

## SASFAA E-MEETING – February 3, 2015

### **Notification of Motion and E-Meeting**

**From:** Nathan Basford (nbasford@admin.fsu.edu)

**Sent:** Monday, February 2, 2015 7:46 AM

**Subject:** Notice of Motion and E-Meeting

Good Morning!

I am calling an e-meeting of the SASFAA Executive Board to be opened on Tuesday, [February 3, 2015](#) at 9 am. For your information, the procedures for e-meetings can be found at the bottom of this e-mail which comes from our current SASFAA Policies and Procedures Manual. Since I am the one calling the meeting, it does not require a second.

The motion we will be considering is to approve SASFAA to purchase adult beverages for the vendor reception that will be held at the up-coming conference, Monday, [February 23<sup>rd</sup>](#) from 5:30-6:30 in the Hernando DeSoto room located in the Pea Body Hotel. Each year we have to bring this before the board to seek approval.

Once I open the meeting on [Tuesday](#) morning, 9:00 am; all voting members and any non-voting members who wish to participate in the discussion will need to complete item #3 in the Policy section below making sure to use the "Reply All" function and offering any discussion if needed. If you have no discussion, you can simply reply "Present".

Once I have heard back from a quorum of the voting members or when 48 hours has elapsed, whichever occurs earlier, I will send an e-mail out declaring the quorum and calling for the vote. **Voting members only** will then need to follow item #5 below within 24 hours. After 24 hours from the call to vote, I will declare the motion passed or failed and the meeting will be adjourned. Vicki will make sure to follow the procedures outlined in #7. Please let me know if you have any questions before [Tuesday](#) morning. Thanks so much!

### ***Policy for E-Meetings of the SASFAA Executive Committee***

1. If the President wishes to call a meeting, he/she may do so without the need for a motion and a second. If another member of the Executive Committee wishes to call a meeting a motion to do shall be submitted to the President. This motion requires a second for the meeting to be held.
2. Notice of an e-meeting will be sent by the President to the Executive Committee (and others on the board, when appropriate), a minimum of 24 hours prior to the opening of the meeting, telling the time and day the meeting will be Called to Order, as well as restating the motion and fact that it has been seconded.
3. Once the e-meeting has been Called to Order and a Call for Discussion is made, members of the Executive Committee will "reply all" indicating their presence and offering any discussion.
4. When the majority of members of the Executive Committee have indicated their presence and offered discussion, or when 48 hours has elapsed from the Call to Order (whichever is earlier), the Chair will declare a quorum and call for the vote.
5. Members of the Executive Committee will "reply all" with their vote within 24 hours of the call for the vote.
6. After 24 hours from the call to vote, the Chair will declare the motion passed or failed and adjourn the meeting.
7. The Secretary will preserve all emails stating presence, votes, and disposition, and file same with the original copy of the minutes of the called meeting.

Nathan R. Basford, Jr.

SASFAA President

(P) [850.644.2675](tel:850.644.2675)

## **Notice of E-Meeting Called to Order**

**From:** Nathan Nasford ([nbasford@admin.fsu.edu](mailto:nbasford@admin.fsu.edu))

**Sent:** Tuesday, February 03, 2015 9:03 AM

**Subject:** Notice of Motion and E-Meeting

Good Morning,

I call this meeting to order. This meeting has been called to vote on the following motion that was made by Vicki e Adams, Secretary, and seconded by Zita Barree, Immediate Past-President: "That SASFAA be allowed to purchase adult beverages for the vendor/sponsorship reception to be held at the up-coming annual conference in Memphis Tennessee.

This meeting has been called to vote on the following:

During the annual conference, we hold a vendor reception to show those that have taken the time, and also provides sponsorship how much SASFAA, appreciates their dedication and support toward the conference. This meeting is to vote on approval to purchase adult beverages for the reception. We have brought this forward each year to the board to seek their input and approval.

- Voting members of the Board, **Please "Reply All"** that you are present and include any discussion you would like to bring up about the motion in your reply.
- Non-voting members of the board **do not need to "Reply all" unless you have discussion.**

### **Please Note:**

**Voting members, please do NOT cast your vote in this initial "Reply All."** ***This email is merely to establish a quorum and have discussion.*** Once a quorum has been established and it appears any discussion has come to a close, ***I will call for the vote.*** At that time, voting members will "Reply All" with their vote.

