**SASFAA Conference**

**Minutes of the Annual Business Meeting**

**Sheraton Hotel, Birmingham, Alabama**

February 15, 2004

President Ron Day called the annual business session to order at 5:34 PM. The meeting was held in the East Ballroom of the Sheraton Hotel, Birmingham, Alabama.

Secretary Dee Talley was recognized. The minutes of the 2003 annual business session were presented for review.

**A motion was made and seconded to accept the minutes of the 2003 business session held during the annual conference at the Adams Mark Hotel, Jacksonville, Florida. The motion was passed.**

Treasurer Lester McKenzie was recognized, and presented the budget for 2004.

**A motion was made and seconded to accept the budget for 2004. The motion was passed.**

Immediate Past President Karen Koonce was recognized and made the report from the Nominations and Elections Committee. The members of the committee were recognized. The committee’s recommendations were:

 **President-Elect** Guy Gibbs, Northern Virginia Com. College, VA

 **Vice President** Zita Barree, Virginia Commonwealth Univ., VA

 Dee Talley,Univ. of AL at B’ham, AL

 **Secretary** Sandra Neel, Univ. of Louisville, KY

 Brenda Paganelli, Blue Mountain College, MS

President Day asked for nominations from the floor for the office of President-Elect. There being none, the nominations were closed. Nominations for Vice President from the floor were solicited. There being none, the nominations were closed. Nominations from the floor were asked for the office of Secretary. There being none, the nominations were closed.

**A motion was made and seconded to close the nominations. The motion carried.**

Nominees were asked to make a statement in support of their candidacy. Karen Koonce served as official timekeeper. After the candidacy statements were made, Past President Koonce explained the voting procedures and encouraged all in attendance to vote. She announced the location of the voting area and the times the voting booth would be open.

 Monday, February 16, 2004 8:00 AM to 5:00 PM

 Tuesday, February 17, 2004 8:00 AM to 12:00 PM

The business session was recessed at 6:00 p.m.

**February 17, 2004**

President Day reconvened the business meeting at 7:55 PM on February 17, 2004 in the Birmingham Ballroom of the Sheraton Hotel.

Past President Koonce was recognized and announced the results of the election. Those elected were:

 **President-Elect** Guy Gibbs, Northern Virginia Com. College, VA

 **Vice President** Zita Barree, Virginia Commonwealth Univ., VA

 **Secretary** Sandy Neel, Univ. of Louisville, KY

Past President Koonce thanked all the candidates. She announced that there were 615 eligible ballots cast. That count included 45 absentee ballots.

**A motion was made and seconded to destroy the ballots. The motion carried.**

President Day recognized the following individuals for their service to SASFAA: Karen Koonce, Past President; Freida Jones, Vice President and Dee Talley, Secretary

Cannon Mayes, Tim Rhodes and Bill Wall were recognized with Honorary Memberships.

The SASFAA Distinguished Service Award was presented to Jane McNaughton.

**A motion was made and seconded to adjourn the business session at 8:35 PM. The motion was carried.**

Respectfully submitted,

Debra G. Talley

SASFAA Secretary, 2002-2004