**AGENDA
SASFAA February Board Meeting
Hilton the Main, Norfolk, VA
February 8, 2020
Meeting Room – Ghent**

**“A leader says, “I will go; follow me!”  *Robert Greenleaf***

***Friday, February 7, 2020***

4:00 PM State Presidents Meeting - Ghent Nathan

6:00 PM Dinner on Own All

9:00 PM Hospitality

***Saturday, February 8, 2020***

7:30 AM Breakfast Vouchers Varia

8:30 AM Call to Order Bill

Establish a Quorum

*President Spiers called meeting to order at 8:35am.*

*Substitute voting North Carolina: Sharon Oliver for Robert Muhammad, President Spiers approved substitute.*

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

Welcome to Virginia Brad

*Virginia President Brad welcomed the board to the state.*

9:00 AM Approval of Prior Minutes Tarik

* October Board Meeting minutes sent for posting with corrections on 1/24/20

*Sharon for Robert moved to approved minutes, Lakisha seconded motion. Motion carries.*

Motion/Action items

* Auditors Recommendations Marian

*Marian discussed the summary of the auditor we hired to take a look at our processes and internal controls. The auditor was pleased with what SASFAA has put in place. The auditor recommends that we disclose our liquidity policy and add it to the Guide to Financial Management, as it’s something that we need to define. Discussion regarding recommendation.*

*Tarik moved to accept changes, Bryan second motion. Motion carries.*

*Ron suggested that SASFAA move towards having audits every 5 years given the size of the association. President Spiers agrees with suggestions, gave task to Budget and Finance to review the possibility and add language to the Policy and Procedures manual.*

*The audit results will be presented to the membership.*

*Marian states filed extension f or 990.*

* NASFAA leadership award (executive session) Bryan

*Went into executive session at 1:21pm – discussed – exited executive session at 1:36pm.*

* Conference budget increase Joan Z

*Joan states given the increased membership numbers and other expenses, we will need to increase the conference budget. Advised that she will work on actual figures.*

* Social Media Policy Chad

*Tarik moved to accept social media policy as presented, Joe second. Motion carries.*

* Calendar/Schedule discussion Celena

*Celena discusses different models to assist with travel for state presidents. Brent has been introduced as support to provide ideas/suggestions on how to move forward. Suggest canceling July board meeting to accommodate covering all expenses for state presidents. All details are provided in separate document. Discussion surrounding suggestion and other opportunities.*

*Celena moved to make an exception to the travel that SASFAA will pay for state presidents to attend the October and Transition board meetings in 2020-2021. Bryan second. Motion carries.*

10: 15 AM Break

10:30 AM New Business

* Discuss NAOW instructors Joan B

*Discussed change surrounding change in NAOW sites due to administration changes at the institutions and changes in initial proposal. With the change in locations, all presenters were still able to commit to teaching at the new location.*

 Old Business

* Site Selection Survey

*Celena mentioned the site survey for an update. Brenda advised that Nathan is working on the survey and plans to have them done and ready to be sent out towards the end of the 2020 conference along with conference evaluations.*

12:00 PM Lunch Granby D Buffet

1:00 PM Round of Successes (2-3 minutes)

 *Board members provided summaries of their positions*

5:30 PM President Appreciation Reception Energy

9:00 PM Hospitality -

 *Joan moved, Melanie second. Motion carries. Meeting adjourned at 2:20pm*