

AASFAA Executive Board Meeting July 11, 2014

Location: Jacksonville State University

First Meeting of the 2014-15 Executive Board

Call to Roll, Members of the Executive Board Present: Stephanie Miller, Phillip Nelson, Betty Edwards, Dana Kitchens, Jay Powell, Debra Moody

Members of the Executive Board Not Present: Kevin Ammons

Reported by the Secretary to the President: A quorum has been established.

By the President/ Stephanie Miller: The meeting is now called to order.

Unfinished business:

NASFAA CORR: Stephanie Miller

Discussion: Question of how to work sponsorship this coming year. The SASFAA board is being approached to offer AASFAA, NASFAA CORE. To be discussed at SASFAA meeting the week of July 24 – 25, 2014.

NEW BUSINESS:

Back Account Signatures: Jay Powell

Bank account signatures: Policies and Procedures (P&P) state the Treasurer signs AASFAA checks, then in the absence of the Treasurer, the President may sign. If the Treasurer and President are absent, the Budget Chair has ability to sign. Question raised: Why doesn't the Treasurer Elect have the ability to sign? It was noted in past years, the Treasurer Elect was the Budget Chair. Why this was changed and when is unknown. P&P states the Treasurer is on the Budget Committee, but not the Chairperson.

A motion made by Jay Powell - Change the P&P to add the Treasurer Elect on the Bank Accounts

Motion was seconded by Phillip Nelson.

In Favor : All Abstain: None Not in favor: None

Motion Passed.

Future Recommendation for Bylaws Committee:

Make the Treasurer Elect to be a voting Board Member

Motion by Phillip Nelson: Change Bylaws to make the Treasurer Elect a voting member of the Board. To present this change to the Bylaws to the AASFAA membership at Fall workshop being held Oct 3, 2014.

Motion seconded by Betty Edwards

In favor: All Abstain: None Not in favor: None

Motion passed.

To add Budget Chair as part of the job description of the Treasurer Elect

Motion made by Phillip Nelson : Bylaw change recommended for 2015-16 year to add Budget Chair as part of the job description of the Treasurer Elect and to present this change of the Bylaws to the membership at the Fall workshop being held October 3, 2014. Jay Powell will write recommendation.

Motion second by Betty Edwards

In favor: All Abstain: Jay Powell , Stephanie Miller Not if favor: None

Motion passed.

Bank Signature Authority: Jay Powell

Motion made by Jay Powell to change the signature authority to Treasurer/Jay Powell, Treasurer Elect/ Debra Moody, President/ Stephanie Miller, Budget Chair/James Theeuwes and to delete Ann Campbell from the list of signature authority list at Regions Bank.

Discussion: none

Motion seconded by Phillip Nelson

In favor: All Abstain: None Not in favor: None

Motion passed.

Credit Card Limits: Jay Powell

Discussion: It was noted that charges can overlap with multiple events, hotel charges, registration charges, etc. This would be a change in the P&P.

Motion made by Jay Powell to increase credit limit from \$3500 to \$5500 for President & President Elect.

Motion Seconded by Betty Edwards.

In favor: All Abstain: None Not in favor: None

Motion passed.

Bank Account: Jay Powell

Discussion: Association is now paying \$25-35 fee per month with the present account. There is not sufficient activity to support the fees paid. Regions Bank offers a free checking option, which does require receipt of electronic statements. This is an option already received. Free checking option will save approximately \$300/year. Addition information on account is available, if required.

Free checking option title: Region Life Green Business Checking Account

Motion made by Jay Powell: Change AASFAA primary checking to Regions free checking option.

Motion seconded by Phillip Nelson

In favor: All Abstain: None Not if favor: None

Motion passed.

Checks not cashed: Jay Powell

Discussion: In working Fall workshop income report, some schools checks were not cashed. These checks had to be reissued. There were changes in addresses, items were not forwarded. Jay is required to show proof of entitlement to older/dated funds. He must submit documents to prove the address on the check was an AASFAA address at that time.

