



AASFAA Board Meeting

September 19th, 2019

I. Call to order

2019-2020 President Amanda Cornelius called AASFAA Board meeting to order at 1:32 pm on September 19, 2019. The meeting was held as a teleconference via Zoom.

II. Attendees

Adrienne Carlos, Amanda Cornelius, Aurie Clifford, Deena Lager, Dianne Fulmer, Jackie Henderson, Karen Emmer, Kelly O'Brien, Norma Navarro-Castellanos, Pat Peppin, Ryan Taylor, Shaundra Coleman, Tia Smith, Tiffany Reed, Tim Spahn, Maggie Thom and Wesley Tolliver

III. Achieve60AZ Presentation – Rachel Yanoff

- Will discuss at December's meeting whether or not AASFAA would like to be a part of the Achieve60AZ alliance.

IV. Approval of minutes from last meeting

Minutes were reviewed from the last meeting. Name spellings were updated and minutes were approved as corrected.

V. Business

- Wesley Tolliver proposed increasing job posting fee from \$25 to \$35 while increasing posting duration from 30 days to 45 days. After discussion of current issues in regards to membership receiving the posting notifications, this issue was tabled until December's meeting.

VI. Committee Chair Quarterly Reports (full reports attached)

- **Training Committee**
 - (a) Event on SAP policy with Bruce Honer went well.
 - (b) Will activate Whova app now for upcoming Drive-Ins.
 - (c) Offered help to Conference committee to get conference speakers.
- **Membership**
 - (a) 9/30 last day for early registration. Tiffany to follow up w/Phil to send "last chance" email.
 - (b) Currently 54 active member institutions have renewed.

- (c) Issues with email templates not being updated to current year before being sent out. Will be intentional about updating verbiage before sending out 20/21 membership emails.
- **Site Selection**
 - (a) Date and location confirmed for 19/20 annual conference – April 23-24 in Laughlin, NV.
 - (b) Conference committee will accompany Site Selection when touring possible venues.
 - (c) Jenna Eastman is site contact for NAFAA. Jennaeastman@nsc.edu (702) 992-2155
- **IT/Website**
 - (a) Continuing to clean and update website.
 - (b) Discussion on MemberClicks abilities and limitations.
- **Vendor Relations**
 - (a) Now that conference is confirmed, Dianne will send out a save-the-date to vendors.
 - (b) Will work with Tim to get 19/20 Vendor info onto AASFAA site and update vendor forms.
 - (c) Amanda to schedule meeting with NAFAA President and Dianne.
- **Vice President**
 - (a) Reviewing/updating Bylaws.
 - (b) Will be posting to Google Docs to solicit board member feedback on changes.
- **Communications & Social Media**
 - (a) Social media engagement has almost tripled.
 - (b) Jackie will be providing a template to be used when requesting AASFAA communications.
- **Conference**
 - (a) Team will be reaching out to NAFAA for introductions and input.
 - (b) Will accompany Site Selection for venue tours.
 - (c) Will begin securing a key-note speaker.
- **Awards & Scholarships**
 - (a) Moving towards on-line form for Scholarship applications.
 - (b) Working on wording for “Rising Star” award.
- **Representatives-at-Large**

- (a) Looking into incentives to publicize for serving on the board or hosting Drive-Ins.
 - (b) Working on outreach in private sector to engage and bring in new schools.
 - **Treasurer**
 - (a) Ryan Taylor reviewed investment options and requested meeting minutes to reflect his ability to invest funds.
- Motion to provide Treasurer, Ryan Taylor, with approval to invest up to \$100,000 of AASFAA reserves with a bank that has a high yield savings account or CD and give approval to purchase a CD with maturity between 12 and 24 months. Motion made by Wesley Tolliver with Tiffany Reed as 2nd. Motion approved.**
- **President Elect**
 - (a) Pat has received a question about receiving material to archive. Amanda will work with Tim and Wesley to clean up/add to archives.
 - **President**
 - (a) Whova app is up and running.
 - (b) Joint conference is official. MOU with NAFAA will need to be drawn up.
 - (c) Will work with Secretary and IT to clean up archives.

VII. Calls to Action

- Review Achieve60AZ partnership opportunity at December's meeting.
- Discussion on increasing job posting fee tabled until December's meeting.
- Tiffany Reed will coordinate with Phil LeBlanc to send out a "last chance" blast email to encourage early-bird AASFAA registration.
- Adrienne Carlos will coordinate site visits with Tia Smith and Maggie Thom of the Conference Committee.
- Dianne Fulmer will reach out to prospective vendors with 19/20 conference dates/location.
- Amanda Cornelius will send out AASFAA Leadership Contact List
- Amanda will define AASFAA retiree membership at December's meeting.
- Jackie Henderson will send out a template for communication requests.
- Pat Peppin will put together an AASFAA Calendar of Events.
- Amanda Cornelius will draft joint conference MOU with NAFAA.

VIII. Adjournment

2019-2020 President Amanda Cornelius adjourned the meeting at 12:05 pm.3:20 pm.

Meeting Minutes recorded by Wesley Tolliver – Secretary