



AASFAA Transitional Executive Board Meeting Minutes Alabama Community College System 2nd Floor Large Training Room 06/12/2024 12:10 PM

Transitional Meeting called to order at 12:10 pm by President Taylor Hilyer

Members Present and Quorum was met:

- Robert Douglass – Vice President
- Jamie Burt- President-Elect
- Gail Beggs – Treasurer
- Vicki Johnson – Treasurer-Elect
- Taylor Hilyer - President
- Cierra Smith –Past President
- Laticia DuBose – Secretary
- Stephanie Miller- Association Governance/ Long Range Planning
- Donna Boutwell – Legislative Issues
- Lakecia Taylor – Membership
- Melissa Todd – Community and Outreach Committee Chair
- Lisa Lilly – Historical Committee Chair

New Business

A. Committees and Chair Review

The past executive board voted to make changes to the structure of our committees This was as a result of realizing some committees only had one task for the year or none at all. The board agreed that merging committees would allow all that wanted to volunteer an opportunity to participate with well outlined roles and purpose. Elected Executive Board positions remained the same with a change in length of some positions.

The Treasurer position was extended to a two-year appointment. Treasurer elect will serve 3 years; 2 years as Treasurer elect. This is due to the complexities of the position. President, serves a three-year term to include president elect, president and past president. Vice President and Secretary will continue to serve for one year.

Standing committees were narrowed down to 4: These are the committees that are busy year round.

1. Awards and Recognition –Immediate past president
2. Nomination and Elections - Immediate past president

3. Membership - This is a huge role. Responsible for creating badges, works the registration tables. Reach out to members and assists the treasurer. Addresses questions for institutional membership.
4. Professional Development – Falls under the responsibilities of Vice president

Discretionary Committees:

1. Association Governance (Long Range Planning) – Stephanie Miller.
2. Budget and Finance – Cassandra Hollins.
3. Business Partners – Shannon Jones.
4. Electronic Services – Cierra Smith (Immediate Past President)
5. Historical – Lisa Lilley
6. Inclusion and Global Issues – Michelle Bruce
7. Legislative Relations – Donna Boutwell

Previously discretionary committees were standing committees, going forward we will call on these committees as needed. Conference committee duties fall under the role of President Elect; Jamie Burt.

B. Policy and Procedures Review

Page 6 of the manual is a Yearly Calendar that provides an overview of what AASFAA does each month throughout the year and how it involves assigned committees or roles.

Page 9 Awards: The selection process for Amy Rowell training award has changed and The Southern Region Education Opportunity Award is a new award in the amount of \$500, to attend one of the regional training events for SASFAA. An application for these two awards will go out to members in February. The Awards and Recognition committee will make the selection and notify the winners.

The Cecil Padgett and The John Buchanan Awards: Does not require an application. Members will be nominated and voted on by the Awards and Recognition Committee.

Pg. 11 Outlines responsibilities, guidelines and procedures of each elected role and provides an activity calendar. Officers should review their responsibilities.

- Committee Worksheets are new for this year. All committee chairs have been assigned a budget number. Committee chairs should review their goals and objectives for the year and submit a budget worksheet requesting funds to complete those goals. This will include travel budget requests. (Virtual Meetings are encouraged).
- Committee Meetings minutes are required for AASFAA documents.
- The standing committee chairs and elected officers will submit a board report for the 3 official board meetings, which are Fall, Spring and Transitional.
- Discretionary Committee Chairs will only submit a board report when they complete a task.

Page 35 and 36, includes the award application for the Amy Rawls Training Award and the Southern Region Education Opportunity Award. Those applications will be emailed to members with a submission deadline of first Friday in February.

The awards will be given during the 24/25 conference and payment will be disbursed after July 1st, for the 25/26 conference year.

Page 65, AASFAA Inventory. Taylor will keep the banner, tablecloths and gavel.

Page 70 – 75 details the expenditure policy. Receipts are required, regardless of cost.

Gail and Vicki will have the only credit cards. You will need to contact them if you need access to the credit card. This will need to be updated in the P&P.

C. Future AASFAA Conferences

2024-2025 Training Opportunities:

- 4 topic specific workshops throughout the year with a combination of in person and virtual. Will seek a cost effective location that is a more desirable place.
- Cierra will provide Lakecia and Donna with a list of FA Directors in the state to contact and encourage membership.
- Jamie and Stephanie will work together to identify places we can meeting. To be voted on at the 1st board meeting.
- Robert will bring ideas of potential trainings for the 1st board meeting to include hosting a monthly “get up”.

2024-2025 Training Calendar:

- September 10th – 12th in person
- Hot Topics – October 31st (Halloween)

D. 2024-2025 Proposed Budget

Draft budget reviewed. Business will be discussed and voted on at the first official board meeting.