Checks in question:

1. Sallie Mae check: need to provide 1998 and/or 1999 document to confirm AASFAA address in Mobile, Alabama.
2. Kheaa check: Must provide 2009 document to confirm AASFAA address in Birmingham Al/
Ann Campbell Treasurer

Question: Does the tax preparer have an address for the time frame in question?

The 1999 check address: 260 Administrative Bldg, Mobile Alabama 36688

Board members were asked to review documents in their possession for addresses in question:
260 Administration Building, Mobile, Al 36688 and Ann Campbell/ Birmingham Al 35236

Option made by Jay Powell for future accounts: Can we get a permanent address – PO Box – then each year the Treasurer / Treasurer Elect travel to the PO Box location to make a change in the forwarding address. The post office allows a PO box to be forwarded for one year.

Motion made by Phillip Nelson to change the P&P : Change from present PO Box to a permanent PO box and that each year the Treasurer and Treasure Elect will change the forwarding address to the respective individual. Current AASFAA PO Box to remain as permanent PO Box due to central location. Po Box 382496 Birmingham, Alabama 35238-2496.

Motion as seconded by Betty Edwards.

In favor : All Abstain: None Not in favor: None

Motion passed.

Invoice Summary Report: Jay Powell

See attached AASFAA Recorded Payments – Summary – July 8, 2014.

Issue #1: Members who renew membership on line, but no payment is received.

Issue #2: Members with duplicate ID's

Discussion:

As noted on Summary, Items section, 2010-11 Membership - a balance due of \$555. We have members with duplicate ID's, ie: payment under one ID, membership under different ID. There are two members who attended workshop, but did AASFAA did not receive membership dues. Was this a duplicate ID problem or did they simply not pay. Did these members vote?

When members renew, they are given full immediate access to all benefits and voting.

How shall we limit accessibility after renewal? Do we limit to 30 days, unless payment is received?

What do we do with 13 individual's outstanding membership dues from 2013-14? Did these individuals attend any events? Did these individuals pay and not attend?

Issue #1:

Motion made by Jay Powell to delete 2010-11, 2011-12 and 2012-13 from the membership data base, and the unpaid membership from 2013-14 be contacted by Membership Chair/ Lisa Powell.

This information will be supplied by the Treasurer to the Membership chair.

Membership Chair will contact and give unpaid membership 30 days to given intent to pay. If no payment received, membership will be deleted from data base.

Motion seconded by Betty Edwards.

In favor: All Abstain: None Not in favor: None

Motion passed.

Issue #2:

Where does responsibility of membership ID's fall? System is set to have membership information sent to Randi Bozeman, who then sends information to Paula Gordon (ATAC, website provider).

Randi Bozeman will have discussion with Paula Gordon regarding how to preserve data and maintain old data. How do we control duplicates? This matter will be tabled at this point, and discussed at next meeting at the Fall workshop, October 3, 2014.

AASFAA personal computer – Jay Powell.

Current PC is running on Windows XP, which can no longer be upgraded. The PC can be utilized, but is limited. Hardware lacks enough ram for upgrade to Windows 8.

Stephanie Miller requested Jay Powell to make an equipment request within the Budget Board notes.

If a new laptop is purchased, specifications should include accessibility for swiping credit cards, etc.

The Budget Chair and Treasurer were directed to research and to bring options to next Executive Board meeting on October 3, 2014.

AASFAA Banners– Stephanie Miller

The current banners owned by the association are out of date. New banner hardware was purchased in recent years. Dana Kitchens will research costs for new updated banners. Goal is to have banners for October meeting and workshop.

No other new business was presented.

Motion to adjourn by Phillip Nelson

Motion seconded by Betty Edwards.

Meeting adjourned 12:00pm, July 11, 2014.

Minutes respectfully submitted.

Dana Kitchens/ Secretary

July 19, 2014.