



FASFAA Executive Board Minutes

August 9, 2021

2:00 pm – 3:00 pm

The FASFAA Executive Board met virtually via Zoom on Monday, August 9, 2021, from 2:00 – 3:00 pm

Call to Order

Katie Conrad called the meeting to order 2:03 pm on Monday, August 9, 2021.

	Voting	Present	Position	Last Name	First Name
1	V	Y	President	Conrad	Katie
2	V	Y	President-Elect & Nominations	Bailey	Nadine
3	V	Y	Immediate Past President & Fiscal Concerns	Lovett	Dameion
4	V		Vice President of Training		
5	V	Y	Secretary	Ambridge	Susan
6	V	Y	Treasurer	Brzozowski	Eileen
7	V	Y	Treasurer-Elect	Moat	Tracy
8	V	Y	Region I Representative	Rozborski	Joanne
9	V	Y	Region II Representative	Hammond	Chas
10	V	Y	Region III Representative	Parrales	Angelica
11	V	Y	Region IV Representative	Gloster	Kimberly
12	V	Y	Region V Representative	Miles	Marissa
13	V	Y	Conference Chair / Member at Large	Martin	Tamika
14	V	Y	Federal and State Legislative Chair / Member at Large	Hatcher	Kris
15	V	N	Business Partners Advisory Council Chair/Member at Large	Ayers	Bill
16	V	N	Vendor/Sponsorship Coordinator / Member at Large	Dickerson	Laura
17	V	Y	Site Selection/Event Coordinator / Member at Large	Molinares	Irma
18	NV	Y	Electronic Services	Schworn	Edward
19	NV	Y	Early Awareness/Outreach/Financial Literacy Chair	Hunter	Will
20	NV	Y	Membership Chair/Volunteer Coordinator	Chavers	Kristina
21	NV	Y	Scholarship / Charity Chair	Welch	Pamela
22	NV	Y	Grad/Professional (Private/For Profit/Non-Profit)	Robinson	Rachel

23	NV	N	Vocational -Technical / Clock Hour	Randolph	Tiffany
24	NV	Y	OSFA Outreach Liaison/Newsletter	Hernandez	Pedro
25	NV	Y	OSFA State Grants and Scholarship Liaison	Campbell	Parker
26	NV	Y	Parliamentarian/Historian/Special Projects	Kruger	Wayne
27	NV	Y	Private Schools Liaison	Booker	Steve
28	NV	Y	Global Issues/Member at Large	Wilcox	Ivy

A quorum for voting was met with 14/17 voting members present (82%). There were 19/28 members of the Executive Board present.

Board Members Unable to Attend: Laura Dickerson, Tiffany Randolph

Guests:

Leaving Early: Joanne Rozborski

Approval of Prior Meeting Minutes

President Conrad declared the minutes from the July executive board meeting passed by acclamation – approved with no corrections.

New Business

- a) Vice-President for Training Appointment: Kris Hatcher, the current Federal and State Legislative Chair / Member at Large, was asked to leave the meeting by President Conrad so that the Executive Board could discuss recommendations for Vice-President for Training appointment. Once Kris Hatcher left the meeting, discussion ensued regarding a recommendation by President Conrad to take the place of the Vice- President of Training for the remainder of the year.
 - **Motion to approve Kris Hatcher the new Vice-President of Training made by Dameion Lovett**
 - Second: Marissa Miles
 - Discussion: What happens to the Federal and State Legislative Chair position, Executive Board is looking for recommendations and suggestions.
 - Motion passes with Executive Board vote and full approval.

- b) Wells Fargo Account Updates: Eileen Brzozowski shared that Wells Fargo needs official meeting minutes to approve the change to remove current bookkeeper, Gwyndolyn Francis, who is the current Account Owner/Key Executive, and add the correct contacts.
 - **Motion to update Wells Fargo account with the key executives; add Katie Conrad (President), Eileen Brzozowski (Treasurer), Nadine Bailey (President-Elect), and Tracy Morgan (Treasurer-Elect) as the Key Executives on record with Wells Fargo. To remove Gwyndolyn Francis**

(Bookkeeper) as Account Owner/Key Executive made by Irma Molinares.

- Second: Wayne Kruger
 - Discussion: Formerly setup incorrect and the updates are needed in order to setup correctly
 - Motion passes with Executive Board vote and full approval. President Conrad will sign the letter to submit.
- c) Hotel Contract for September Board Meeting: Irma Molinares stated that the contract for the hotel, Sawgrass Marriott at Ponte Verda, FL from September 13 and 14 will get final approval when it is ready. Discounts have been negotiated, but there are some anticipated other charges that may be applied before finalizing the contract. Anticipating approximately \$1,000 for food, Hotel fee \$159, resort fee \$10, and parking fee \$20 a day. Breakfast buffet for approximately 14 and lunch on own.
- **Motion by Nadine Bailey to accept the contract from hotel as is in anticipation of the Executive Board Meeting September 13 and 14.**
 - Second: Rachel Robinson
 - Discussion: Per Eileen, the commitment minimum is 15 at 80%. Cancellation deadline is three days prior. Lunch by Executive Board is able to be expensed after the Board Meeting.
 - Motion passes with Executive Board vote and full approval.
 - President Conrad and Irma Molinares will finalize the contract and has requested that a notification be sent ASAP if anyone on the Executive Board has sent an RSVP previously that they are attending, but now are unable to.
- d) Slack Demo: Kris Hatcher shared a demonstration of the Slack platform that the Executive Board is now using for communication. Due to the Freedom of Information Act for public staff/employees, it is determined to be a more secure form of communication for Executive Board information rather than emails. Slack is able to be organized for different topics and it is free to use.

Other Business

Compilation Reports: Not discussed

Other discussion: Clock hour workshop is currently being planned/discussed

Other discussion: FSA is not currently offering in person training, only virtual

Other discussion: NASFAA is currently not offering in person training

Adjournment of Meeting

With no further business to discuss, Katie Conrad declared the meeting adjourned at 3:01 pm.

Respectfully submitted by,

Susan Ambridge

FASFAA Secretary