



AGENDA
SASFAA Board Meeting
Hilton Alexandria Mark Center - Alexandria, VA
February 9-11, 2018
Beech

“There is no room for ignoring issues that require board attention no matter how difficult, uncomfortable, or contentious they may be.”

Michael E. Batts

Friday, February 9, 2018

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| 3:30 PM | State Presidents | Birch |
| 6:00 PM | Dinner Own Your Own | All |
| 9:00 PM | Hospitality | Suite 2909 |

Saturday, February 10, 2018

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| 8:00 AM | Breakfast Vouchers | Finn and Porter |
| 9:00 AM | Call to Order, Welcome and Introduction of Guests | Sharon Oliver |

President Oliver called the meeting to order 9:02am

Announcement of Substitute Voting

Establish a Quorum

Secretary Kruger declares that quorum has been established.

Action Item: Approval of Agenda with authority given to the President to make changes as needed in order to facilitate the flow of business.

Budget and Finance Chair Tate Asked to move Guide to Financial Management moved to be done at the same time as P&P changes. Change accepted.

Electronic Services Chair Sartini moved to accept the agenda and authority to change to the president. Tennessee President Harper second, unanimous approval

Welcome to Virginia

Biz Daniel

Brief overview of the area and events from Virginia President Daniel

Introductions and update from RMASFAA President Kocer, also an introduction from each of the SASFAA board members.

Approval of Prior Minutes

- October Board Meeting
- November E-Meeting (NAOW Retreat Site)

Motion to approve minutes by Vice President Tullos, second by Virginia President Daniel. Unanimous approval.

Action Item: Consent of written board reports.

Discussion on the topic of whether or not updates to the Legislative Relations Guide that was updated needs to be voted on. Added to the agenda to be voted on, item will be added to new business.

In addition, discussion on budget and line item for Treasure being over and if that will be rectified or if it is actually over. President Oliver has asked Treasurer Darby to provide more details by end of meeting so it can be reviewed by the board in case a budget adjustment vote is needed.

Virginia President Daniel motions to approve written reports, Mississippi president Walker seconds the motion, unanimous approval.

Round of Successes (2-3 minute updates)

Each member gave small update from their board reports highlighting any changes or things that need to be updated.

During the round of successes, the following items were brought forward for discussion or vote.

Motion by Vice President Tulloss to approve Nathan Basford to serve a third year as New Aid Instructor, Second by Kentucky President Birchett. Unanimous approval.

Discussion on why SASFAA members wait until only a few weeks out to register for the conference. Should we offer an early bird to get people to register earlier? Other points on its not only about registration but about payment as well. Discussion on if we should survey the membership and if it is really about the time of the conference, weather, and location. Moved to committee/taskforce to make recommendations.

Site selection has been asked to review P&P 6.15 and 6.15.1 to bring it in line with what we currently look for in host hotels.

LRP, Legacy Chair discussed the state president's guide and get involved presentation. Committee of state presidents decided to move forward with submitting the state president's guidebook for a NASFAA Gold Star award. Communications and Outreach Chair created a survey to be used to gather data to be used in the submission of the book for award consideration next year (2019). Board unanimously supported moving forward as described.

10:30 AM
10:45 AM

BREAK

Review of Reported Action Items/P & P Suggested Changes

- Membership Dues w/ Conf. Registration Runan Pendergrast
Discussion brought forward by Conference Chair Pendergrast on incorporating membership fees into the conference price. Past President Dill brought up past research into this, Secretary Kruger explained how Florida does it, item has been referred to committee/taskforce put together for reviewing all conference and fee items.

- NAOW Instructors Celena Tulloss
Item discussed and voted on in round of successes.
- Sponsorship Options Biz Daniel
Item moved and discussed as part of the round of successes.

No vote needed just a reminder to have the P&P updated with the approved vendor options. Secretary Kruger will update by end of conference all changes from October and February meetings.

- Non-Vending Sponsors Biz Daniel
Item moved and discussed as part of the round of successes.

Discussion item from Sponsorship Chair to have added to the P&P to have a extra fee for those that are vendors but choose not to vend at the conference. Several states have adopted a policy to not allow a vendor to just pay the general conference fee to do business, which would circumvent vendor's fee. Point on how do we determine if the vendor is there for training vs. being there as a representative of the business entity. Discussion tabled for additional information and research, item added to the committee/taskforce looking at conference registration.

- Travel Expense Guidelines Changes Nancy Tate
Discussion on updates to the travel expense guideline by Budget and Finance chair Tate.
Motion to approve changes by Kentucky President Birchett, Second by Past President Dill, unanimous approval.

Review of Reported Action Items/P & P Suggested Changes (Cont.)

