



AGENDA
SASFAA Board Meeting
Westin Fort Lauderdale Beach Resort – Ft. Lauderdale, FL
June 11-13, 2018
Meeting Room – Bonnet I and II

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

Michael E. Batts

Sunday, June 10, 2018

6:00 PM	Meet in lobby for Dinner at Bubba Gump & Breakfast Vouchers	All
9:00 PM	Hospitality	Suite 417

Monday, June 11, 2018

8:00 AM	Breakfast Buffet	Hotel Restaurant
9:00 AM	Call to Order, Welcome and Introduction of Guests	Sharon Oliver
	<i>Meeting Called to Order by President Oliver at 9:00am. With a welcome to both the outgoing and incoming boards. Each member of both boards did a quick introduction of who they are their position on the board, and school/affiliation.</i>	
	Announcement of Substitute Voting	
	<i>No substitute voting at this time.</i>	
	Establish a Quorum	
	<i>Voting quorum was established by Secretary Kruger at 9:05am. With addition to the agenda to have a budget and balance sheet review. Kentucky President Birchett moves to approve the agenda, Second Tennessee President Harper, unanimous approval.</i>	
	Welcome to Florida	David Alexander
	<i>Greetings from Florida and token of nominal value given to the board by Florida President Alexander.</i>	
	<i>Action Item: Approval of prior minutes</i>	Wayne Kruger
	E-Meeting (Site Selection)	
	February Board Meeting	
	Conference Call Meeting	
	<i>Motion by Kentucky President Birchett moves to approve the minutes, Second Tennessee President Harper, unanimous approval.</i>	
	<i>Action Item: Consent of written board reports</i>	
	Review of report format	
	Round of Successes (2-3 minute updates)	
	<i>Kentucky President Birchett moves to approve the minutes, Second by Treasurer Handcox, unanimous approval</i>	

Each of the current year board spent 2-3 minutes to review their board reports and highlighting any changes or areas of import. Global Issues Chair Bailey brought up a NASFAA task force on building a diversity pipeline and a toolkit from NASFAA to increase diversity and leadership training. Legacy Chair Basford will provide board report to be added as an addendum to the approved board

reports. President Oliver ask Chair Basford to give the incoming state presidents more information on the Presidents Exchange Program to learn from each other and share knowledge.

10:30 AM

BREAK

10:45 AM

Review of Reported Action Items/P & P Suggested Changes

- SASFAA NAOW Scholarship Celena Tulloss
Discussed before the break, original recommendation from past VP Morgan to provide 2 scholarships to NAOW. Original was to move funding over but then decision to comp two registrations to the NAOW. Vice President Tulloss worked with Treasurer Handcox to provide to balance out who would get the one scholarship. Several states now use the same layout for scholarship to NAOW. Vice President Tulloss created and propped wording for the P&P to have one for SASFAA going forward. Once approved we will work on creating the scholarship application form.

Motion to approve as presented and amended by Kentucky President Birchett, second by Georgia President Anderson. No discussion, unanimous approval.

- Treasurer-Elect Responsibilities Jenelle Handcox
Presentation from Treasurer Handcox on having responsibilities of Treasurer-Elect in off years where there is not going to be a Treasurer-Elect but that they do need duties. Suggestion that the Treasurer-Elect take on the responsibility of taking care of the pay-pal account and move it to bi-monthly instead of monthly when there is a Treasurer-Elect. In addition, they could help with the reconciliation of the elect offices credit card statements and attend the financial review as an observer.

Further discussion on the need to revisit the whole Treasurer-Elect and what was the intended role. That we have a built in liability in the off year where there is not a Treasurer-Elect. Suggestion from Past President Dill to also reconcile the income to events as well.

Motion by Treasurer to update the responsibilities of the Treasurer elect as amended and discussed above. Second by Kentucky President Birchett, no more discussion. Unanimous Approval.

- P & P 6.16.1 Sponsorship Options Biz Daniel
Presentation by Sponsorship Chair on options used for the 2017-2018 year. Suggestion to revisit that for the upcoming year. Suggestion to review the comp registrations and various levels going forward. No vote needed we just need to get the update to the website.
- GFM 4.3(d) and other updates Nancy Tate
Presentation by B&F Chair Tate updates and changes to this section of the

GFM4.3(d) to approve expenses of the treasurer B&F chair not president. More discussion notated below in the next section.

