

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

President* : Caleb Williams Past President* : Claudia Rodriguez President-Elect* Josh Edwards Vice President* : Aurie Clifford Secretary* : Hillary O'Donnell Treasurer* : Dilcy Perez-Aceves Treasurer-Elect* : David Donderewicz Rep at Large* : Katy Francis Rep at Large* : Rebeca Ronstadt-Contreras	Training Co-Chairs – Tia Smith, Esther Cuellar Communications – Hillary O'Donnell Awards & Scholarships – Karla Gonzalez Membership – K. Chandler Vendor Relations – Dianne Fulmer Fiscal Planning & Development- David Vikander Awareness & Outreach – Heather Wickam IT/Web - Melissa Stoddart Conference Co-Chair – Katy Francis, Rachel Ridout
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Not in attendance: Claudia Rodriguez, Katy Francis, Tia Smith, Esther Cuellar, K Chandler, David Vikander.

Quorum met: Yes

- II. Meeting was called to order by President Caleb at 1:09pm
- III. Approval of Minutes from previous meeting (Oct Board Meeting)
 - Secretary Hillary motion to approved. Repa at Large Rebecca to second. Previous meeting minutes approved.
- IV. Old Business - Quick update from Board Members and Chairs/Quarterly Reports
 - **Past President** Claudia: No Updates received. Not in attendance.
 - **President:** Caleb: Meeting with people to get things paid for with Dilcy. Deposit and contracts for conference. Also, reached out to Tim from NASFAA regarding becoming a member so he is working to set up a database/channel. Next step to present at WASFAA to help build out. Will also need someone/committee from AASFAA to maintain.
 - **Vice President** Aurie: No updates. However, has been busy helping out with conference committee.
 - **Rep at Large** Rebecca: No updates. Helping with conference committee
 - **Secretary/Communication** Hillary: No updates as Secretary. Communications chair working with committees to send out communication and post on social media as needed. Will try and work on a list to ensure too much communication is not going out and overwhelming people.
 - **Web/IT** Melissa: Conference registration forms for NASFAA, conference registration and scholarships all are open on our website. Continuing to monitor job board postings.
 - **President Elect/Training Co-Chair** Josh: Goal is to support Training Committee in any way I can. Assist conference planning committee – part of technology subgroup, attend conference planning meetings, encouraging University of Arizona participation both in conference attendance and presentations. I am presenting on D.O. and U.HY. and may be seeking a co-presenter if Charlie from U of A cannot go. Learn: how to conduct a board meeting, all the things a state president should know. Plans to help organize transition meeting possible at the conference.
 - **Awards & Scholarships** Carla: Goals are to Increase nominations and scholarship applications by 02/28/2025 deadline (training sessions, mixer, social media, membership). Challenge every EC member to encourage at least one colleague from their institution to submit a nomination this year. Review applications and send

notifications timely. Please for next Qtr is for Committee will review applications between 3/3/2025-3/13/2025. Notification of award or regrets sent by 3/14/2025. Schedule social media and email campaigns to promote scholarships and the award nominations. Schedule meeting with AASFAA President to nominate committee of the year. Submit plaque request for award nominations to Spartan Promotional by 3/14/25 to receive in time for conference. Question about Diversity/Inclusion award and if we need to change name due to current situations going on in the world? After a discussion we agree that we do not need to change name and will keep as is.

- **Fiscal Planning and Development** David: No updates received. Not in attendance.
- **Awareness & Outreach: Heather:** No updates to provide
- **Membership** Chandler: No Updates received. Not in attendance.
- **Vendor Relations – Dianne :** Continue to promote conference for vendor sponsorships. Currently have Sallie Mae, Ascendium, Inceptia, Earnest, College Ave, Oracle, Monogram, SoFi. ECMC will not be able to attend. Waiting to hear back from Citizens and PnC Bank. Also plan to work on a vendor game to increase traffic at the booths. Logos to be added to site and communications.
- **Conference Co-Chair – Rachael:** Work on getting more people registered for the conference and building excitement. Start to make finalizations for the conference such as the menu, session selection, silent auction, raffle, president's reception. Stay within the budget to increase earnings for AASFAA and conference next year
- **Treasurer/Treasurer-Elect** Dilcy/David: Lost connection between accounts and was not able to process payments so been working on this. Resolved as of today and payments are being processed. **AI:** Need some sort of communication to those with outstanding balances that payment is needed. Reconcile Savings and Checking accounts each month and create a monthly calendar. Streamline transaction categories used to reconcile in QuickBooks. Create SOPs for Treasurer tasks (e.g. budget, membership fees, reconciliation). Create a list of recurring authorized bank charges. Monthly meeting with Treasurer and Treasurer-Elect. Plans for next Quarter are to Meet more frequently now that deadlines have passed. Dilcy has been troubleshooting many failed payments and creating notes for future. David needs access to Quickbook. Need to create a shared document for deposited checks (e.g. Google Sheets). Reached out to Ryan to assist with Taxes. Other topics: We have accrued a huge amount of bank fees over the last year. Is this standard or because of the balance of the account? Ask/remind the committee anytime a payment is made via a CC that they send the payment receipt to us so that we can import it into QuickBooks

V. New Business

- Conference planning progress: Going full steam with many sub committees to get conference planned. Food, menu, theme, decorations, silent auction, raffle, etc. Budget currently approx \$31K. Based on projections should still make money. Some deadline dates coming end of March and mid-April. Conference sessions seem to be a little light. Aurie asked if board member is allowed to donate hotel room to a speaker? Should we combine NASFAA credential session into our sessions and costs since already paid and no sign up as of yet? How can we build/adjust schedule to incorporate newbie session and networking?
 - Vice President Aurie motion to add NASFAA credential into registration. Rep at Large Rebecca seconded. Voted and Motion passed.
- Has a main AASFAA header been created for the Spring 2025 Conference to use on the homepage or are we keeping the existing one? **AI:** Please send Melissa if there is an updated logo for conference that aligns with theme so that website can be updated. Also, send to Hillary so emails can include conference logo/theme.
- Recommendation to have the MemberClicks database cleaned out of old members again. We have reached our account limit again this year. May need to have the Membership Committee do outreach to the key contacts.
- David to research investments and provide update next Qtrly meeting.
- Rachel curious about tax forms for silent auction. Whomever donates should get a copy but do we also need a copy? Need to ask tax person.

VI. Meeting Adjourned at President Caleb at 2:17pm

- Vice President Aurie move to adjourn meeting and Rep at Large Rebecca to second.