

**Minutes**  
**SASFAA Board Meeting**  
**June 30, 2022**  
**Zoom**

**Call to Order 1:05PM**

**Members Present:**

Celena Tulloss, Bill Spiers, Michael Morgan, LeighAnn Hussey, Sarah Baumhoff, Sarah Dowd, Katie Conrad, Angela Tate, Megan Smith, Carolyn Sparks, Jeff Norrod, Zilma Lopes, Sandy Neel, Melissa Smith, Jacqueline LeSueur, Daniel Barkowitz, Zachary Christian, Joan Bailey

**Members Absent:**

Beth Armstrong, Rhonda Bryant, Marian Dill, Felicia Ailster, April Tretter, Wayne Kruger, Stephanie Watson, Shannon Jones

**Quorum established, 13 of 15 present**

**Proxy** Joe Dobrota serving as Proxy for Beth Armstrong

**Action Item** – Site Selection Chair Bailey – 2023 Conference, Proposals sent via email to board prior to the meeting Attachment 1 to minutes. Introduction of proposals, challenges, circumstances, and pricing. Dates February 10-15, 2023. **Motion to accept Chattanooga Marriot/Convention Center by North Carolina President Lopes; Second Vice-President Hussey; Discussion; Passed.**

President Tulloss recognized Governance and Planning Chair Neel to present the 2022 GAP Report, sent via email to the board prior to the meeting. Discussion, minor corrections noted, recommendation for the GAP committee to include evaluation of the New Aid Officer's Workshop beginning in the 2022-23 year. The final report will be published to the association website.

**Action Item** – Secretary Dowd – Policies and Procedures Updates – Special Elections; Proposed changes sent via email prior to the meeting; Attachment 2 to minutes. Review of updates and additions as requested by the board in the previous meeting. Discussion, minor changes for clarification noted. **Recommendation from the special committee; No discussion; Passed.**

**Adjournment**

**Motion to adjourn** – Past President Spiers

**Second** – President-elect Morgan

**Passed**

President Tulloss adjourned the meeting at 1:42PM.

Attachment 1

Summary of Proposals for 2023 Annual Conference

| Property – Dates Available                                       | Key Concessions   | Room Rates  | Food & Beverage | Other Information – Concessions etc.  |
|--|---|---|-----------------|---|
| Chattanooga Marriot/Convention Center<br>2/10/23 to 2/15/23      | 1/40 comp<br>Comp presidential suite<br>Comp hospitality suite<br>80% attrition<br>10 upgrades<br>1040 room nights total<br>\$12 – exhibit tables   | \$169 - \$10 back to Master account   | \$60,000        | Parking - \$10, reduced from \$15<br>Adjacent to convention center<br>Meeting rooms at convention center<br>Estimated meeting space rental \$7,300 – can be reduced if we choose to have some sessions in the Marriot.<br>Free Wi-Fi, dedicated hard wire for general session room, dedicated WI-Fi with code for conference staff. |
| Knoxville convention center/Marriot/Hilton<br>2/10/23 to 2/15/23 | 75% attrition<br>Grande suite at group rate<br>1-40 comp<br>6 upgrades to M Club access<br>6 executive upgraded rooms<br>Connecting double king suite at staff rate<br><br>Hilton – 1/50 comp<br>2 upgrades to executive suites<br>80% attrition<br><br>Convention Center | Marriott:<br>\$177, 10 staff room \$157<br>\$10 rebate (except on staff room)<br><br>Hilton:<br>\$169.00<br>\$10 back to master | \$65,000        | Parking Valet - \$28; self-parking \$16<br><br>Meeting space cost - \$8,425<br><br>15% discount on self-parking - \$22<br>Free Wi-Fi<br><br>Free Wi-Fi  |

Sample Meal Cost:

Chattanooga CC - \$20.00 continental breakfast; \$45-gallon coffee; box lunch \$21.00; plated chicken \$28.00

Knoxville CC - \$13.50 continental breakfast; \$50-gallon coffee; box lunch \$19.50; plated chicken \$28.50

## Attachment 2

### 6.13.10 Special Elections

- a. A special election shall be called by the Board in the event of a vacancy in the office of president-elect.
- b. In the event a vacancy occurs in the office of the **President-elect** within sixty (60) days prior to the annual business meeting, the election will be held during the annual meeting.
- c. The nominations and elections committee shall solicit candidates, finalize the slate, present the slate to the Board, and announce the slate to the membership within thirty (30) calendar days of the beginning of the special election.
- d. Each paid active member will receive an electronic ballot.
- e. The election results shall be verified by the nominations and elections chair and the Secretary. If the Secretary is on the ballot, the election results shall be verified by the Nominations and Elections Chair and the Electronic Services Chair.
- f. Within ten (10) calendar days following the balloting deadline, the chair of the nominations and elections committee shall notify the President and the Board of the results of any special election before notifying the membership.

NEW Section 6.13.12 and 6.13.13

### 6.13.12 Vacancies on the Executive Board

**In the event that a vacancy occurs in one of the Executive Board positions, SASFAA will do the following to ensure Board Continuity and success for our organization. If vacancy is due to loss of employment see section 6.13.13**

**President - A vacancy in the office of the President will be filled by the most recent Past-President of the Association eligible and willing to serve on the Executive Board and approved by a simple majority of the voting members of the Board.**

**President-Elect** - The office of President-Elect shall be filled by a vote of the membership through a special election. (See section 6.13.10)

**Immediate Past President** - A vacancy in the office of the Past-President will be filled by the most recent Past-President of the Association eligible and willing to serve on the Executive Board.

**Vice President, Secretary, and Treasurer Vacancies** - shall be filled to complete the term as recommended by the President and approved by a simple majority of the voting members of the Board until the next regular election of officers.

### 6.13.13 Vacancies Due to Loss of Employment

When an elected Vice President, President-elect, President, or Immediate Past President is no longer employed with a post-secondary institution in the SASFAA Region, or if the Secretary or Treasurer is no longer considered having Active Membership designation, the officer shall immediately notify the Board of Directors. Upon notification the Board must grant, if the elected officer requests, a period of no more than 30 days from the last official day of employment for the officer to find eligible employment within the

SASFAA Region. If the 30-day period extends beyond July 1 and ends without proof of employment, the board will proceed with the provisions of 6.13.10, 6.13.12, and/or 6.13.13, as applicable.

- In the case of the President, the Vice President will assume all duties of the President for the 30-day period. If the President finds eligible employment within 30 days and submits proof of employment such as an official offer of employment from the Human Resources office of the college or university, the officer can resume the duties of the President. If the 30-day period expires without documented eligible employment, the Board must follow 6.13.12.
- In the case of Vice-President, Treasurer, or Secretary, an eligible member appointed by the President and approved by a simple majority of the voting members of the Board will assume the duties for the 30-day period. If the officer finds eligible employment within 30 days and submits proof of employment from the Human Resources office of the college or university, the officer can resume duties. If the 30-day period expires without eligible documented employment, the Board must follow 6.13.12.

#### 6.13.14 Record of Members Voting

A record of the total votes cast in general and special elections and the number of eligible voters is included in Section 12.6