- P& P 6.3(3), 6.3(7), 10.7(4), 10.8 Nancy Tate
Presentation of P&P changes to create more oversight of the Treasurer to be approved by the B&F chair not president and to allow the B&F chair to view all CC statements.

Suggestion to copy both the Treasurer and Treasurer elect on CC statements and notification of payments. The Treasurer will make CC payments and the Treasurer-Elect will do the reconciliation.

Discussion on how long it should take before any sort of reconciliation notification instead of waiting till the final end of month statement comes out. However, that would cause a lot of extra paperwork since its each individual gets their monthly statements.

Motion by Kentucky President Birchett to approve the changes as submitted, second by Past President Dill, unanimous approval.

- **Addition to Agenda:** Changes to reserve and budget Nancy Tate
Presentation of changes to the Guide to Financial Management.
Changes that were presented through 3.6 were reviewed and voted separately.
Motion by Past President Dill, second by Vice President Tullos. Discussion on how we calculate the amount owed for each contract. Clarified that we will be using the phase out value not the full value of each of those contracts. Unanimous Approval.
Section 3.6 presentation and discussion. Not really a new practice or policy but this just puts it in place and adds it to the GFM. This has been the practice since 2011-2012. Motion by Past President Dill, second by Virginia President Daniel, unanimous approval.

- GAP Assessment – Member Only Section Marian Dill
Past President Dill presented a proposal from the GAP committee to move the CAP report section to a members only section. Based on research discussion on what is required of the board and what is required to be public knowledge.

Motion from the GAP Committee to move this GAP section to members only, second by Kentucky President Birchett. Discussion on moving the whole section including the president's report but that was tabled to clear this vote. Unanimous approval.

Motion by Vice President Tulloss to move the president's report to member only as well, second by Treasurer Handcox, Unanimous approval.

The discussion on how long to keep the reports and assessments section data up or when to archive the data there. Discussion tabled to be taken up by the 2018-2019 board.

- Site Selection Revision Tarik Boyd
Presentation of update to the P&P presented by Site Selection Chair Boyd.

Motion by Kentucky President Birchett, second by Treasurer Handcox, Unanimous approval.

12:00 PM

LUNCH

Sky Terrace

Monday, June 11, 2018

1:00 PM

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

- P & P 6.2, 10.9, 10.6.2, 6.4, 12.7, 6.13-6.13.6 Marian Dill
Prior to lunch presentation of changes to records maintenance and retention policies 6.4 and 12.7 also striking some documentation from the GFM. Motion by GAP committee to approve the changes, second by Vice President Tulloss, unanimous approval.

Presentation and changes to the nominations and election committee language and policy. This clarifies that the board either can fully accept or fully reject the N&E committee. Motion by GAP committee to approve the changes, second by Kentucky President Birchett, unanimous approval.

Discussion on the changes to the complementary rooms and registrations, it was decided to submit these for further review and discussion. To be taken up by the conference professional development taskforce to review and come up with a more extensive review and changes. In addition, to add to the scope to the professional development spectrum to review all comps.

After lunch: Presentation to President Oliver a departing gift and thanks for service by Past President Dill.

GAP highlights presented by Marian Dill, explanation to new members the LRP and GAP functions. Report this year broken out to be in line with the current LRP so that it can be reviewed in combination with LRP. The goal this year was to keep it more positive and focus on things that were done vs. not done.

Presentation of proposed By-Law and P&P changes to combined the LRP and GAP committees, to stream line the process, eliminate duplication, and to allow for positive review of each board's success. Clarification that the immediate past president would chair such a committee. This topic was tabled for further discussion to flesh it out and to come back with a full proposal.

- Bylaws Article 7, Section 4 Marian Dill
Topic as above was tabled for further review and determination on how best to combine roles and to move forward.
- Motion by Past President Dill and the GAP committee to approve the 2017-2018 report, second by South Carolina President Williams, unanimous approval.
- 6.2 discussion on changes being presented by Past President Dill to include the immediate past presidents of the states as opposed to the current presidents. Motion by Past President Dill to approve the changes, second by Kentucky President Birchett, unanimous approval.

