

Minutes
SASFAA Board Meeting
June 11, 2022
Embassy Suites, Lake Buena Vista, Florida

President Celena Tulloss called the meeting to order at 9:05AM, and introduced the following as proxy, Stephanie Miller for Jim Theeuwes, Nadine Bailey for Katie Conrad, Terry Bland for Megan Smith, Missy Perry for Carolyn Sparks, and Joe Dobrota for Beth Armstrong.

Members Present:

Celena Tulloss, Bill Spiers, Michael Morgan, LeighAnn Hussey, Sarah Baumhoff, Sarah Dowd, Angela Tate, Rhonda Bryant, Zilma Lopes, Norrod, Marian Dill, Felicia Ailster, Sandy Neel, Daniel Barkowitz, Zachary Christian, Joan Bailey, Shannon Jones, April Tretter.

Members Absent:

Jim Theeuwes, Katie Conrad, Melissa Smith, Jacqueline LeSueur, Wayne Kruger, Stephanie Watson

Quorum established at 9:10AM

President Tulloss recognized Daniel Barkowitz who welcomed the board to Florida.

Past-President Bill Spiers moved to approve the agenda with authority given to the President to make changes. Treasurer Sarah Baumhoff seconded the motion; there was no discussion; motion carried.

Secretary Sarah Dowd noted that prior minutes had been emailed to the board and asked for discussion and/or corrections; there being none, President Tulloss called for a motion to approve the minutes. Sarah Dowd moved to approve the minutes. Leigh Ann Hussey seconded; the motion carried.

Motion/Action Items

- 2023 Conference Site Proposals, Addendum A in board reports
Joan Bailey explained each proposal. Discussion followed. President Tulloss and the board requested committee chair, Joan Bailey, make additional inquiries for details from the Knoxville and Chattanooga proposals. Board members should send comments/questions to chair.
- Policies & Procedures Updates
Sarah Dowd summarized committee recommendation for changes to Special Elections. Discussion followed. President Tulloss and the board referred the changes back to committee.

Secretary Dowd summarized a recommendation from the Governance and Planning Committee to update 5.7

5.7 Immediate Past President

The Immediate Past President assists the president and serves as chair of the nominations and Elections, Awards and the Governance and Planning Committees. In this capacity the Past President:

- (1) serves as parliamentarian to the Board
- (2) presents a slate of candidates in accordance with the election schedule or calendar for President-elect, Secretary, **Treasurer**, and Vice President to the Board;

The motion comes from Association Governance committee; no discussion; motion carried

Sarah Baumhoff summarized a recommendation from the committee to update 4.4.1 and 10.1.

4.4.1 Membership Eligibility

Membership shall be individual rather than institutional and shall not be transferable. **Membership dues are non-refundable.**

Active membership shall be on an annual basis corresponding to the fiscal year as defined in Article V of these bylaws. Active membership shall terminate at the end of the membership year when a member no

longer meets the criteria outlined in Article IV, Section 1(a) of this Article. Associate and Retired membership terminates at the end of the membership year.

Application for Active, Associate and Retired membership shall be made to the Treasurer.

Section 10.1 Membership Dues

The Budget and Finance Chair should make a recommendation regarding the cost of annual membership dues at the first Board meeting of each fiscal year, and as needed thereafter. The Board reviews all recommendations to determine if a change to the cost of annual membership dues is justified. Any alteration approved by the Board that results in a potential increase in the cost of annual membership dues should move forward for consideration by the members of the Association as prescribed by the Bylaws.

Membership dues are non-refundable.

The motion comes from Budget and Finance committee; discussion; motion carried

Marian Dill summarized a recommendation from the committee to add 10.6.8

P&P 10.6.8 State Presidential Exchange (Travel to State Conferences)

The Association shall sponsor each traveling state president-elect (or presidential designee in the event the president-elect cannot travel) up to \$500 travel expenses. Travel expenses must be in accordance with the Travel Reimbursement Policy 10.6.1 and shall not exceed \$500. Expense forms will be submitted to the Treasurer for approval within the timeframe stated in the Travel Reimbursement Policy 10.6. The intended purpose of this sponsorship is to cover allowable travel expenses (travel and meals in route). In the event travel expenses exceed \$500, the visiting state shall cover any remaining expenses.

It is the responsibility of the states (host and visiting) to coordinate other expenses such as conference fees, room cost, etc. A suggestion based on historical practice would be for the host state to waive conference registration and comp hotel room costs. The guest state would cover other expenses as necessary (e.g., meals not included in conference, travel expenses beyond \$500).

