



AASFAA Executive Board Meeting Minutes

Virtual Meeting

08/30/2024 10:07 am

Members present and quorum established:

President -Taylor Hilyer
President Elect - Jamie Burt
Vice President -Robert Douglass
Treasurer - Gail Beggs
Secretary - Laticia DuBose
Melissa Todd
Lisa Lilley
Donna Boutwell
Stephanie Miller
Cassandra Hollins
Vicki Johnson

Quorum established. Meeting began at 10:08 am.

Minutes from previous meeting 07/30/2024 are approved.

Taylor requested the option to make changes to the agenda as needed during the meeting. All agreed to this request.

President's Report was submitted and reviewed.

Fall training session has been cancelled. Virtual training option is being discussed. A virtual training is scheduled for October 31st. Robert will share more information about the October 31st training as it develops. Robert will need feedback from Shannon regarding vendor support to finalize the virtual training.

Share ideas, recommendations, and feedback regarding training topics with Taylor, Robert or Jamie.

Treasurer Report

Gail made a request that she be allowed to email the account balance information, due to the statement not being available until the end of the month.

Payments from our last Spring conference are caught up.

Membership

Membership looks good. Donna Boutwell and Lakecia Taylor are working on a plan to reach out and encourage other institutions to join AASFAA. Donna and Lekecia are waiting to see what trainings will be offered prior to reaching out to demonstrate the value in joining AASFAA.

Unfinished Business

The Spring Conference is still being negotiated with Wind Creek Casino & Hotel in Atmore, AL. Rooms will be available Sunday, April 20th. The conference will start around 1:00 pm on Monday April 21st. Reservations must be made by April 7th. There is no guarantee room block. There isn't an option to reserve rooms online. Members will have to call the hotel to reserve rooms. This will need to be clearly communicated with members.

The conference will be held April 21st – April 23rd. The Contract will need to be signed by October 1st and the deposit of \$750 is required at that time. Final contract details will be forwarded to the board for approval.

New Business

In regards to our business partners. Pre-Covid typically vendors did not attend the one-day drive in conference. Vendors were offered the option to conduct a webinar. The majority of vendor participation and engagement is always during the Spring Conference. Taylor made a recommendation that we keep vendor price the same as the previous year, with the goal of having at least 9 top tier sponsors. It was also recommended that we give the sponsors a webinar option and we choose the topic from their list. A discussion will be had with Shannon regarding sponsor participation, to determine if we need an additional in person conference to have their support. At the transition meeting the board should schedule conference dates for better planning and provide a proposed contract. Taylor will email the Spring Conference Contract to the board for a vote and will present Shannon with the sponsorship tiers.

A motion was made to end the 08/30/24 board meeting at 10:57. Lisa Lilley, 2nd the motion. With no opposition the meeting was adjourned at 10:57.