

**SASFAA Executive Board
E-meeting
May 2, 2016
Mon 5/2/2016 4:01 PM**

The e-meeting of the SASFAA Executive Board was called to order at 4 PM EST on May 2, 2016. The e-meeting was called to vote on the pending contract for the Leadership Symposium tentatively scheduled for October 2016. The motion, second, and rationale will follow below the instructions.

Below is the motion made by President-Elect Marian Dill for consideration:

I move that the 2015-2016 SASFAA Board approve the signing of a contract with Embassy Suites in Lake Buena Vista. The purpose of the contract is to host a SASFAA Leadership Symposium on October 26-28, 2016.

Second:

The motion was seconded by Secretary Sandy Neel.

Meeting Details:

President Amy Berrier outlined the procedures for voting in the email call to order.

For Voting Consideration:

Voting members will cast a yes or no vote (or will abstain) on the Leadership Symposium contract.

Yes – in favor

No – not in favor

Abstain from voting

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

Richard Smelser, Ryan McNamara, Nathan Basford, Marian Dill, Sandra Neel, Nicole Patrick, Michael Farris, Sarah Baumhoff, Jenelle Handcox, Laura Keown, Michael Morgan

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

Stacy Walker, Janet Nowicki, Kenneth Cole

A quorum was established.

The following voting members (including those in the established quorum) all voted YES to accept the contract for the Leadership Symposium:

Richard Smelser, Nathan Basford, Marian Dill, Sandra Neel, Nicole Patrick, Michael Farris, Sarah Baumhoff, Jenelle Handcox, Laura Keown, Michael Morgan, Elizabeth Milam, Ryan McNamara

Instructions:

All 2015-2016 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, no discussion.**"

Once I have heard back from a quorum of the 1516 voting members or when 48 hours has elapsed, which occurs earlier, I will send an email 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.

Secretary Sandy Neel will make sure to follow the procedures outlined in #7.

Rationale:

This is a time-sensitive issue since the Embassy Suites has another group that wants the same dates that we do for the Leadership Symposium this fall. Thank you for adjusting your schedules to accommodate this last minute e-meeting - Amy

Contract Details

Tracy has been working with the Embassy Suites in Lake Buena Vista and has received an excellent proposal:

- \$142 room rate
- Waived resort fee which would have been \$19.95.
- Deposit of \$900 not due until July 15, 2016.

Purpose:

- Giving back to the membership
- To provide a training opportunity for current and future leaders for both states and our regional association
- To promote sustainability of our organizations by ensuring strong leadership moving into the future

Collaboration between States & SASFAA

- Each state can select two members to attend the event. The state will cover travel expenses to/from the event
- SASFAA will cover the room / board from the beginning of the meeting until the conclusion of the meeting. Registration fees will be waived for these individuals.
- The current contract would also allow for up to 32 self-pays to register and attend the conference. This allows individuals to self-identify their desire to move into leadership roles and provides a source of income to offset some of the cost associated with this event.

Hotel:

Thank you Tracy for securing a potential contract with the same hotel that was used for the Management Institute.

- <http://www.embassysuitesresortorlando.com/>
 - Proposed dates – October 26-28, 2016

- Location: Orlando, FL
- The contract is almost identical, as is the room set up.
- Also, since it's an Embassy Suites breakfast is included for everyone.
- The location and set up of this facility are great for something like this according to the leadership from this year's Management Institute
- This proposed contract needs to be signed in the next few weeks – IF the board agrees to move forward with this project.

Committee: The following individuals have tentatively agreed to serve on this task force.

- Brad Barnett – taskforce chair
- Heather Boutell
- Brent Tener
- Ron Day
- Lianne Masterson

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.

Within 24 hours, the majority voted and the motion carries.