The e-meeting of the SASFAA Executive Board was called to order at 3 PM EST on August 7, 2015.  This e-meeting was called to vote on the motion made by Secretary on August 6th at 2:37 pm and seconded by Kentucky State President Laura Keown on August 6th at 3:02 pm EST.

**The motion submitted and seconded for consideration is as follows:**

I move that we approve the Embassy Suites Lake Buena Vista Resort Orlando Addendum as presented for the Management Institute for October 2015.

**Rationale:**

The original contract was approved by the 2014-2015 Board and signed by then President Basford.  The Addendum increases the room block on 10/7/15 and 10/8/15 from the original 54 nights to 79 nights.  This is the only change to the original contract.  The Management Institute registration was opened on August 1st and filled to capacity at 50 on Tuesday, August 4th.  We increased the registration on Wednesday, August 5th and as of Thursday, August 6th, 64 individuals have registered.  Committee members, the President, and presenters will also be using the room block so the attrition will be met.

This addendum does have a financial liability of greater than $5000 and is an addendum to a previously approved contract so according to the GFM requires board approval (see below).  However, the rooms will be sold to Institute attendees so in the long run; SASFAA will not lose any money.

**The following 9 voting members have replied that they are present and had no discussion:**

Michael Farris  
Dick Smelser  
Nicole Patrick  
Phillip Nelson  
Elizabeth Milam  
Laura Keown  
Vickie Adams  
Sarah Baumhoff  
Joey Trogdon

**The following 6 non-voting members have replied that they are present and had no discussion:**

Jody Darby  
Ron Gambill  
Sandy Neel  
Angie Black  
Terri Parchment  
Ken Cole

A quorum has been established.

A call for the vote was issued at 3:29 PM on August 7, 2015.

All 11 individuals below (including those who were identified as the original quorum) voted “yes” so the motion has passed.

Richard Smelser  
Michael Farris  
Phillip Nelson  
Elizabeth Milam  
Laura Keown  
Joey Trogdon  
Sarah Baumhoff  
Nicole Patrick  
Vickie Adams  
Jenelle Handcox  
Nathan Basford

Tracy - please forward the signed contract to the Embassy Suites on my behalf.

Meeting adjourned at 4:14 pm.