VASFAA Business Meeting  
November 7, 2022  
9am - 10 am via ZOOM

### Active Members  
(Quorum requires minimum of ½ of Active Membership)  
<table>
<thead>
<tr>
<th>College</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bennington</td>
<td>Not in Attendance</td>
</tr>
<tr>
<td>Castleton</td>
<td>In attendance</td>
</tr>
<tr>
<td>CCV</td>
<td>In attendance</td>
</tr>
<tr>
<td>Champlain</td>
<td>In attendance</td>
</tr>
<tr>
<td>Goddard</td>
<td>In attendance</td>
</tr>
<tr>
<td>Middlebury</td>
<td>In attendance</td>
</tr>
<tr>
<td>Norwich</td>
<td>In attendance</td>
</tr>
<tr>
<td>NVU</td>
<td>In attendance</td>
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<tr>
<td>O'BIrens</td>
<td>In attendance</td>
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<tr>
<td>SIT</td>
<td>Not in Attendance</td>
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<tr>
<td>SMC</td>
<td>In attendance</td>
</tr>
<tr>
<td>Sterling</td>
<td>Not in Attendance</td>
</tr>
<tr>
<td>UVM</td>
<td>In attendance</td>
</tr>
<tr>
<td>VSAC</td>
<td>In attendance</td>
</tr>
<tr>
<td>VTC</td>
<td>In attendance</td>
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### Associate Members  
<table>
<thead>
<tr>
<th>Member</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Logic</td>
<td>Not in Attendance</td>
</tr>
<tr>
<td>Citizens Bank</td>
<td>In attendance – Donna Shelby</td>
</tr>
<tr>
<td>College Ave</td>
<td>Not in Attendance</td>
</tr>
<tr>
<td>Discover</td>
<td>Not in Attendance</td>
</tr>
<tr>
<td>Earnest</td>
<td>Not in Attendance</td>
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<tr>
<td>Ed America</td>
<td>Not in Attendance</td>
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<tr>
<td>Ed Financial</td>
<td>Not in Attendance</td>
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<td>Edvestinu</td>
<td>Not in Attendance</td>
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<tr>
<td>General Revenue</td>
<td>Not in Attendance</td>
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<tr>
<td>Inceptia</td>
<td>Not in Attendance</td>
</tr>
<tr>
<td>Iron Bridges</td>
<td>Not in Attendance</td>
</tr>
<tr>
<td>Ocelot</td>
<td>Not in Attendance</td>
</tr>
<tr>
<td>Sallie Mae</td>
<td>In attendance – Lisa Talbot</td>
</tr>
<tr>
<td>SOFI</td>
<td>Not in Attendance</td>
</tr>
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Call to order: Meeting was called to order at 9:03 by President Marie Johnson

Quorum  Yes

VASFAA Board (Board):
President: Mare Johnson
Treasurer: Martha Hinchman
Treasurer Elect: Miranda Roth
Secretary: Judy Buxton

President's Update:

- Membership
  - Reminder to please pay past due balance
- Inclusion Statement
  - Presentation will be shared with VASFAA members
  - Will be shared via the VASFAA listserv
- Conference committee is coming up, need additional all hands-on deck

EASFAA Council Update: Marie Johnson

- Credential Workshops
  - Discussed possible NH location to allow for VASFAA member participation
  - NY host training sessions
  - VT host trainings – what would it look like
- NH is looking to restart its affiliation
- Conference will be held in Manchester NH
  - Looking for presentation ideas

Treasurer Update:

- FY22 Budget/Actuals
- Reviewed current reserves ~ $16,000 with CD ~ 22,000
- Reviewed historical reserves – typically were approximately $40,000
- Reviewed budget
- Questions raised related to conference expense
  - Given it was first in-person conference extra expense was approved
- Notices for past due membership dues will be sent out within the next week
- Bank signature cards will be updated with newly elected President/President Elect and Treasurer
- Vote held nominate Treasurer elect Miranda Roth
Motion to Approve by | Marilyn Cargill
---|---
Second by | Cathy McCollough
All voted | Yes
Any Discussion | No
No abstentions | No

**Secretary Update:**
- Approval of By-Laws

Motion to Approve by | Cathy McCollough
---|---
Second by | Tanner Matchus
All voted | Yes
Any Discussion | none
No abstentions | none

- Approval of June Meeting minutes

Second by | Cathy McCollough
---|---
All voted | Ryan Dulude
Any Discussion | none
No abstentions | none

**New Business:**
- Insurance Policy
  Q: what does it protect us from?
  A: Will provide protection in the event:
  - Executive bad behavior
  - Event accident
  - Unprofessional activity or sexual harassment
• Comments:
  o Happy the association is going to provide coverage
  o Setting up a standard for the association
  o Strongly recommended by members

<table>
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<th>Cathy McCollough</th>
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<tr>
<td>Second by</td>
<td>Ryan Dulude</td>
</tr>
<tr>
<td>All voted</td>
<td>Yes</td>
</tr>
<tr>
<td>Any Discussion</td>
<td>none</td>
</tr>
<tr>
<td>No abstentions</td>
<td>none</td>
</tr>
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Committee Update:
Conference: to be held in June
  ▪ Not financially viable as we did not breakeven with this past summer two-day retreat
  ▪ Need to decide what do we want from a conference
  ▪ Incorporate our summer business meeting
  ▪ Offer networking opportunities
  ▪ Professional development opportunities
  ▪ Challenging for volunteers when holding a two-day conference
  ▪ Proposed not holding a 2-day conference this June
    o What will break if we only have a one day
    o Many may see it as a benefit
  ▪ Co-Chairs for the 2023 conference: Martha Hinchman & Linda Thatcher
  ▪ Looking for session ideas that are meaningful to encourage attendance
  ▪ General sessions are preferred versus breakout sessions for a one-day conference
  ▪ Question was raised if vendors would attend a one-day conference – maybe coordinate with a regional event to combine travel
  ▪ Locations for conference:
    o Hold at on site at campus – possible save on costs
    o Network in evening either night before conference or after having vendors sponsoring
      o Champlain College may be able to host
      o UVM alumni house
  ▪ Other possibility is to hold a 2-day conference with one day in person and 2nd virtual attendance
  ▪ Lisa Talbot shared RI held a one-day conference with significant support from vendors; stated it was well attended
Old Business: None

Marie gave a shout out to Lynda Ossola for her continued support in maintaining our associations website.

Meeting Adjourned at 9:59 by Marie Johnson
Minutes Documented by Judy Buxton