

**VASFAA Spring Business Meeting**  
**Thursday, April 7, 2016**  
**Three Stallion Inn, Randolph, VT**

**Call to Order - 9:10 AM**

**President's Report - Greg Davis, Champlain College**

Election Update – Not enough votes were in yet to announce new VASFAA President.

NASFAA/EASFAA Update – Some discussion at NASFAA/EASFAA about reducing duplication of officers.  
Example: Both associations may not need their own treasurer.

EASFAA Charity – VASFAA to create a basket for conference and EASFAA will raffle. Typically \$100 value and Greg will prepare.

EASFAA and VASFAA 2017 Conferences – Both in Burlington. Greg asked if we might want to move VASFAA conference to the same week so folks could just stay. Majority requested to keep the conferences on different weeks. They are currently scheduled a few weeks apart.

EASFAA 2017 and VASFAA Support- Anyone interested in EASFAA local conference committee to help with local arrangements, things for conference goers to do. Other host states have offered a break room with snacks, giveaways, etc. Email Greg if interested in helping. Marie Johnson (UVM) volunteered.

NASFAA – Annual Conference to move to June in 2017. Some discussion about annual NASFAA, EASFAA, and VASFAA conference dates becoming close together. Some states have their annual conference in the fall. Something for VASFAA to consider in the future. No news on if FSA conference will move from their traditional December date due to prior/prior.

*Motion to approve President's Report – Marie Johnson, UVM*  
*2<sup>nd</sup> – Cathy Mullins, SIT*  
*Motion Passed*

**Secretary's Report**

Motion to approve June 9<sup>th</sup> meeting minutes – Matt Desorgher, St. Michael's College  
2<sup>nd</sup> – Marie Johnson, UVM  
Motion Passed

Motion to approve October 19<sup>th</sup> meeting minutes – Marilyn Cargill, VSAC  
2<sup>nd</sup> – Ryan Dulude, CCV  
Motion Passed

**Treasurer's Report – Marcia Corey, VSAC**

Change of Accounts – Moved accounts to TD Bank. Looking for improved service and a bank with more branches throughout state for future treasurers.

Balances - as of 4/6/16 – Checking: \$20,135.67 CD: \$26,273.06 CD to expire in summer 2016, current plan is to do 2-year CD's to follow Treasurer Terms.

Budget Points: A couple of vendors have paid for 2016 already. Spent budgeted amount of \$1000 towards conference scholarships already but \$1200 budgeted for leadership conference has not been spent. Could use for VASFAA conference scholarships. Discussion about making another few line items in budget to differentiate scholarship funds (Separate line for FSA, VASFAA, etc.) May want to budget more funds for scholarships in the future.

Likely to go a bit over budget on credit card fees. Budgeted \$200, but already spent \$145. If most conference attendees use the credit card payment, could be closer to \$300. Might be a bit over budget on refreshments line item as VASFAA paid for lunch for today's meeting. Members agreed that combining VASFAA and VSAC meetings is working well. Currently VSAC and VASFAA are rotating who pays for lunch for the day's meeting.

Treasurer Transition – Treasurer Elect, Mike Griffith, and Marcia have met and are working on the transition.

*Motion to approve the Treasurer's Report – Cathy Fuller, Marlboro College  
2<sup>nd</sup> – Marie Johnson, UVM  
Motion Passed*

## **Committee Reports**

### **Conference Committee – Deborah Lessor, VSAC**

Great, exciting conference planned. Speakers from Dept. of Ed, VASFAA, EASFAA, NASFAA, State Government, and a fun key note speaker. Come and Stay! VASFAA needs to book at least 95 rooms between the two nights. Some members plan to come on Sunday to enjoy the area and not have to leave so early on Monday morning. Room rate include entry to Billings Farm. Theme of the conference is "Reach for the Sky", a Western theme. There is no Sunday evening session planned, conference to begin on Monday morning.

### **Website Committee – Joe Jovell, Great Lakes**

Will be sending out a survey as the committee is studying what members want and need on the website before design and updates are invested in. Plan is to revamp content, not really design at this point. Possibly adding more vendor trainings to the website such as webinars.

Please look at your school's contact list on the website and let us know if changes are needed. To review, click on your school's name at this link.

<http://www.vasfaavt.org/membership.html>

Send updates to [web@vasfaavt.org](mailto:web@vasfaavt.org).

Joe asked members who aren't on the VASFAA listserv to sign up. Marie Johnson (UVM) reminded folks to put your name in the subject line when signing up (common error). Also, after requesting to be added to the listserv, you will get an email back with a link. You will not be added to the listserv unless you click the link in the email to confirm. See listserv directions: <http://www.vasfaavt.org/mailing-lists-listserv.html>

## **Discussion Items / New Business**

VASFAA service awards – Greg to email out request for nominees. Please send names of nominees to Greg or any member of the Executive Committee.

EASFAA Scholarship – Members are welcome to apply. Scholarship form available on the website.  
<http://www.vasfaavt.org/forms.html>

VASFAA member training – There is a \$500 budget item for trainings. Greg to contact NASFAA about opportunities for an in-person or other training offering.

2018 VASFAA Conference – Need to start a selection committee this summer. Committee will look at location options as well as impact of NASFAA and EASFAA conferences moving their dates closer to VASFAA's traditional conference dates.

*Motion to close the meeting – Melaney Wald, VSAC*

*2<sup>nd</sup> – Ryan Dulude, CCV*

*Motion passed*

## **Attendees:**

Molly Pepper, Champlain College

Greg Davis, Champlain College

Marcia Corey, VSAC

Beverly Jene, Goddard College

Shannon Trainor, Goddard College

Julie Rosmus, College of St. Joseph

Nikiah Viger, College of St. Joseph

Mike Griffith, CCV

Ryan Dulude, CCV

Melaney Wald, VSAC

Kathy O'Meara, Castleton University

Tanya Bradley, Lyndon State College

Renee Blanchet, UVM

Matt Desorgher, St. Michael's College

Marilyn Cargill, VSAC

Marie Johnson, UVM

Linda Thatcher, VSAC

Cathy Mullins, SIT

Cathy Fuller, Marlboro

Liz Clark, VTC

Deborah Lessor, VSAC

Sarah DeGuise, Burlington College

Jill King, UVM

Joe Jovell, Great Lakes

