

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: Rachel Ridout, Esther Cuellar, Karla Gonzalez, Rebeca Ronstadt-Contreras, Heather Wickam, David Vikander, K. Chandler,

Quorum met: Yes

- II. Meeting was called to order by President Caleb at 1:03pm
- III. Approval of Minutes from previous meeting (Qtr3 Board Meeting)
 - President Caleb Williams motion to approved. Past President Claudia Rodriguez to second. Previous meeting minutes approved.
- IV. Vote to add Dilcy and Caleb to Bank Account, removing Kelly O'Brien and Shaundra Coleman
 - VP Aurie Clifford motion to approved, Past President Claudia Rodriguez second the motion. Motion passed.
- V. Update on budget progress
 - Past President Claudia and Treasure Dilcy working with Ryan who is reconciling books and reviewing for discrepancies.
 - CD will mature in Oct.
 - Past President Claudia Rodriguez will provide update so this info can get on the books.
- VI. Old Business - Quick update from Board Members and Chairs/Quarterly Reports
 - **Past President** Claudia: working with Treasurer Dilcy to get all information over to Ryan who did our Quickbooks to determine next steps. Also, depositing checks and getting those over to Dilcy including paying for PO Box. Post conference debrief completed and what to consider for next conference.
 - **President Elect** Josh: Conducted training transition meeting. As president elect he is copied on emails and trying to learn and absorb.
 - **Vendor Relations** Dianne: At a standstill with reaching out to vendors until we have more information in the works as it relates to conference and dates.
 - **Vice President** Aurie: She is participating in any meetings and working on updating the bylaws and getting familiar with position
 - **Conference Co-Chair** Katy : Waiting to hear if joining Neveda with conference and learning more about the budgets. Looking into possible in-person speaker/presenter from NASFAA
 - **Secretary/Communication** Hillary: Met with previous Secretary to get templates and learn how to post meeting minutes on website. Hillary also has a couple of volunteers for Communications committee that she will be reaching out to.

- **Web/IT** Melissa: website updated with new EC and Committees for this year. Mailboxes have been updated as well to forward to new EC/members. New committee members should have admin access to memberclicks. Waiting on conference info to post on site. Has a volunteer to reach out to.
- **Training Co-Chair** Tia Smith received responses from training survey. Members interested in PJ and Verification, SAI, Artificial intelligence info. Also received some good feedback on bootcamp that they had last year so will work to include that. Feedback is also to have in central AZ. Members also would like to have a virtual option too. **AI:** Aurie to provide spreadsheet regarding dates to Tia. **AI:** Tia to send out the survey results
- **President** Caleb: Attended some committee meetings regarding conference and training. He has been answering emails and questions. Met with Statutory Agent. Monitor budget and working to get that info updated and sent out.
- **Treasurer** Dilcy: Working with Ryan who is doing a review of our accounts and waiting on update from him to ensure budget stays clean. She has troubleshooted any discrepancies. Hoping to hear back from him in about a week or two.
- **Awards & Scholarships** Melissa Carla out. Waiting on Carla to open up this years awards and scholarship info
- **Treasurer-Elect** David working to try and learn role from Dilcy for prepared for next year.

VII. New Business

- Conference update: where we landed with the conference – joint w/Nevada or solo in the spring
 - Post conference meeting completed. Waiting still to determine if will do combined conference with Nevada or not as this also depends on NASFAA.
- Annual AASFAA job postings : Do we want to advertise this for a revenue stream?
 - This would be a good task to start doing
 - We don't have this assigned to a specific committee.
 - Claudia willing to do this as a joint effort but who else interested? Aurie open to help starting in October. Option is still available on system and emails should be auto sent through that process. **AI:** Caleb to ask Amanda more about how this works.
- Annual AASFAA Business meeting not held due to not having accurate budget reconciled.
- Volunteers:
 - Claudia pulled the forms of those people who have volunteered. Claudia also sent out last years volunteers to see if those people are still interested. Provided people with when needed and committed hours so volunteers are aware and prepared. Need to do this soon so committee meetings should start happening soon. **AI:** Communication teaser should be sent to solicit volunteers and post on social media. **AI:** Melissa needs to create a 24/25 volunteer form before communication it sent. Be cognoscente of the value add for our volunteers to join. **AI:** look into community board for members and volunteers.
- Committee Communication:
 - In your committee meetings plan out communication strategy so that Hillary can work to ensure emails or social media postings are sent out. Need to be careful about how many emails are sent, when, etc. Send info to either Hillary or include her in your meetings.

VIII. Meeting Adjourned at President Caleb 1:47pm

