

VASF AA Fall Business Meeting
Wednesday, October 12, 2016
Three Stallion Inn, Randolph VT

Meeting called to order 9:46am

President's report – Greg Davis, Champlain College

- Elections for open positions
 - We will need to hold a special election for President-Elect as Lisa Cummings has had to bow out of the President-elect job due to family and job issues. The hope is still to have the President-elect be able to take over the Presidency in June. Lisa will be able to continue her duties as secretary until June when that position will turnover.
 - We will also be voting in new treasurer-elect and secretary to begin their duties in June.
- Website – please take a few minutes to review your school information to be sure that it is correct. If you find anything that needs to be updated, please let Greg know. Also, if you find anything else wrong with the website in general let Greg know as well.
- Bonding for treasurer – We received several bids ranging in price from \$450 to \$800 per year. The executive committee decided that based on the state of the budget, that this was not an expense that we could take on right now. We can re-visit this at a later time.
- EASF AA Council Update
 - EASF AA purchased all 10 units of the NASF AA Credential. In order to participate you would need to be an EASF AA member (\$50), and pay the \$35 for each credentialing test. The units will be taught using various methods.
 - We will likely have an in-person training for the PJ unit to take place just before the EASF AA conference in May, since it will be in Burlington
 - Greg will put out a survey to the membership to see if they want any other sessions to be offered in-person in Vermont. NASF AA could also teach their SAP session.
 - State collaboration efforts – it is being studied now to see if perhaps by having an EASF AA membership, you would be eligible to participate in EASF AA member states trainings without purchasing that states membership
 - NASF AA Regional Thought Force – this is an initiative to help regional and state associations that are struggling with their budgets and volunteerism. They are asking for 4 members from each regional association for a 3 year commitment to flesh this out. The EASF AA reps are Kristi Jovell, Wynette Zuppar di, Larry Chambers, and Dawn Mosisa-Lowe
- 2016 VASF AA Conference Budget
 - The 2016 conference had an \$11,192 loss. This was primarily due to the room block that we had in the contract that we were not able to meet. We spent over \$5,000 on unused rooms. We had never had a contract with a hotel before that had room blocks so we were not aware of how costly that could be.

- Food costs were a little higher than anticipated
- We had less vendors that we anticipated
- 2017 VASFAA Conference
 - We had a contract with the Hilton to hold the VASFAA summer conference in 2017
 - The Hilton had contacted us to see if we would be willing to move the date, since they had another organization that wanted to use the space when we had it contracted.
 - They agreed to allow us to move the conference to 2018 instead.
 - It was agreed that we would not have a summer 2017 conference, because the EASFAA conference will take place in VT just 4 weeks earlier.
 - The dates will likely be June 5 & 6. Greg will reach out to the Hilton this week to firm it up
 - We have an opportunity to reduce our room block. He will do that as well.
 - In 2018 the EASFAA conference will be in Lake George, NY in May, and NASFAA will be in late June
- 2017 EASFAA Conference
 - The conference will be May 7 to 10 at the Hilton, Burlington
 - Each state will be expected to create a basket (for raffle) with a value of approximately \$100
 - The charity for the conference will be the King Street Youth Center. They have a scholarship fund that has a 100% graduation rate for students who have received the scholarship in the past.
 - We will have the VASFAA summer business meeting during the EASFAA conference since we will not be having our own conference
 - We will be looking for volunteers to help out at the local arrangements and registration tables

Secretary Report

- Minutes were reviewed
- One correction was proposed, correction of the spelling of Cathy Fuller's name in the motion to accept the treasurers report
Motion to approve the secretary's report with the one correction – Cathy Mullins, SIT 2nd – Mary Clark, SIT
Motion passed unanimously

Treasurer Report

- Our bank account has now been moved to TD bank to allow for easier transitions between treasurers as TD Bank has branches throughout the state
- The 2016 loss was absorbed entirely from the checking account, CD has not been touched
- There was a lot of discussion about how/why the conference lost so much money and how we could avoid that in the future
 - Room blocks are now a known issue and we can avoid those with future contracts
 - For future conferences it was discussed that perhaps we could add bursar or admissions tracks to increase the attendance at the conference

- Discussed the expectation of vendors attending the conference in the future, that 3 or 4 might be a reasonable planning number
- Some states used to have both a fall and spring conference, and have eliminated one of those and just have a one day training day for that time that they used to have a conference. They have been successful in getting some vendor sponsorship for the one day trainings.

Motion to approved the treasurer's reort was made by Marilyn Cargill, VSAC

2nd – Matt Desorgher, St. Michael's College

Motion passed unanimously

Old Business –

- Greg hopes to get the by-law changes and the policy/procedure manual completed and ready for the Spring meeting so that it can be approved
- Transition for the new executive committee

New Business –

- FSA scholarships are available – form available on the website

Meeting was adjourned at 11:17

Respectfully submitted by Jill King