

# VASFAA

## BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

Committee: Conference

Commissioner/Board Position: Melissa Barnes/Rep-at-Large Professional Development

Year (e.g., 2005-06): 2008--09

Committee Members: Michael Poma, Donna Taylor - Chairs  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Standard Goal 1: To facilitate a conference(s) for the membership providing educational opportunities for all constituencies. (Strategic Plan Reference: Section 4.5 B (3, 4, 5))

**Objective 1** (HOW the committee plans to achieve the stated goal): collaborate with conference training as they schedule concurrent and general session speakers.  
\_\_\_\_\_  
\_\_\_\_\_

**Status Reports of Objective 1** (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: \_\_\_\_\_  
Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Objective 2** (HOW the committee plans to achieve the stated goal) Communicate with VASFAA membership regarding conference hotel and registration information.  
\_\_\_\_\_  
\_\_\_\_\_

**Status Reports of Objective 2** (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: \_\_\_\_\_  
Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Standard Goal 2: To ensure space and accommodations are provided for Board and other committee activities to conduct association business. (Strategic Plan Reference: Section 4.5 C (4))**

**Objective 1** (HOW the committee plans to achieve the stated goal): *\_Work with Hotel Roanoke to reserve necessary space for all facets of the conference*

\_\_\_\_\_  
\_\_\_\_\_

**Status Reports of Objective 1** (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: \_\_\_\_\_  
Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Objective 2** (HOW the committee plans to achieve the stated goal)

\_\_\_\_\_  
\_\_\_\_\_

**Status Reports of Objective 2** (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

Date: \_\_\_\_\_  
Report: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Report: \_\_\_\_\_  
\_\_\_\_\_  
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	<b><u>BUDGET</u></b>	
<b><u>Item</u></b> (Broad general categories)		<b><u>Cost</u></b>

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**Board Approved Amount:**     \$\_\_\_\_\_

**Date:** \_\_\_\_\_

*(Use separate sheet if necessary.)*