no further business to discuss, President Mwangi declared the first day of the Transition meeting adjourned at 4:31 pm.

The FASFAA Executive Board met for the 2025-2026 Transition Meeting on July 2-3,2025.

Call to Order Day Two of Transition Meeting

President Egan Hanson called the meeting to order at 9:10 a.m. on Thursday, July 3, 2025.

Voting	Present	Position	First Name	Last Name
V	Y	President	Egan	Hanson
V	Y	President-Elect & Nominations	Jessica	Ly
V	Y	Immediate Past President	Kamia	Mwango
V	Y	Fiscal Concerns Chair/Member at Large	Dameion	Lovett
V	Y	Vice-President of Training	Jeanne	Schurman
V	Y	Secretary	Amanda	Livingston
V	Y	Treasurer	Sedrick	Brinson
V	Y	Treasurer-Elect	Brenda	Ilojiole
V	Y	Region I Representative	Jalen	Fitzpatrick
V	Y	Region II Representative	Marie	Guerra-Rosado
V	Y	Region III Representative	Kevin	McCrary
V	Y	Region IV Representative	Carola	Mann
V	Y	Region V Representative	Beata	Bregman
V	Y	Conference Chair/Member at Large	Nadine	Bailey
V	Y	Federal and State Legislative Chair/Member at Large	Elizabeth	Weibley
V	N	Site Selection/Event Coordinator/Member at Large	Laura	Dickerson
V	Y	Vendor/Sponsorship Coordinator/Member at Large	Becky	Davis
NV	Y	Conference Co-Chair	Vandeen	McKenzie
NV	N	Co-Event Coord/Hospitality/Local Arrangements	Irma	Molinares
NV	Y	Global Issues	Chansone	Durden
NV	Y	Electronic Services	Tim	Young
NV	N	Electronic Services Co-Chair	Angelica	Parrales
NV	Y	Early Awareness/Outreach/Financial Literacy Chair	Pete	Hernandez
NV	N	Membership Chair/Volunteer Coordinator	Eroica	Davis
NV	Y	Scholarship/Charity Chair	Concepta	Williamson
NV	Y	Grad/Professional (Private/For Profit/Non-Profit)	Melissa	Frimpong
NV	Y	Vocational-Technical/Clock Hour	Denise	Scalzo
NV	Y	OSFA Liaison	Shawn	Haskin
NV	Y	Newsletter and Communications Chair	Kristina	Chavers
NV	N	Bookkeeper	Gwyn	Francis

A quorum was established with 16 of 17 voting members present (94%).

Total Board Attendance: 25 of 30 members were present.

Board Members Unable to Attend: Laura Dickerson, Irma Molinares, Angelica Parrales

Guests: None

Attended via Teams: None

Vote to amend the agenda as necessary:

It was moved by President Hanson to amend the agenda, as necessary.
The motion was seconded and carried.

Welcome and Board Installation:

President Hanson welcomed the 2025–2026 Executive Board. Members introduced themselves and shared their roles on the Board.

Team Building:

President Hanson facilitated a team-building exercise to encourage collaboration and communication among Board members.

2025 Conference:

President Hanson and Nadine Bailey provided updates on the upcoming annual conference, including planning progress and site logistics. Information was presented on behalf of the Site Selection Committee.

FASFAA Goals and Expectations for 2025-26:

President Hanson introduced the theme for the year: “All Hands-on Deck.”

The Board discussed the meaning behind the theme, emphasizing shared responsibility and opportunities to increase engagement and impact.

FASFAA Governing Documents:

President Hanson reviewed the Mission and Vision Statements and the purpose behind FASFAA’s work.

Members of the board were asked to:

- Review their sections of the Policies and Procedures Manual for updates
Policies and Procedures Manual (PDF): <https://www.fasfaa.org/assets/documents/policies-procedures/2025/Policy%20and%20Procedures.pdf>
- Submit changes or edits to President Hanson

A walkthrough of the FASFAA Governing Documents was provided, including:

- Policies and Procedures
- Bylaws
- Strategic Plan
- Diversity Statement

- Budget worksheet resources

Members were encouraged to become familiar with these resources, available at:
<https://www.fasfaa.org/governing-documents>

It was also noted that:

- Changes to the Bylaws require a vote of the full membership.
- Changes to Policies and Procedures require a vote of the Executive Board
- All Executive Board members are required to submit the annual Confidentiality Form to the Secretary

Parliamentary Procedure:

Presented by: Nadine Bailey

Nadine reviewed FASFAA's use of Robert's Rules of Order in Executive Board meetings. Key highlights included:

- The President votes only in the event of a tie
- Agenda changes require formal motion and Board vote.
- New business must be submitted in advance to the President and Secretary
- All documents shared in advance must be reviewed by Board members prior to meetings.

Fiscal Concerns Committee:

Presented by: Dameion Lovett

Dameion provided an update on the Fiscal Concerns Committee, including a report on the association's investment account and the use of a working budget until the board can vote on the official budget. He also shared considerations for improving the committee's structure.

As part of the discussion, Dameion proposed that the Fiscal Concerns Committee and Budget Committee Chair be a Past President, appointed by the current President.

Motion: Appointment of Fiscal Concerns Committee Chair

On behalf of the committee, Dameion moved to revise the official policy to state that the Fiscal Concerns Committee and Budget Committee Chair may be any Past President, appointed by the current President.

The motion was seconded and carried.

5-Year Strategic Plan:

President Hanson provided an overview of the updated 5-Year Strategic Plan. He reviewed recent changes, discussed progress in key areas, and emphasized the elements that FASFAA continues to do well. The presentation focused on building upon the organization's strengths while identifying opportunities for future development.

Motion: Adoption of 5-Year Strategic Plan

Following the review, the Strategic Planning Committee, represented by Egan Hanson, moved to adopt the revised 5-Year Strategic Plan.

The motion was seconded and carried.

FASFAA Teams:

Presented by: Tim Young

- All Executive Board members were added to the FASFAA Teams channel as of July 3, 2025
- Members in need of assistance may contact Christina or Todd for support navigating Teams.

Expense Reports:

Presented by: Sedrick Brinson

- Expense reimbursement forms must be submitted within 15 days to the President and Treasurer
- Receipts are not required for meals, but are required for tolls and other out-of-pocket expenses.
- Expense form:
[https://www.fasfaa.org/assets/documents/Expense Reports/2025 fasfaa travel-expense form.xlsx](https://www.fasfaa.org/assets/documents/Expense%20Reports/2025%20fasfaa%20travel-expense%20form.xlsx)

Adjournment of Meeting

With no further business to discuss, President Hanson declared the meeting adjourned at 1:54 p.m.

FASFAA Executive Board Transition Minutes submitted by,
Amanda Livingston
FASFAA Secretary