

SASFAA
Conference Call Executive Board Meeting
Minutes
December 13, 2010

ROLL CALL

Secretary Amy Berrier was on the call, but unable to take minutes, so President Sandy Neel took minutes.

Roll Call was taken by President Sandy Neel.

Voting Board Members Present: Sandy Neel, Brad Barnett, Brenda Burke, Amy Berrier, Heather Hollandsworth, Sandra Rockett, Jeff Dennis, Amanda Sharp, Dave Cecil, Nathan Basford

CALL TO ORDER

President Sandy Neel called the meeting to order at 10:05 a.m.

A quorum was established by roll call.

ACTION

Attachment A contains the e-mail notice to schedule today's Conference Call Meeting.

Attachment B contains the spreadsheet information regarding the site selection checklist.

Sandy Neel turned the meeting over to Vice President Brenda Burke to discuss the proposed sites for the 2011 New Aid Officer's Workshop. Brenda provided the Board with a spreadsheet outlining the information provided.

The sites were narrowed down to two choices due to location and ease of travel, Maryville College in Maryville, TN and Berry College in Mount Berry, GA. The Board decided that we needed to do site visits before a decision could be made. The date for the workshop will be June 3-10, 2011. This overlaps the transition meeting but it was decided that the Treasurer and the Treasurer-elect could transition at the workshop. Sandy will contact Keith to let him talk to the Treasurer Candidates about those dates.

Brenda will set up visits with the two sites and contact Sandy once completed so another conference call can be set-up.

No other business was discussed.

Action Item: Nathan Basford made a motion to adjourn the meeting. Sandra Rockett seconded the motion. Meeting was adjourned at 10:20 a.m.

Attachment A

Neel, Sandra J. <sneel@bellarmine.edu> wrote:

Here is the information for calling in today at 10:00

Below are directions to send out to board members for the conference call.

1. Dial access number:

800-444-2801

2. Enter 7 digit conference code number which is 2931558
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Attachment B

Category	Institution A	Institution B
City/State	Petersburg, VA	Maryville, TN
Institution Name	Richard Bland College	Maryville College
Contact	J. Tyler Hart	Richard Brand
Available Dates		
(late May, all June)	all June	June 3-10, 2011
Sleeping Room Items		
Sleeping Room Allotment-individual bedrooms/4 per bathroom	4 bedroom apartment have 2 bathrooms, 3 bedroom apartments have 2 bathrooms, 2 bedroom apartments have 1 bathroom, 1 bedroom apartments have 1 bathroom	bathrooms vary- 2 per bathroom up to 5 sharing 1.5 bathrooms
(minimum staff-22, students-154)	200 total beds available	
Sleeping Room Rate per night	4 bedroom (\$80 per night), 3 bedroom (\$70 per night), 1&2 bedroom (\$60 per	\$23/ person

	night)	
Room Deposit Required? If so, how much and when?	n/a	event deposit required at the time of contract signing
Room Cancellation policy	n/a	6 months guarantee required
Room Attrition policy	no, pay for what you use	billing for guarantee or actual, whichever is higher
Meeting Room Items		
Meeting Space- minimum 7 classrooms, one staff headquarter	no problem	classroom and meeting space is not a problem
Meeting space charge	\$500 for the week	this depends upon the room used. Meeting rooms are \$100/day. Classrooms are \$25 without technology. With technology \$100
Desks in classroom moveable or stationary	stationary in most classrooms	depends on the room. Groupd will be assigned rooms that work best for their needs. Most classroom furniture is moveable.
Keys available for classrooms? If yes, is there a charge and what is it?	no	this depends upon the rooms requested. Keys are not given out for most classrooms.
Computer Lab available w/ 15-20 pcs? Is there a charge and how much?	no, Free WiFi throughout residences and meeting rooms	possibility. This needs to be worked out with our AV department. Generally we charge \$50 per unit per day.

AV equipment charge for each room	n/a	depends on the AV and the space being used.
Dining Hall facilities		
Meal charges per person per meal	please discuss with contractor. Will provide upon request	2011 rates not yet established. 2010 rates were \$20.25 per person
Banquet facility available? Charge?	no banquet facility except for dining facility w/ no charge	yes. Depends on room: \$140- \$275
Outside caterers permitted?	no. RBR has an exclusive contract with caterer.	no, campus caterer only.
Food/Beverage Minimum	No minimum, need advance notice	none, but a meal package is required for all residents.
Special Items		
Auditorium available? Charge? AV charge? Stage Access?	RBR can set up a space in the Gymnasium with a charge of \$200 for the week	This depends upon the auditorium used and AV needed
Registration Area Available	Yes. RBR residential villages have common areas on each floor with games (pooltables, foosball) or TV. These areas are used for registration in most instances.	yes

Parking Available? Rates?	parking included	yes. It is available at no charge
Shuttle Services around campus	no	van shuttle is \$100/day
Internet Access- Sleeping Rooms? Fee?	Yes. WiFi at no charge	The college has wi-fi available all over campus.
Internet Access- Classrooms? Fee?		access is no charge unless we have to provide the equipment
Linen Service? Charges per person?	not available	\$12/ person
Kitchen area available?	all rooms have full kitchens	depends upon the dorm assigned
Microwaves and/or refridgerators in sleeping rooms?	Residences are apartment style with these items included	limited availability
Outdoor area for Cook-Out or Olympics?	RBR is constructing a lighted recreational facility projected completion date of May 1, 2010	pavilion and grill must be reserved
Signage charges	no charge	we do not make signage at this time
Copy Center available? Charges per page?	Can use Financial Aid facilities	10 cents per black/ white. 20 cents per color
Campus Support? Student workers or Summer Conference Staff?	No. Financial Aid will provde assistance where needed. We can procure student volunteers if needed.	what are your needs?

