



## AASFAA Executive Board Meeting Minutes

### Virtual Meeting

07/30/2024 10:00 am

Members present and quorum established:

President -Taylor Hilyer  
President Elect - Jamie Burt  
Vice President -Robert Douglass  
Treasurer - Gail Beggs  
Secretary - Laticia DuBose  
Shannon Jones  
Melissa Todd  
Lisa Lilley  
Lakecia Taylor  
Donna Boutwell  
Jamie Burt  
Stephanie Miller  
Business-

Meeting opened at 10:05 with all agreeing to approve the minutes from the previous meeting held 06/12/2024, with two amendments. Minutes will be updated to correct the spelling of the Amy Rowell Scholarship and correct the spelling of Robert Douglass's name.

An overview of Roberta's Rule was discussed. AASFAA board meeting will be conducted using Roberta's Rule.

There are 4 main rules that we will follow:

1. Allow for more flexibility
2. Proposals come before the motions
3. Encourages dialogue and conversation
4. Requires Consensus (Win-Win Decisions)

Policy for a verbal proposal was presented:

- State the proposal and explain the need, then address any questions
- Check for disagreements- if all are in agreement, end proposal and vote if necessary
- If there are objections hold an open discussion clarifying concerns and issues
- Ask for modifications or a replacement proposal – check for disagreement, if all are in agreement end proposal and vote if necessary.

President Report (Taylor Hilyer) - Set dates for our spring conference. AASFAA website is being updated with Cierra's assistance. Taylor and Gail have reviewed membership fees. Jamie and Taylor have met and discussed President - Elect duties, to include the leadership meeting in DC.

Treasurer Report (Gail Beggs) – Dues are steadily coming in and the report includes information from June 1<sup>st</sup> to present. We netted a little over \$3000.00. Spring conference fees are all paid in full. Vicki Johnson will be added to the account.

## **Unfinished Business**

- Credit card fees
- Vote on the 24/25 budget

Credit Card Fees - Star chapter does not allow card fees to be transferred to the card user. We would need to increase membership dues or conference fees to cover the charge. Membership dues for 24/25 has been determined but can be discussed for 25/26. We need to keep card fees in mind when determining the amount to charge for the Fall Training and Spring Conference. Members paying with a credit card would be charged a set credit card fee. Gail Beggs made a motion to review adding a credit card transaction fee.

24/25 Budget Report (Gail Beggs) –

- Fall Conference budget reduced to \$4,000
- Awards and Recognition reduced to \$500
- Transition Meeting reduced to \$550
- Electronic Services reduced to \$5,000
- Vendor Sponsorship increased to \$11,500
- Spring Conference Expense increased to \$22,800
- Annual Membership dues increased to \$7,000, (Fall Conference fees \$4,300 and Spring Conference fees \$24,000)

Lisa Lilley made a motion to approve the 24/25 budget, Robert Douglass second the motion. No opposition. Budget approved

## **New Business**

Training dates and location

Fall Training Wednesday Sept. 11<sup>th</sup> and Thursday 12<sup>th</sup>. Topics included FISAP, Outstanding checks, & data sharing.

Taylor agreed to reach out to Alabama A&M, University of Alabama- Huntsville, Jacksonville, Samford and Athens. Email notification will be sent to the board to make a decision on the location for the Fall training.

Begin thinking about topics for the virtual training October 31<sup>st</sup>.

Spring Conference and dates: April 6<sup>th</sup> – 10<sup>th</sup>, 2025. Jamie will reach out to Wind Creek to determine if those dates are available.

Motion made and passed without opposition to hold the Spring Conference April 6<sup>th</sup> – 10<sup>th</sup> (pending any vendor conflict).

Meeting adjourned 11:14