

Minutes
SASFAA Board Meeting
October 24, 2020
Myrtle Beach Hilton – Center Ballroom
On-line – Zoom

Call to Order at 9:30 am

Members Present:

Celena Tulloss, Tarik Boyd, Joan Bailey, Leah Louallen, Sarah Baumhoff, Sarah Dowd, Marian Dill, LeighAnn Hussey, Theresa Mays, Jonah Miller, Ron Gambill, Keith Reeves, Wayne Kruger, Chad Sartini, Michael Birchett, Steven Adcock, Dameion Lovett, Michelle Standridge, Renotta Shed, Kamesia House, Traci Singleton, Danette Seale, Sherika Charity, Jacquelyn LeSueur, Bryan Erslan, Shannon Jones

Quorum established, 14 of 16 present.

President-elect Boyd moved to approve agenda with authority to make changes. Vice President Bailey second. Passed

SCASFAA President Singleton gave Welcome to South Carolina

Secretary Dowd asked for edits to minutes from August, there were none. Treasurer-elect Baumhoff moved to approve minutes. President-elect Boyd second. Minutes approved.

Kentucky President Standridge moved for approval to purchase up to \$100 in alcohol for the suite, Communications and Outreach chair Hussey second. Passed

Kentucky President Standridge moved for approval of committee members, Secretary Dowd second. Passed

Partner Advisory Board chair Jones discussed the new Vendor Directory to be published on the website and sent to the membership as a reminder that the resource exists. Tennessee President Seale moved to approved, South Carolina President Singleton second. Passed

Sponsorship Chair Birchett discussed the need for a new level for sponsors in response to the pandemic. New level, Friends \$500 Recommendation came from committee, no second. Passed

Conference Committee Co-Chairs Hussey and Mays explained institutional registration for annual conference and cost based on slots, not registrants. First two slots - \$125; each additional slot \$50. Discussion. Recommendation came from committee, no second. Passed

Budget & Finance Chair Dill discussed the need for an association Bookkeeper.

Motion/ Action Item(s):

Budget & Finance Committee Recommendation

History

The B&F Committee has been reviewing the current structure of the Treasurer and Treasurer-elect positions for the last two years. After consulting with the current Treasurer as well as some past Treasurers, we decided to take the next step to ascertain the feasibility of eliminating the Treasurer-elect position and securing the services of a paid bookkeeper.

Process and Findings

We have struggled to clearly define separate responsibilities for the Treasurer and Treasurer-elect and the implementation of some of them proved difficult, due in part to their geographic location.

We then moved forward with research on a paid bookkeeper. We discovered several states and/or regions within NASFAA that have a bookkeeper, with the closest being FASFAA (Florida). The pros and cons were discussed as follows:

PROS	CONS
<ul style="list-style-type: none"> • Treasurer can become overwhelmed at certain times of year • May be increasingly more difficult to get members to run for the office of Treasurer • Consistency in having a set address (for banking purposes) 	<ul style="list-style-type: none"> • How this would impact the budget • Would need to make Bylaws and P&P changes • Still have to separate responsibilities

In reviewing the ‘Cons’, our biggest concern is the impact on the budget. We did not feel it prudent to utilize reserves for this position. However, by eliminating an elected officer, those expenses would be able to be used to help offset the cost of a paid bookkeeper, as well as the potential for finding the difference in other line items. Florida pays their bookkeeper \$500/month (\$6,000/year). We canvassed a couple of past SASFAA treasurers who felt that was reasonable (or could go a little lower).

Recommendations

1. The SASFAA Budget & Finance Committee recommends that the Treasurer-elect position be eliminated and that SASFAA secure a paid bookkeeper.
2. Based on the above recommendation, we are recommending the attached Bylaws changes be approved by the BOD and put forth to the membership for approval.
3. Upon approval by the SASFAA BOD, the following will occur.
 - a. Policies & Procedures changes will be submitted to the BOD.
 - b. A timeline of next steps will be provided to the BOD to include the application, job responsibilities, marketing, approval/vetting process (i.e. interviews), contract, etc.

Policy & Procedure: Changes/ Recommendations:

SASFAA Proposed Bylaws Changes

Article VI – Officers

Section 1

Current Wording:

The elected officers of the Association shall consist of a president, vice president, president-elect, immediate past president, secretary and treasurer *and treasurer-elect*, who must be active members.

Proposed Wording:

The elected officers of the Association shall consist of a president, vice president, president-elect, immediate past president, secretary, and treasurer, who must be active members.

Rationale:

Eliminating the Treasurer-elect position in order to hire a paid bookkeeper.

