Date: 7 February 2021
Attendees: James Bogner, Pat Peppin, Amanda Cornelius, Isabel Mancini, Gary Segay, Kelly O'Brien, Grace Smith Kaus, Dianne Fulmer, Aurie Clifford, Karla Gonzalez, Jaclyn Howald, Tiffany Reed

1) Call To Order: 10:00am
2) Approval of December Meeting Minutes
    a) Amanda motioned to approve the minutes
    b) Isabel motioned to second
    c) The minutes were approved unanimously; no objections and no abstentions.
3) **President's Report**
    a) Pat is working with the WASFAA mentorship program and highly recommends it.
    b) Working with the conference committee on speakers and volunteers. Keynote speaker has been confirmed and NASFAA has agreed to participate.
4) **Treasurer's Report**
    a) Actively forwarding the mail to the new PO Box
    b) Payments are up to date; no new expenses
    c) Our account has primarily seen deposits
    d) Working on new documents for the treasurer position
    e) Working with Ryan on subscriptions and tax preparation
    f) Isabel will be moving in July to Arkansas (ending time at NAU in June) so the Board will need to prepare for this transition
5) **Board Member Reports**
    a) Kelly
        i) Also has been a part of the WASFAA mentorship program
    b) James
        i) Working on scheduling and conference
    c) Amanda
        i) Working heavily in IT and will provide that committee report
    d) Tiffany
        i) Working on various transition related matters with Pat
6) **Committee Reports**
    a) IT/Web
        i) Website is updated for the conference with the logo and sponsors
        ii) Discussed CASFAA training and reproduction on our websites
    b) Awards and Scholarships
        i) Grace is working with Spartan Promo to work with the board plaques.
        ii) Kelly will help with the certificates for committees.

iii) Dianne will send a vendor list for certificates for our sponsors. A PDF format from Pat would be an ideal gesture of our sincere thanks for their partnership.
iv) Awards and nominations: Amanda will look at past applications so we can get this up and running. We will focus on the conference scholarship first.

c) Conference
   i) Reviewed the final states of the agenda
      (1) We are working on filing three business solution spots and pending confirmation for March 25th
   ii) Reviewed the virtual platform.
   iii) Marketing will be important; will ask everyone for help

VOTE:

   iv) **Conference Pricing Change**: No bundle option. Individual member fee of $50 per person (member fee) or $75 per person (non-member fee).
      (1) Background: We are having issue setting up a group bundle on the website
      (2) We do have institutions that send more than 5 employees. This would have been the first time we would have offered a group rate. We have historically charged an individual fee.
      (3) Isabel moved to approve.
      (4) Amanda seconded the motion.
      (5) The motion was unanimously approved; no objections and no abstentions.
   v) Isabel will ask for expense forms to be completed for conference items that need refunding by the association.

d) Training
   i) 225 attendees this year.
   ii) While we have not charged, it has boosted enrollment.
   iii) Recommendation for the future is to sprinkle free training while also charging.
   iv) Diversity training in January (Native American + Justice focused) were well attended and included important conversations.
   v) The next training is on February 24th. We need assistance in advertising.

e) Vendor
   i) Will be sharing with vendors how we are advertising.
   ii) Planning for the conference has been a heavy focus.
   iii) Need to include the logos on a background slide to highlight sponsors.
   iv) Offered moderating the session and 30 second intro of company.

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v) We can have a zero registration code for our vendors. IT committee will take care of this.

7) **Old Business**
   a) Karla has a request to increase the budget for the conference.
   b) We have a credit with Whova from last semester.
   c) Background: To add unlimited sponsors, we would need to pay $800 to make room for our vendors in the app. It is otherwise $80 per vendor if we do al la carte. We did not account for mailing of masks to attendees in the initial request, only the production of the masks. This would be an additional $400 expense to mail. Finally the conference app has a networking component that we can add on, however to enable this costs an additional $300. Current budget is $2,700. Isabel will continue to research Zoom.

VOTE:

   d) Motion to approve increasing the conference budget including the vendor sponsor and networking add-ons for $1,100.
      i) James moved to approve the vendor and networking add-ons.
      ii) Gary seconded the motion.
      iii) Motion approved unanimously; no objections and no abstentions.

8) **New Business**
9) Adjourn
   a) Motion to adjourn.
   b) Adjourned 11:26am.