

VASF AA Business Meeting April 20, 2018

CCV Montpelier, VT

12:00pm -1:00pm

**Attendees (Quorum Met)**

1. Castleton University  
Kathy O'Meara
2. Champlain College  
Greg Davis  
Marianne Werner  
Katie Mumbauer
3. Community College of Vermont  
Michael Griffith  
Tanner Matchus  
Pam Chisholm  
Sam Karcher
4. Goddard College  
Beverly Jene  
Shannon Trainor
5. Marlboro College  
Cathy Fuller
6. New England Culinary Institute  
Jessica Chappel
7. Northern Vermont University-Lyndon  
Tanya Bradley
8. Norwich University  
Jodi Sibley  
Stephanie Doherty  
Pam Hepbaum
9. SIT  
Diane Robinson  
Mary Clark
10. University of Vermont  
Jon Walsh  
Renee Blanchet  
Laurie Fay
11. Vermont Student Assistance Corporation  
Scott Giles  
Marilyn Cargill  
Deborah Lessor  
Linda Thatcher  
Maryanne Depresco  
Melaney Wald
12. Vermont Technical College  
Cathy McCullough

**12:22 PM Call to Order** by Greg Davis, VASFAA Past President

Pam Chisholm informed the group that Ryan Dulude, VASFAA President, is out on personal leave for an unknown period of time. Anyone with questions can contact any member of the Executive Committee (EC), or Pam.

In his role as Past President, Greg will handle all VASFAA Presidential matters, as needed during Ryan's leave.

### **VASFAA Budget Discussion and Voting**

#### **FY17 Budget-Review**

- Decision not to hold summer 2017 VASFAA Conference based on 2017 EASFAA Conference so close in dates and at the same location. The Hilton extended our contract to allow us to postpone the conference for one year.
  - Conference decision resulted in slight surplus to budget.
  - Additional scholarships were provided to VASFAA members to attend the EASFAA conference.

#### **FY18 Budget-Vote**

- Funds set aside for Conference Site Selection Committee.
  - Not likely to incur as much expense as the last time we performed site selection review. Much of the work the last committee did will be used for this research/decision.
- Scholarship funds set aside for help with training and conference expenses.
  - Applications available on the website.
- Any excess money for projected expenses that is not used is placed back into the Scholarship Fund.

#### **Budget Vote**

Cathy Fuller – motioned to approve

Kathy O'Meara – seconded the motion

All members voted to approve the FY18 budget.

**Fall 2017 VASFAA Business Meeting Minutes Approved** without any updates.

#### **Minutes Vote**

Cathy Fuller – motioned to approve

Kathy O'Meara – seconded the motion

All members voted to approve the fall 2017 VASFAA Business Meeting Minutes.

#### **Website Update**

- Kim Meilleur (UVM) continues to work with the vendor upgrading our website.
  - Next steps will be discussed with the vendor via phone call next week.
- Volunteer(s) needed to co-chair the website committee with Kim.
  - Interested individuals should contact Greg or Kim.

## Conference Update

Renee Blanchet provided an update for Jill King.

- Jill King –UVM, and Miranda Roth –VSAC, are 2018 VASFAA Conference Committee Co-chairs.
- Conference will be held June 5<sup>th</sup> and 6<sup>th</sup> at the Hilton in Burlington, VT
- Theme is *Go the Extra Mile*
- The agenda is solid
- No NASFAA or Dept of Ed speakers.
- EASFAA representative attending and providing updates.
- The contract is heavily weighted on meals/food. Bring your appetite. We will be eating well!
- Registration is open.
- If paying via credit card it is suggested to register all attendees from your institution at once to save both your institution, and VASFAA on credit card fees.
- Parking is covered with your registration.
- New Hampshire and Maine have been invited and so far no additional registrations.
- Room block @ \$169/night is limited and open until May 5<sup>th</sup>.
- 4 Vendors so far, which is roughly where we've been for the past few conferences.
- Vendor activity: each vendor will bring a recipe component of trail mix. Conference attendees will receive a container and can make their own trail mix as they visit the vendors.
- Reminder the scholarship form is available on [www.vasfaavt.org](http://www.vasfaavt.org). Executive committee to notify scholarship recipients by mid-May.

## Conference Site Committee

- Volunteers needed to research sites for the 2019 conference.
- Discussions and research are happening within the EC about moving VASFAA's conference to the fall and/or joining forces with NH to alternate the location every other year.
- Challenges: majority of New England states hold their annual conference in the fall which could present challenge for attendance and vendors.
- Ryan has already reached out to some VASFAA members to rally volunteers.
- If interested in participating please contact any member of the EC.

## VASFAA Logo

- The vendor of our website suggested updating our logo with the launch of our new website for a fee.
  - EC suggestion for a VASFAA wide "contest" to come up with the new logo.
    - Potentially open to students at VASFAA institutions.
    - "prize" for winning Logo TBD.
  - EC to discuss and send additional details to membership. Would like to be able to announce the winner at the summer conference.

### **VASFAA Strategic Plan**

- As a result of Ryan attending the NASFAA Leadership Conference he/EC are recommending VASFAA comes up with our long range strategic plan.
  - Initial step involves forming a committee. If interested contact any member of EC.
- Greg has experience from EASFAA. Invitation to contact him with questions.
- Strategic Plan helps the EC know the direction to take VASFAA.
- VASFAA Summer Conference general session to explore this in more detail.

### **Discussion Item / Questions**

- Cathy Fuller asked if other members have received documentation/certificates for webinar trainings and other credentials they've successfully completed. She was asked to produce documentation in a recent audit.
  - Some individuals have received certificates; others felt the confirmation receipt received at the end of training should be sufficient documentation if needed.
  - To date no other members had been asked to produce this documentation during an audit. Unknown if this is a new audit item.

Meeting adjourned at 12:50pm

Meeting minutes documented by VASFAA Secretary – Melaney Wald