

The e-meeting of the SASFAA Executive Board was called to order at 10 AM EST on October 21, 2015. This e-meeting was called to vote on the motion made by the Vice President, Michael Morgan on behalf of the Professional Advancement Committee on October 15, 2015. The motion did not require a second because the motion came from a committee.

Motion:

I move that we accept the Jacksonville State University contract for the 2016 Summer New Aid Officers' Workshop for June 19-24, 2016.

Rationale:

Due to the conferences and other activities offered during the month of June, the New Aid Officers Workshop (NOAW) will be held June 19th through 24th with faculty and staff arriving June 17th. The committee met in July and proposed the 2016 NAOW be held at Jacksonville State University in Jacksonville, Alabama. Jacksonville State offers a location within 6 hours driving distance of most of the 9 southeastern states.

Drive Times:

Knoxville, TN	3.5 hours (202 miles)
Atlanta, GA	1:45 hours (94.3 miles)
Columbia, SC	4:41 hours (308 miles)
Jacksonville, FL	6.57 hours (412 miles)
Montgomery, AL	3:30 hours (126 miles)
Jackson, MS	4:41 hours (308 miles)
Frankfort, KY	6:22 hours (396 miles)
Richmond, VA	9:48 hours (626 miles)

The closest airport is Birmingham-Shuttlesworth International Airport, which services US Air, Southwest, Delta, United and American Airlines. Birmingham is located approximately 70.6 miles (1 hour and 17 minutes) away. Atlanta Airport is approximately 98 miles (1 hour and 45 minutes) away. The committee will look at limited shuttle arrangements on Sunday prior to the workshop and the Friday following the conference.

Jacksonville State University offers Suite style dorms consisting of a 4 single sleeping rooms with two bathrooms, a common area and a kitchenette. There are enough rooms to accommodate

all attendees under one roof. The room rate quoted will be \$20 per room per participant per night. We will have access to several common rooms that can serve as computer/ study labs and gathering places. The residence hall also has a coin free laundry located on each floor our participants will have access. Participants will also have access to all gym facilities throughout the entire week. If requested, we will also have the same access to the gym after hours, if needed, for no additional costs.

The meeting rooms will be located in the same building just a few floors up. This state of the art meeting space often used for business meetings and athletic events overlooks the football stadium. The contract at Jacksonville offers flexibility with meals with use of cafeteria on campus, a private dining hall located less than 200 feet from the dorm entrance and the opportunity to have meals catered from local restaurants and vendors allowing us to curb costs and offer variety.

The contract does require associations to secure rooms upon the submission of the housing contract, with a possible penalty for non-used beds. As not to pay for beds not used, we propose we submit a conservative estimate of attendees of 100 and increase the estimates as registrations come in no later than 2 weeks before the event date.

The estimated use of the facilities and meals will cost the association approximately \$45,000, a slightly higher estimate than last year. However, the facilities and convenience once on campus provides opportunities conducive to a successful workshop.

Sleeping Rooms	Cost per night	Number of	Weekly cost	Number of	Total Cost	
Participants = 5 nights	20.00	5	100.00	120	12,000.00	internet included
Staff = 7 nights	20.00	7	140.00	16	2,240.00	internet included
Meeting Space/AV	1,705.00	7	11,935.00	1	11,935.00	
Meals	26.59	5	132.96	136	18,083.00	

Day	Meal	Count	Option 2 Style	Option 2 per person	Option 2 Total
Sunday	Dinner	136	Buffet	\$ 13.00	\$ 1,768.00
Monday	Breakfast	136	Buffet	\$ 8.25	\$ 1,122.00
Monday	Lunch	136	Boxed	\$ 10.00	\$ 1,360.00
Monday	Dinner	136	Grill	\$ 11.00	\$ 1,496.00
Tuesday	Breakfast	136	Buffet	\$ 8.32	\$ 1,131.52
Tuesday	Lunch	136	Boxed	\$ 10.00	\$ 1,360.00
Tuesday	Dinner	136	Grill	\$ 11.00	\$ 1,496.00
Wednesday	Breakfast	136	Buffet	\$ 8.28	\$ 1,126.08
Wednesday	Lunch	136	Boxed	\$ 10.00	\$ 1,360.00
Wednesday	Dinner	136		on your own	
Thursday	Breakfast	136	Buffet	\$ 8.28	\$ 1,126.08
Thursday	Lunch	136	Boxed	\$ 10.00	\$ 1,360.00
Thursday	Dinner	136	Buffet	\$ 16.72	\$ 2,273.92
Friday	Breakfast	136	Buffet	\$ 8.11	\$ 1,102.96
					\$ 18,082.56

The following 12 voting members have replied that they are present and had no discussion:

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

A quorum has been established.

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

Vickie Adams
 Elizabeth Milam

Nicole Patrick
Phillip Nelson
Joey Trogdon
Michael Farris
Michael Morgan
Jenelle Handcox
Laura Keown
Sarah Baumhoff
Marian Dill
Richard Smelser

Meeting adjourned at 10:58 AM EST