- P & P Changes to Sections: Nancy Tate
8.2.2, 10.4.1, 10.4.2, 10.6.1(3), 10.6.1(6), 10.8, 10.11b, 11.4, 11.6.1, 12.4
Discussion and presentation of proposed changes by Budget and Finance Chair Tate on changes to the above P&P sections.
Motion by Kentucky President Birchett, second Tennessee President Harper, unanimous approval.
- Honorary Membership Marian Dill
Discussed in executive session
11:47am Board entered executive session
12:18pm Board left executive session
- Board Members Expectations Marian Dill
Discussion on additions and information on the changes to section 5.1
Motion by Past President Dill, second by Vice President Tullos, unanimous approval.
- Special Awards (Executive Committee) Marian Dill
Discussed in executive session
11:47am Board entered executive session
12:18pm Board left executive session

- Guide to Financial Management Changes Nancy Tate
Moved to be part of the P&P changes and approved request of Budget and Finance Chair Tate. Discussion and presentation of changes to the guide. Move to accept changes as presented by Kentucky President Birchett, second by Florida President Alexander. Unanimous approval.

12:00 PM

LUNCH

Finn and Porter

Meeting called back to order at 1:35pm

1:00 PM

Old Business

- By-Laws Changes Wayne Kruger
Secretary Kruger presented that changes to the By-laws were not sent out to the membership 30 days prior to the voting in this election and is seeking guidance as either to have a special vote prior to June 30 or to push the vote to the next election cycle.
Motion by Kentucky President Birchett, second by Georgia President Anderson, Motion failed
Secretary shall move forward with special vote by June 30th.
- Elected Officers Voting Privileges Nathan Basford
LRP Chair Basford presented a change to 4.1 Executive Board of the P&P to include some wording on the approval of alternative voting members.
Motion to approve change by Past President Dill, second by Kentucky President Birchett, Unanimous approval.
- Financial Interim Review Nancy Tate
Reviews presented to the board by Budget and Finance Chair Tate, some discussion on the destruction of property and its status and the need to now dispose of the old camera. No further discussion.
- Goals 2017-18 Sharon Oliver
Goal presented by President Oliver, and explained the need to update those goals and keep the timelines in mind. The GAP committee will need this updated for their reviews.

3:00 PM

BREAK

3:15 PM

New Business

- Budget for 2017-18 Jody Darby
Treasurer Darby reported to the board that the issue with the Treasurer budget lines has been rectified. An updated budget sheet will be put into the conference packets.
- Monthly Expense Reports Jody Darby
Updated and notification that the monthly expense reports will come out monthly
- Budget Update Nancy Tate
Presented update and discussed the need to adjust and be more realistic on the budget line items from year to year. As well as to review where things are for this year and what might be looking at adjusting spending between

now and transition. Some discussion on past suggestions for cost containment such as meals, rooms, etc.

- Vote on update to legislative guide Bill Spiers
Review of 2018 briefing document added to this topic as well
Submitted for approval, no substantive changes, only technical edits and making sure all the link, phone numbers, and contact information are up to date.

Motion by Past President Dill to accept as presented, second by Florida President Alexander, unanimous approval.

Submission and review of the 2018 Briefing Document. Some discussion on if there should be some more clear delineation on the topics we fully support and which we hope are reviewed more closely. Concern that just by skimming it might lead the wrong conclusions.

Motion by South Carolina President Williams moved to accept the document with the bolding of the SAFAA position in each item. Second by Tennessee President Harper, motion passed.

- Annual Report Due April, 2, 2018 Sharon Oliver
Format will remain the same as last year and that we need to make sure that we will continue to work hard to get those documents updated and ready for the GAP committee.
- Review and demonstration on P&P formatting Wayne Kruger
Added to new business to demonstrate changes and style guide.
Review of P&P formatting and how to use style guides to edit the document. Also explained that we have the ability to use this template in other documents going forward.
- Registration Cancellation
Discussion as to how its applied if we allow refund, if we are being consistent, and if the board feels that changes should be made or if the case by case basis is acceptable. Further discussion on why we do not bill those that did not pay or show up.

4:45 PM

Board Reminders

- Head Table Seating/Reserved Tables
Information handed out to the board with a list of head tables and reserved tables for the entire conference.
- Reception for Sponsors
Description of the event and how it will work.

5:00 PM

Adjourn

Moved to adjourn by Kentucky President Birchett, second by Tennessee President Harper, unanimous approval.

No meeting on the second day.

6:30 PM

President's Appreciation Dinner
After dinner, Hospitality Suite Opens

All
Suite 2909

Sunday, February 11, 2018

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| 8:00 AM | Breakfast Vouchers | Finn and Porter |
| 9:00 AM | Unfinished Business | |
| 11:15 AM | Adjourn | |
| 11:30 AM | LUNCH | Beech |
| | Executive Board, Conference Committee, President-Elects and Pre-Conference Attendees | |

If we do not finish our board meeting on Saturday, the board meeting will resume on Sunday at 9:00 am.

See you in Ft. Lauderdale, FL – Westin Hotel – June 10-13, 2018