

AASFAA Quarterly Executive Board Meeting
10/12/2023

In Attendance: Claudia Rodriguez, Caleb Williams, Aurie Clifford, Rebeca Rondstadt-Contreras, Shaundra Coleman, Melissa Stoddart, Josh Edwards, Chandler and Kelly O'Brien

- I. Claudia called the meeting to order at 3:06 p.m. and everyone in attendance introduced themselves and what school they represented
- II. Old Business
 - A. Minutes from the last meeting were not available, so minutes were not approved
 - B. Quarterly Reports:

President, Claudia has been busy meeting with all of the new Board members and Committee Chairs to make sure they understand their positions & duties, as well as discussing everyone's goals for the year; She attended her first WASFAA Executive Council meeting where she submitted her quarterly report and met with the State Presidents; is working with Dianne Fulmer as the Site Committee to secure a site for our yearly conference – they are looking at venues near the airport as this would be helpful to our out of town vendors; also working on securing sessions for the conference

ACTION ITEMS:

- Set up meeting with Shaundra, Josh, Aurie, Melissa regarding who collects training fees, pays for training expenses, email campaigns
- Set up meeting with Melissa & Chandler to discuss goals and expectations for the year
- Reach out to Western Bank on who to make check out to for CD
- When check the mail at PO, see if mail can be forwarded to Shaundra
- Double check by-laws to see if can add Dilcey to bank account
- Update & send out Board/Committee Chair & Members list to all
- Need to get Melissa added as our websites Authorized Service Administrator

Vice-President, Caleb indicated that he has been helping with trainings and updating the website, as well as learning the ins and outs of the website from Amanda; he helped Claudia get out the newsletter for November and he and Dilcey Perez-Aceves are getting ready for the National Expo and Conference in February; is a member of the Conference Committee

Past-President, Kelly indicated that she is working on a list of people to approach for the ballot to be prepared for elections for 2024-25; is also a member of the Conference Committee and has volunteered to be the Arizona State representative of the NASFAA State Advocacy Network – they will be having their first meeting next week

Treasurer, Shaundra has been working on reconciling our checking account (from last year!) and updating everything in Quickbooks – recently found that she needs to update memberclicks as well when we receive a check, it is not an automatic function within the system; the books are all up to date as of the August statement; had questions about imprinting data from Moohla into quickbooks; will meet with Claudia, Aurie, Melissa and Josh at a later date to discuss on how training receipts will be kept track of

Training Committee Co-Chairs – Aurie and Josh discussed their trainings and indicated that the NAU training in Flagstaff was very successful and 11 of the 14 members who

signed up were in attendance; there is a training on 11/17, however only 2 people have registered so far so wondering if we should cancel; many virtual trainings have been scheduled so the committee has been very busy; will meet with Claudia, Aurie & Melissa at a later date to discuss who collects training fees, who is in charge of email campaigns and how they can work together

IT/Website Chair – Melissa indicated that she has updated Memberclicks and has been working with Amanda going over the website information

Membership Chair – Chandler has recently taken over the membership chair position and will meet with Claudia to discuss her expectations & goals for the year.

Conference Co-Chairs – Rachel & Brenda were not in attendance, however the Conference Committee has had a couple of meetings and have made a lot of progress. The Conference dates will be May 1st and 2nd; the theme chosen was “A Whole New World – Embracing the Future”; possible sessions were proposed while Claudia offered to put together a couple sample agendas

ACTION ITEM:

- Send all Executive Board Members Conference Committee meeting dates and times once they are established

Rep at Large – Rebecah has been assisting with solidifying presenters for training opportunities and finding presenters for the yearly conference

- C. AASFAA's year is from July 1st to June 30th; this was proposed and agreed upon so that we will have overlap for cross training after the new Board & Committee Chairs have been chosen. Therefore, we can have the transition meeting in May, after the last day of the conference.
 - D. Claudia has reached out to Hillary to see if she could take over the emails and she has agreed to take those over. Caleb has already shown Melissa how to do this, so she can follow up with Hillary.
- III. New Business – there was no new business brought up

With nothing further to discuss, Claudia adjourned the meeting at 4:00 p.m.

Minutes are respectfully submitted by Kelly O'Brien