Article VI – Officers

Section 5

Current Wording:

The secretary and the treasurer shall serve for periods of two years. The secretary will be elected in even years. *The treasurer-elect shall be elected in even years to serve for a period of one (1) year. The treasurer-elect of the association shall automatically succeed to the office of treasurer for a two (2) year term upon expiration of the term of the office of the previous treasurer and the term of the treasurer-elect.*

Proposed Wording:

The secretary and the treasurer shall serve for periods of two years. The secretary will be elected in even years. The treasurer will be elected in odd years.

Rationale:

Eliminating the reference to the treasurer-elect and reinstating the treasurer term of service to coincide with an overlap with the secretary’s term.

(continued)

Article VII – Duties of Officers

Section 7

Current Wording:

The overall function of the treasurer-elect is to assist the treasurer in all duties as outlined in the Bylaws and the SASFAA Policy and Procedures Manual. This will allow the elected individual to gain the experience needed to effectively hold the office of treasurer.

Proposed:

Eliminate this section in its entirety.

Rationale:

Required if Article VI, Section 1 is approved.

Article X – Board of Directors

Section 2(a)

Current Wording:

The president, vice president, president-elect, immediate past president, secretary, treasurer, *and treasurer-elect.*

Proposed Wording:

The president, vice president, president-elect, immediate past president, secretary, and treasurer.

Rationale:

Required if Article VI, Section 1 is approved.

The recommendation from the committee, no second. Floor open to discussion, many talking points. This must be placed on the ballot and voted by the membership. Requires updates to the By-Laws and P&P. Passed by simple majority with 2 abstentions.

During the round of successes President Tulloss announced she is preparing a Chief FAA Summit – referenced Virginia and NASFAA successes in this offering to the target audience. Zita Baree will lead the initiative.

President Tulloss discussed the importance of turning in board reports, attending meetings, and providing notice if unable to attend. Requested board members review the duties of their own position.

Treasurer Louallen moved to adjourn, Virginia President Seale second.

President Tulloss adjourned the meeting at 1:36pm

SASFAA, Inc.
Budget vs. Actuals: 2020-2021 Approved Budget - FY21 P&L
 July 2020 - June 2021

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
01 Membership Dues	3,710.00	30,205.00	-26,495.00	12.28%
02 Professional Development Income		51,750.00	-51,750.00	0.00%
03 Annual Meeting		46,112.00	-46,112.00	0.00%
04 Sponsorship		80,000.00	-80,000.00	0.00%
07 Interest Earned	0.82		0.82	
09 Transfer from Assets		79,233.00	-79,233.00	0.00%
11 Dividends Earned		15,000.00	-15,000.00	0.00%
Total Income	\$ 3,710.82	\$ 302,300.00	-\$ 298,589.18	1.23%
Gross Profit	\$ 3,710.82	\$ 302,300.00	-\$ 298,589.18	1.23%
Expenses				
101 President		9,200.00	-9,200.00	0.00%
102 President-Elect		8,300.00	-8,300.00	0.00%
103 Vice President		2,500.00	-2,500.00	0.00%
104 Secretary		2,600.00	-2,600.00	0.00%
105 Treasurer		3,200.00	-3,200.00	0.00%
106 Past President		4,925.00	-4,925.00	0.00%
107 Treasurer-Elect		5,375.00	-5,375.00	0.00%
201 Membership		2,500.00	-2,500.00	0.00%
202 Electronic Services		7,400.00	-7,400.00	0.00%
203 Professional Development Expense		62,500.00	-62,500.00	0.00%
204 Communications & Outreach		2,600.00	-2,600.00	0.00%
205 Budget and Finance		4,500.00	-4,500.00	0.00%
206 Annual Meeting Program		100,000.00	-100,000.00	0.00%
207 Site Selection		2,500.00	-2,500.00	0.00%
210 Executive Board	137.08	45,000.00	-44,862.92	0.30%
211 President's Contingency		2,000.00	-2,000.00	0.00%
213 Advanced Program Planning		500.00	-500.00	0.00%
216 Legislative Relations		2,500.00	-2,500.00	0.00%
217 Long Range Planning & GAP		5,000.00	-5,000.00	0.00%
218 Vendor/Sponsor		3,500.00	-3,500.00	0.00%
219 Special Projects		2,500.00	-2,500.00	0.00%
224 Accounting & Legal Fees		11,000.00	-11,000.00	0.00%
225 Online Payment Processing Fees	113.29	6,500.00	-6,386.71	1.74%
228 Inter-State Travel		2,700.00	-2,700.00	0.00%
229 Awards		3,000.00	-3,000.00	0.00%
Total Expenses	\$ 250.37	\$ 302,300.00	\$ 302,049.63	0.08%
Net Operating Income	\$ 3,460.45	\$ 0.00	\$ 3,460.45	
Net Income	\$ 3,460.45	\$ 0.00	\$ 3,460.45	