The motion comes from Budget and Finance committee; discussion; motion carried

Marian Dill summarized a recommendation from the committee to add 9.3 to the GFM

9.3 External Audit

The Association shall conduct an external audit at least every five years or in the event of a change in the bookkeeper. This is a necessary and worthy expense to ensure the fiscal integrity of the organization's records. Due to the significant importance of conducting an external audit, any associated expense which cannot be absorbed through normal budgeting means during a particular year should be covered by the organization's reserve funds. It is the intention, if necessary, that the expense associated with the external audit would not be considered when calculating the maximum amount which can be transferred from assets as defined by the Guide to Financial Management 2.1.e (Limited Discretionary Reserve.)

The motion comes from Budget and Finance committee; discussion; motion carried

Sandy Neel summarized a recommendation from the committee to revise 6.7 and 6.10

6.7 Governance and Strategic Planning replace with

The Association Governance and Strategic Planning Committee's purpose is to ensure for the long-term success of SASFAA. This is accomplished by:

1. Examining the Long-Range Plan Goals and informing the Board of the progress toward meeting the goals. This includes updating the Board throughout the year on successes and opportunities.
2. Evaluating each year the Board's goals to ensure they are in line with (or in support of) the Long Range Plan, the P&P, and the By-Laws of the Association.
3. The Committee will meet at least once a year to evaluate the Board's progress toward meeting goals and providing a helpful encouraging written report (referred to as the GAP Report) of the evaluation.
4. Reviewing the previous year's GAP report before the first Board meeting of the year for recommendations and met goals.
5. Writing/updating the Long Range Plan every 5-years.

6. Reviewing P&P and By-Laws and making recommendations for changes that meet current best practices, the mission and the vision of the Association.
7. Ensuring the Board is following the P&P and By-Laws.
8. Assessing the efforts being made to encourage Diversity (Race, gender, sector, etc.) involvement at all levels and making recommendations to assist in fulfilling the efforts.
9. Reviewing annually the financial stability of the association.
10. Assessing and recommending training opportunities.
11. Establishing a committee list serve, if necessary, and provide updates and evaluations of the long-range plan in the SASFAA Nine News and on the website; and make recommendations to the president and Board of Directors.

6.10 Long-Range Planning

On a five-year cycle, the ~~Long Range Planning~~ **Governance and Strategic Planning** Committee assesses future goals and objectives to ensure continued viability and effectiveness of the Association in fulfilling its mission. Two years prior to the expiration of the current Long-Range Plan, the ~~Long Range Planning~~ **Governance and Strategic Planning** Committee shall ~~be formed~~ **work to** develop a strategic plan for continued leadership and fiscal integrity. In developing the Long Range Plan the committee will:

- (1) make recommendations for changing or expanding services, activities and roles of the Association;
- (2) make observations regarding Association trends;
- (3) gather relevant data and information from the membership, Board, member state associations and other relevant organizations and associations to identify potential internal or external threats to the Association; and
- (4) review and assess the Association's mission statement for change on a periodic basis.

To ensure continued assessment the governance and strategic planning committee performs an annual review of the long-range plan. The Association's long-range plan was adopted in February 1996, revised in June 2006, revised in June 2011, revised June 2016, and revised again in Spring 2021. A new long-range plan was adopted in June 2021.

The motion comes from Governance and Strategic Planning committee; discussion; motion carried

- **New Aid Officers Workshop Approvals**

Leigh Ann Hussey presented the staff for the workshop.

Instructors – LaShanda Chamberlain, Bretta Carithers, Jennifer Davis, Angela Tate, Zach Christian, Beth Armstrong, Charlotte Cole, Elizabeth Milam, Michelle Standridge, April Wolford

Curriculum - April Tretter

Site Coordinator - Carolyn Spark

Activity Directors - Kelly Savoie, Lou Murray

The motion comes from Professional Advancement committee; discussion; motion carried

Round of Successes

Each member of the board provided a recap of the year, and highlighted successes.

NASFAA Conference

President Tulloss explained a request from NASFAA for participation in a regional roll call for this year's opening session; the board selected *Song of the South* to be the SASFAA walk out song; SASFAA will submit a print order for signs. Communications and Outreach will email the membership details for when and how to participate.

Lunch recess from noon to 1:00PM

Resume Round of Successes

President Tulloss reviewed her goals and accomplishments for the year.

New Business none

Old Business none

Announcements

Past President Bill Spiers recognized Celena and thanked her for her service.
There will be one additional virtual meeting of the board prior to June 30.

Vice President Leigh Ann Hussey moved to adjourn; Treasurer Sarah Baumhoff seconded; No discussion; motion carried

Adjourned 2:00PM