Quarterly Board Meeting
2023-2024 Executive Council
Tuesday, December 14, 2023

I. **Roll Call/Attendance (*denotes voting member)**:

President* Claudia Rodriguez President-Elect* Caleb Williams Vice President* - Aurie Clifford Secretary* -Crystalann Carle Treasurer* - Shaundra Coleman Treasurer-Elect* - Dilcy Perez-Aceves Rep at Large* -Brenda Keilman Rep at Large* Rebeca Ronstadt-Contreras	Training Co-Chairs - Aurie Clifford, Josh Edwards Awareness & Outreach - Heather Wickman Communications - Hillary O'Donnell Awards & Scholarships - Karla Gonzalez Membership -Chandler K IT/Web - Melissa Stoddart Conference Co-Chair - Rachel Ridout

Not in attendance: Past President* - Kelly O'Brien,Vender Relations -Dianne Fulmer, Fiscal Planning & Development - Grace Smith Kaus

Quorum met: Yes

II. Meeting was called to order at 10:04 am

III. Old Business

- Motion by Claudia to approve Minutes from July and October board meeting presented. Caleb seconded. Minutes approved
- Quarterly Reports:
  - President: attended WASFAA executive board meeting. Talked about state grant for $5,000 and come up with a rubric to better manage the approval process. Apply opens in January. Working on conference and finalizing contract.
    ACTION ITEM: Claudia to schedule quick touchbase with all members to check in and see how things are going.
  - President Elect: Working on same things. Caleb needs a Presidents Binder. Will ask Amanda. Heavily involved in conference committee planning. Dilcy is unable to attend the leadership conference committee in February.
    ACTION ITEM: Caleb to email board members to see if anyone wanted to attend the leadership conference in Dilcy's place. If no one is interested, can we vote to send Josh.
  - Vice President: Reviewing by laws. Will work on proposals for changes to the bylaws.
  - Treasurer: Quick books upgraded last month, training online is outdated. Will work on a revenue report for training.

- Treasurer-Elect: Continue to work with treasurer, reviewing training materials and getting familiar with current tools.

- Secretary: Reach out to Kelly for last years notes and Amanda for the year's before

- Member at Large: Working on the same thing trying to secure speakers for conference. Securred second trainer for indeginous.

- Training: Scheduled 3 NASFAA U training credentials. Charged $50 for 1 or $90 for both. Tuscon/Flagstaff training completed. Phoenix training was canceled. Working on increasing volunteers for inperson/virtual trainers. Scheduled 12 virtual training sessions. 7 Institutions signed up, 158 attended.
  ACTION ITEM: Shaundra to check and see if training revenue goal met.

- Awards and Scholarships: Scholarship and award nominations are both open for the year. Updated so that now people can self nominate. Created some flyers to get them shared on our platforms.

- Conference Committee: Waiting to finanlize contract. Most of the sessions are set up. Working on finanzling conference sessions and conference logo.

- Web/IT: Updated board email listserv, updated the website to include the call for proposals, scholarships is open, updated the photo on the main page, opened a ticket with memberclicks to do a slideshow in our header on the main page.
  ACTION ITEM: Dianne, please confirm with Melissa what sponsors we have confirmed for the conference.

- Membership: Meeting with Caleb to talk about venue for mixer. Will follow up with getting infomation about sponsor.

- Commuincation/Social Media: Helping with the committee with the conference. Working with committees for social media communications and emails. Nothing new to report.

- Awareness and Outreach: Things have been the same. Will get more involved in the planning of the AASFAA mixer.
  ACTION ITEM: Caleb will schedule a meeting for the AASFAA mixer to plan. Will include Hilary and Aurie in the meeting.

IV. New Business
- Motion from Aurie to accept the proposal from Karla-Awards and Scholarship committe to be approved for approval. Caleb seconded.
  - Total Request for $5000: $1600 2 AASFAA full ride scholarship, Registration for WASFAA Summer Institute or WASFAA Conference scholarship, and $1,400 Plaques & Certificates.
  - Motion passed with
- Opened up for general comments, discussions. Karla suggested that we block out the quarterly meetings ahead of time. Next meeting is scheduled for February/March and final meeting is schedule in May.

V. Meeting Adjourned at 11:27 am.