Availability of computer usage for participants who don't bring laptops?	Library or Student Affairs office are open during business hours	We have a few public computer units that can be used by campus visitors
Hospitality Room available near sleeping rooms? Any kitchen amenities?	NO problem, will be charged regular room rates	yes- this is available
Alcohol policy?	Not promitted in Residence Village, will be promitted in designated areas if SASFAA has ABC license	alcoholic beverages must be approved at events. Consumption in individual dorm rooms is prohibited.
Luggage Carts available?	Limited to approx 10	no
Golf carts available? Charges?	no	no
Area Attractions? Approximate Costs?	Historic Old Towne Petersburg- cost n/a	www.smokymountains.org ; www.knoxville.org ; www.blountchamber.org
How close is grocery store? CVS/WalGreens/Wal-Mart?	Approximately 6 miles	approximately 5 minutes by car
Closest restaurants for early arrivals	Approximately 5 miles	http://www.maryvillecollege.edu/admissions/visit/accomodations
Airlines Servicing City	Major carriers at Richmond International Airport	www.tys.org
Transportation to site from Airport available? Sample charges?	Approximately 30 miles	college van shuttle- \$100

Sample Flight costs	n/a	www.tys.org
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Category	Institution C	Institution D
City/State	Mount Berry, GA	Dahlonega, GA
Institution Name	Berry College	North Georgia College and State University
Contact	Marcia McConnell	Jane O'Gorman
Available Dates		
(late May, all June)	June 3-10, 2011	all June
Sleeping Room Items		
Sleeping Room Allotment-individual bedrooms/4 per bathroom	suite- style accomodations with semi-private bathrooms; linens provided, soap etc.	yes
(minimum staff-22, students-154)	150 individual beds	150 individual beds
Sleeping Room Rate per night	2009 costs: will be revised fo2 2011; housing \$17/day; use of gym \$2/ day per person; 3 free staff rooms per 150 guests; cleaning fee is \$100; lost key/ room card is \$15; deposit required	\$327.25 (includes housing for 5 nights, linens, meals and coordination fee) early arrivals - add \$30 per night for housing-meals on own
Room Deposit Required? If so, how much and when?		\$1200 non-refundable deposit due at contract. Balance due on arrival.
Room Cancellation policy	n/a	Must notify university at least 30 days prio to groups scheduled arrival date. Deposit is non-refundable
Room Attrition policy		guaranteed number must be submitted 10 business days prior to first day of event
Meeting Room Items		
Meeting Space-minimum 7 classrooms, one staff headquarter	yes	yes
Meeting space charge		no charge

Desks in classroom moveable or stationary		most are moveable- they can be individual desks or tables depending on the classrooms
Keys available for classrooms? If yes, is there a charge and what is it?		depending on the classroom, we will have a key and there is no separat charge, there is a charge if the keys are lost. We usually have puvblic safety open classrooms
Computer Lab available w/ 15-20 pcs? Is there a charge and how much?	yes	yes
AV equipment charge for each room		classrooms have basic av equipment, that is covered under the coordination fee. Tech to be on call is \$25/ hour. IF you require software to be loaded, streaming, etc, we have to have that approved by our IT department and there may be a fee
<i>Dining Hall facilities</i>		
Meal charges per person per meal	\$19.40 rate for 2009; will be revised for 2011	\$20.45 (included in above combined figure)
Banquet facility available? Charge?	yes	if using on-campus facilities, that is included in the coordination fee
Outside caterers permitted?		no
Food/Beverage Minimum		minimum 50 attendees
<i>Special Items</i>		
Auditorium available? Charge? AV charge? Stage Access?	yes	
Registration Area Available	yes	yes

Parking Available? Rates?	free	yes- no charge
Shuttle Services around campus	no	no
Internet Acces- Sleeping Rooms? Fee?		wifi- we will have passwords issued for the residence halls at no charge
Internet Acces- Classrooms? Fee?		no- charge
Linen Service? Charges per person?		yes- in room charge
Kitchen area available?		available on the 2nd floor of sleeping rooms
Microwaves and/or refridgerators in sleeping rooms?		no
Outdoor area for Cook-Out or Olympics?		
Signage charges		
Copy Center available? Charges per page?		see attachment for B/W charges
Campus Support? Student workers or Summer Conference Staff?		
Availability of computer usage for participants who don't bring laptops?		
Hospitality Room available near sleeping rooms? Any kitchen amenities?		2nd Floor of sleeping area

Alcohol policy?		non-alcoholic campus however we can obtain special permission from the President to have alcohol at an event on in the residence halls but it will depend on the circumstances
Luggage Carts available?		no
Golf carts available? Charges?		no
Area Attractions? Approximate Costs?	-	
How close is grocery store? CVS/WalGreens/Wal-Mart?		J&J Foods 1/2 mile, Rite Aid/Walmart 1/2 mile
Closest restaurants for early arrivals	-	walking distance
Airlines Servicing City	Atlanta airport	Atlanta
Transportation to site from Airport available? Sample charges?	\$40 one way shuttle from Atlanta	Crown Mountain Limo will provide a shuttle- each can hold 8 passengers with luggage. One way fee is \$225 for up to 4 with each additional passenger \$25 up to 8. Airport arrivals should be between 10 am and 2 pm. Drive time to Dahlonega - 1hour 30 minutes.
Sample Flight costs	-	