Vasfaa Winter Board Meeting

February 1, 2013

Omni Hotel Richmond Virginia

The meeting brought to order at 9:30 AM by Margaret Murphy in the Rappahannock Room of the Richmond Omni Hotel, 100 South 12th St. Richmond, VA.23219.

Present: Margaret Murphy, Tarik Boyd, Lisa Branson, Ashley Reich, Melissa Barnes, Paul Farrar, Lisa Tumer, Biz Daniel, Etta Feinauer.

Absent: Brian De Young due to illness (will submit report via email)

A quorum was established and the agenda for the meeting was approved. Margaret mentioned the passing of Jeanne Holmes Father in law and it was determined that Etta would send a card.

In a review of the minutes the following suggestions were made:

Correct Paul to Paula Rafferty on October Board Meeting minutes.

Add who is absent as well as who is present to all minutes.

In fall board meeting minutes add initial after each Lisa to designate whether Lisa B or Lisa T.

Melissa Barnes called for acceptance of e-mail meetings with corrections as mentioned. Ashley Reich seconded. All in favor, motion carries.

Treasurer-Lisa Tumer- Treasurers report presented with Profit and Loss Statement and Balance Sheet.(Attachment A),Lisa will look into bank charges to see if they are in line with what they should be. Not many have requested reimbursements yet for Super Saturday. Lisa Tumer reminded all to hand in travel reimbursements so she can get checks to us.

Treasurer Elect- Biz Daniel: Presented a report from Vern on the New Century Fund and the Sue D. Ross Fund. (Attachment B).

Business and Finance

 New Century Fund- Question was brought up as to whether board approved in the transitional meeting for $1000 for the 2012-2013 year to be awarded from this year’s funds to pay for the Buddy Award. John Brandt pointed out that it is not an issue since the funds can come out of the general budget.

 Sue Deaton Ross Fund- the Sue D. Ross Fund cannot continue to fund $2000 scholarships with its current return on investment (see Attachment B). No change was made at this time.

Secretary:

Etta Feinauer-Passed out the board member spread sheet for people to make additions and corrections. A discussion was held on what to do with the Plaques once the names have been taken off and put on the web site. Biz said she would pick them up and take them to Holly Rison for the archives.

TOUR OF THE OMNI: by Michelle Moker

Past President- Melissa Barnes-

Excellence Award- Zita Barree and Donna Taylor’s names were put forth. Tarik Boyd motioned that both names be accepted, Paul Farrar seconded and the motion carried with no opposition.

Life Membership- Rod Moore’s name was presented. Biz motioned to accept and it was seconded and the motion carried with no opposition.

New Aid Professional- No one was presented at this time

Service Award- No nominations

Lisa T motioned that we move to executive session and Tarik Boyd was asked to step out for a few minutes.

Nominations:

President Elect:

Tarik Boyd

Jeanne Holmes (called but not contacted to see if she would accept the nomination).

Secretary:

Kesha N Wilson

Etta Feinauer

Treasurer Elect:

Melissa Shepherd

Rick Gardner

Rep At Large:

Paul Farrar (re-elect)

Patrice Johnson

Keisha Woodous

Shaune Gregg

Biz moved to accept the slate as presented except for hearing back from Jeanne Holmes about her willingness to run and a possible second candidate for President Elect. Lisa T seconded and the motion carried unanimously.

Meeting was moved to Trevi’s Restaurant for a working lunch.

The following individuals gave their report during lunch and a quorum was still present

Lee Andes:

Reported on developments with the legislature that is in session. He will keep us posted on the outcome of various bills and adjustments.

Brian De Young:

Awareness -Unable to attend because of health issues but sent word that they still need volunteers to help with Super Saturday. It is the same day as the SASFAA conference and they are having trouble getting people.

He will send us a full report.

Lisa Branson:

Electronic Services- Updating the website forms and looking at changes to website banners to make them stand out more.

Newsletter- Daniel needs topics and articles. It was brought up that we needed to make sure the banner ads are happening on the newsletter.

Public Relations- Did we ever do the drawing from the Liberty non-conference?

Tarik Boyd:

Training: Non-Conference training coming up at Mary Washington March 7. An email meeting will be held to decide additional funding for the event.

A discussion was had on what to do for the conference charity. It was decided that we want to honor Linda Woodley so we will do the fund raiser in her name. No auction this year.

Reconvened to Rappahannock Room at 1:22 pm.

President Elect- Ashley Reich

Site Selection- the Omni has reduced the room rate to 135 and reduced valet parking to $15. There are other parking structures within a 2 block radius that have a $5 daily rate. The numbers have come in just under the numbers from last year. The cost will be a little bit higher but they have great rooms with internet provided and more break out rooms. The difference is about $40 a night but has many amenities and it is still well within the state budgets. It is a little up for private schools. It is less than the Marriott and stays under $30000.

We will be changing the wording under “Hotel Reserves the right..” to add language to secure the spaces, make sure signage is good and to prevent other groups from bumping us. We want to be the primary group.

A motion to approve the site with the amended contract was made by Paul and seconded by Biz. The voting was unanimous and the motion carried.

Paul Farrar:

FOCUS- See Attachment C for report of the committee.

Government Relations- Nothing to report at this time

Development- Casey Wallen reports that we have 9 commitments for partners and he is trying for several more.

President Margaret Murphy:

Old Business- Discussed mailing addresses

New Business-

We should get rid of PO Box since it can no longer forward to a new treasurer. The decision was made to let the PO Box run out.

We need to set up the website so it is easy to find e-mails/address for the person needed.

Transitional Retreat- Looking at Early June at Graves’ Mountain Lodge

SASFAA Charity Basket-Margaret will take the items brought today on the plane with her.

Lisa T mentioned that we need to review or establish policy on nonfunctioning equipment and then change the P&P to say what to do with them.

Etta will draw policy language for disposal of non-repairable equipment and send in e-mail for approval.

Next year make sure to set a date separate from SASFAA dates and winter test dates.

The Next Meeting will be May 11 at conference at 9AM

Lisa T motioned that the meeting be adjourned and it was seconded by Lisa B. There was no discussion and the motion carried.

Meeting was adjourned by Margaret Murphy at 1:45 pm.