

SASFAA Board Conference Call

January 22, 2013

Tuesday, January 22, 2013

CALL TO ORDER

President Dennis called the meeting to order at 3:00 pm.

Voting Members Present: Jeff Dennis, Brad Barnett, Zita Baree, Mike Reynolds, Sharon Oliver, Nathan Basford, Sarah Dowd, Nancy Garmroth, Jeffrey Gerkin, Philip Hawkins, Cindy May, Margaret Murphy, Chris Tolson, Bridget Ellis

Board members absent: Sharon Williams

Non-Voting Members Present: Amy Berrier, Em McNair, Tracy Misner, Paul Mittelhammer, Dewey Knight

Non-Voting Members Absent: Deborah Clark, Jane Moore, Amanda Sharp, Marian Huffman Dill

The chair declared a quorum.

President Dennis stated the purpose of the conference call was to select an annual conference site for 2015. At our November board meeting, we discussed The Peabody. Another group is interested in securing The Peabody for the same dates, thus a decision need to be rendered before our next board meeting on February 8, 2013. He asked the Site Selection Chairperson, Tracy Misner, to provide an update regarding The Peabody contract.

Tracy Misner recommended The Peabody in Memphis, TN for the annual conference on February 20-26, 2015. Per suggestions made at the November board meeting, Tracy secured additional meeting space and changed the cancellation policy to a year from the conference. She indicated that the revised contract was reviewed by President Dennis, Brad Barnett and Dewey Knight.

Revised Contract Summary

- Room Rate \$159 per night
- Waiver Resort Fee
- Parking reduced to \$10 per day
- \$45,000 food and beverage minimum (\$13,000 reduction)
- Complimentary rooms 1 for 40
- Attrition rate of 20%
- Upgraded room for President's Suite
- SASFAA Pre-Planning Meetings available
- \$5 per room rebate to the master account

Contract Dates

Dewey indicated that the dates are incorrect on the contract with 240 rooms for Wednesday, February 21, 2015 which is the day the conference ends at noon, more rooms are needed on Sunday night. The dates for the 2015 Annual Conference should be changed on the contract to February 20-25, 2015. The program dates are correct, but the room dates are incorrect. Space should be provided for 50, 10 x 10 booths. Dewey indicated that there are 47 vendor booths for the 2013 annual conference.

Contract Set Up Fee

Dewey questioned the one time set up fee of \$2,600 and wanted to know if it will be returned to SASFAA. Tracy indicated the setup fee was reduced from \$7,500 to \$2,600 and the hotel will not waive or reduce this fee further. She suggested that the \$5 rebate be used to cover this charge.

Contract Alcohol and Food Policy

Another concern raised by Dewey was providing outside alcoholic and food beverages for the hospitality suite. Brad shared that very few people utilize the hospitality suite. Tracy indicated that most contracts will have this clause and it is up to the hotel to allow an exception.

Contract Room Rate

Brad expressed a concern regarding the room rate, if schools will cover the cost from various states. Zita suggested that states may support a higher rate by the time we get to the conference in 2015.

Dewey suggested that the board approves The Peabody.

Action Item: Nathan Basford moved that we sign a contract with The Peabody for the 2015 annual conference. The motion was seconded by Sarah Dowd and approved unanimously.

Action Item: Nancy Garmroth moved that alcohol be available at the Vendor's Reception during the annual conference. The motion was seconded by Cindy May and approved unanimously.

President Dennis indicated that we may reach capacity at the Crown Plaza Ravinia, therefore, we should seek an overflow hotel. Tracy indicated that the Ravinia have additional rooms available to release to SASFAA which should be adequate space. The board members suggested that we plan ahead for an overflow option in the event that we exceed the hotel capacity.

Action Item: Nathan Basford moved that a contract should be signed with an overflow hotel at a room rate no higher than the Crown Plaza Ravinia rate, if needed. The motion was seconded by Nancy Garmroth and approved unanimously.

President Dennis indicated that we have 455 registrants for the annual conference and our goal is 500 registrants.

The meeting was adjourned at 3:26 p.m.