Thanks,  
Nathan

**Notice of Voting Members Present at E-Meeting**

**From:** Vickie Adams (vadams@jsu.edu)  
**Sent:** Tuesday, February 03, 2015 9:05 AM  
Present

**From:** Amy Berrier (alberrie@uncg.edu)  
**Sent:** Tuesday, February 03, 2015 9:06 AM  
Present

**From:** Kristie Hughes (kristie.hughes@wku.edu)  
**Sent:** Tuesday, February 03, 2015 9:06 AM  
Present

**From:** Marian Dill (mdill@leeuniversity.edu)  
**Sent:** Tuesday, February 03, 2015 9:07 AM  
Present

**From:** Tarik Boyd (tboyd@ecpi.edu)  
**Sent:** Tuesday, February 03, 2015 9:07 AM  
Present

**From:** Celena Tulloss (ctulloss@utk.edu)  
**Sent:** Tuesday, February 03, 2015 9:07 AM  
Present

**From:** Cathy Shell (shell@lmc.edu)  
**Sent:** Tuesday, February 03, 2015 9:08 AM  
Present

**From:** Zita Barree (zbarree@hsc.edu)  
**Sent:** Tuesday, February 03, 2015 9:12 AM  
Present

**From:** Stephanie Watson  
**Sent:** Tuesday, February 3, 2015 9:14 AM  
Present

**From:** Amy Moser (Amy.Moser@nelnet.net)  
**Sent:** Tuesday, February 3, 2015 9:24 AM  
Present

**From:** Stephanie Miller (sdmiller@jsu.edu)  
**Sent:** Tuesday, February 03, 2015 9:52 AM  
Present

**Call to Vote**

From: Nathan Basford ([nbasford@admin.fsu.edu](mailto:nbasford@admin.fsu.edu))

Sent: Tuesday, February 03, 2015 9:48 AM

To: alberrie@uncg.edu; Marian Dill ([mdill@leeuniversity.edu](mailto:mdill@leeuniversity.edu)); Vickie Adams ([vadams@jsu.edu](mailto:vadams@jsu.edu)); Amy M. Moser ([Amy.Moser@nelnet.net](mailto:Amy.Moser@nelnet.net)); Zita Barree; [sdmiller@jsu.edu](mailto:sdmiller@jsu.edu); [StephanieDW@LeeSchools.net](mailto:StephanieDW@LeeSchools.net); susan smith; kristie hughes; [cecooper@umc.edu](mailto:cecooper@umc.edu); [shell@lmc.edu](mailto:shell@lmc.edu); [colekt@mailbox.sc.edu](mailto:colekt@mailbox.sc.edu); [carader@utk.edu](mailto:carader@utk.edu); [tboyd@ecpi.edu](mailto:tboyd@ecpi.edu); Terri Parchment; Christi Y. Tolson; bailey joan; a black; Sharon Oliver; Nancy garmroth; Jody Darby, MBA ([Jody.Darby@chattahoocheetech.edu](mailto:Jody.Darby@chattahoocheetech.edu)); Tracy Misner; Lenny Akins ([lennya@inceptia.org](mailto:lennya@inceptia.org)); sandra neel; sarah dowd  
Cc: Vickie Adams ([vadams@jsu.edu](mailto:vadams@jsu.edu)); Nathan Basford

The following people have replied that they are present and no discussion has been offered:

**Vickie Adams**

**Amy Moser**

**Stephanie Watson**

**Zita Barree**

**Tarik Boyd**

**Cathy Shell**

**Celena Tullos**

**Marian Dill**

**Amy Berrier**

**Kristie Hughes**

**We have a quorum.** Those voting, please **“Reply all” to this email with a “Yes” if you are in favor of the motion, a “No” if you are not in favor or an “abstain” if you are abstaining from the vote.**

Thanks,  
Nathan

## Recording of Vote

**From:** Vickie Adams (vadams@jsu.edu)  
**Sent:** Tuesday, February 03, 2015 9:51 AM  
Yes

**From:** Amy Berrier (alberrie@uncg.edu)  
**Sent:** Tuesday, February 03, 2015 9:56 AM  
Yes

**From:** Kristie Hughes (kristie.hughes@wku.edu)  
**Sent:** Tuesday, February 03, 2015 9:51 AM  
Yes

**From:** Marian Dill (mdill@leeuniversity.edu)  
**Sent:** Tuesday, February 03, 2015 10:18 AM  
Yes

**From:** Tarik Boyd (tboyd@ecpi.edu)  
**Sent:** Tuesday, February 03, 2015 9:52 AM  
Yes

**From:** Celena Tulloss (ctulloss@utk.edu)  
**Sent:** Tuesday, February 03, 2015 10:20 AM  
Yes

**From:** Cathy Shell (shell@lmc.edu)  
**Sent:** Tuesday, February 03, 2015 9:50 AM  
Yes

**From:** Stephanie Miller ([sdmiller@jsu.edu](mailto:sdmiller@jsu.edu))  
**Sent:** Tuesday, February 03, 2015 9:52 AM  
Yes

**From:** Zita Barree (zbarree@hsc.edu)  
**Sent:** Tuesday, February 03, 2015 10:10 AM  
Yes

**From:** Amy Moser (Amy.Moser@nelnet.net)  
**Sent:** Tuesday, February 3, 2015 10:28 AM  
Yes

**From:** Stephanie Watson (StephanieDW@LeeSchools.net)  
**Sent:** Tuesday, February 03, 2015 10:53 AM  
Yes