2:00 PM

Old Business

- Annual Conference Non-Vending Vendors Biz Daniel
Discussion on what we can do to deal with vendors who wish to come to a conference but not vend. Is there leeway for a person to attend as a member for learning vs performing vending actions? There is desire to reduce/eliminate those that do business as just a registrant. Discussion tabled to provide definitive wording to the board in the next meeting.
- Early Bird Conference Registration Runan Pendergrast
Conference Chair Pendergrast recommended that for next year that the association have an early bird special to register early.
- Conference Registration Rate Based on Meals Runan Pendergrast
In west Virginia they based the conference registration is based on the actual cost of the conference for meals and such included and covered by the cost.
- Membership Dues Included with Conference Registration Runan Pendergrast
In addition, to include membership in the fee for those that are not members, need to have a member and non-member rate or how to get it to work in Wild Apricot to deal with those that are not current members.

All of the above points are tabled to be developed by a taskforce during the 2018-2019. Extended discussion on what to charge for the 2018-2019 conference given that Atlanta will be more expensive than previous locations.

2:30 PM

New Business

- Florida Tax Exempt Status Jenelle Handcox
Brought up in the discussion of board reports, status has been updated and both site selection and P&P have been updated. Updated for 5 years until 2023.
- Final Budget for Membership Handcox/Tate
Addition to Agenda: Review of balance sheet and budget Nancy Tate
Review of year to date budget and balance sheet presented to the board with review of what areas are under vs. over and that overages were already approved

on a previous executive session. Suggestion to move some money from short term to loan term based on rate of return but final decision will be made at the end of the fiscal year.

- End of the Year Expenses – Due by June 22, 2018 Handcox
All expenses for this meeting and any other need to be submitted to Treasure Handcox so that everything can be closed out by June 30. In addition, any outstanding checks should be cashed in advance of the 30th.
- **Addition to Agenda:** NOAW recap and suggestions Celena Tulloss
Update to the board since the NOAW took place after board report was submitted. The location seemed to be a great spot as it was flat and walkable and the food service was above par. Only major issue that came up with an issue with room keys. If they agree, the idea is to keep the location for another year but to also see about increasing the size of the workshop. Having the workshop in early, June also seemed to have helped in attendance and takes pressure off the Treasurer.

Motion by Vice President Tulloss to keep the location and time if it is available.
Second by Kentucky President Birchett, unanimous approval.

3:00 PM	BREAK	
3:15 PM	Goal Setting Transition Activity	All
5:00 PM	Adjourn	
6:00 PM	Meet in lobby for Dinner at Lulu Bait Shack	All
9:00 PM	Hospitality	Suite 417

Special thanks to the 2017-18 board members for a great year!

AGENDA
SASFAA Board Meeting
Westin Hotel – Ft. Lauderdale Beach, FL
Introduction and Welcome to the 2018-19 Board

Tuesday, June 12, 2018

8:00 AM	Breakfast Buffet	Hotel Restaurant
9:00 AM	Board Orientation and Planning <ul style="list-style-type: none">• Getting Acquainted – Introductions and Welcome• Roles and Expectations of Board Members• Long Range Plan• Volunteer Form Required for All Volunteers• SASFAA Meeting Calendar	Bryan Erslan
	Immediate Past-President <ul style="list-style-type: none">• Roles and Responsibilities• Nominations and Elections• Thoughts and Reflections	Dr. Sharon Oliver
	President-Elect <ul style="list-style-type: none">• Year of Planning• Additional thoughts	Bill Spiers
	Secretary <ul style="list-style-type: none">• P & P Overview• Board Contact Information• Board Reports Due Dates• Meeting Minutes Review• Whiteboard Training	Kruger/ Boyd
	Treasurer <ul style="list-style-type: none">• Review travel reimbursement procedures• Reimbursement forms – travel & miscellaneous• Use of credit cards• Individual Monthly Reports of Expenses	Jenelle Handcox
	Budget and Finance <ul style="list-style-type: none">• Overview of SASFAA Finances• Zero Based Budgeting• Budget Form	Nancy Tate
12:00	Lunch	Atlantic 5

Tuesday, June 12, 2018

1:00

Vice President

Celena Tulloss

- Webinars
- Fall Training Workshop/Conference
- New Aid Officer Summer Workshop – Thoughts
- Annual Conference Training Sessions

Other

Bryan Erslan

- Parliamentary Procedures
- Electronic Communications and Notices
- Articles for Board Members
- Operational Calendar Updates & State Conference Dates
- Review and Select Committee Members
- Goals and Tasks for 2018-19
- Individual and group photos for SASFAA Website

All

All

