

Meeting held via conference call.

Meeting called to order by President, Stephanie Miller – 9:00 am

Dana Kitchens: Calling of the role. Attendees included Stephanie Miller, Betty Edwards, Kevin Ammons, Debra Moody, Phillip Nelson, and Dana Kitchens.

A quorum was established.

NEW BUSINESS

New Aid Officer Workshop (NAOW) session for the Spring 2015 Conference.

Stephanie Miller: In the past the NAOW has been held the first day of the Spring conference. USA Funds taught the course along with providing the printed materials. This benefit is no longer available from USA Funds. The Auburn Conference center has a room available for use on Tuesday, April 28, 2015.

The NAOW could be held on April 28. The session would include a dinner with the Executive Board to help build relations with the new officers.

Schedule options could include:

- Starting on Tuesday at 1:30/2:00 until 4:30
- Executive Board Meeting would be moved to 5:00 - 6:30
- NAOW and Executive Board dinner at 6:45
- NAOW would pick back up at 7:00/7:30 - 9:30
- printing materials or requesting students to bring a device that a flash drive could be plugged into as we may have flash drives with materials rather than printing.

SASFAA is allowing AASFAA to use their materials, pending the removal of the SASFAA logo, etc.

Phillip Nelson: What will occur on Wednesday morning, if the NAOW is moved to Tuesday.

Stephanie Miller: Currently there are sessions in progress, ie: 'Birds of a Feather' which will give the new aid officers options to attend these sessions. Vendors breakfast/set up will still be held, etc.

Debra Moody: Could printing of the materials be available for anyone who requests this service.

Stephanie Miller: The conference center does have a Business Center, but it allows limited copies. We could offer those who register early enough an electronic copy prior to the event. This would allow attendees to print prior to event. This may not be available to those who register late.

Dana Kitchens: Can we put the material on the website?

Stephanie Miller: Due to proprietary ownership, we cannot post on the website.

Betty Edwards: Motion to schedule the NAOW on Tuesday, April 28, 2015 as suggested.

Phillip Nelson: 2nd the motion

Discussion: none Voting: Approve: all Not approve: none Abstain: none

Motion passed to hold the NAOW on Tuesday, April 28, 2015.

Charging a fee for NAOW – to include a meal

Stephanie Miller: Do we want to charge a fee for the NAOW so as to include dinner? Suggested price \$25. Meal would be held at the Auburn Conference center, in the same room as the session is being held. It has been noted that the meals at the Auburn Conference center are higher than previous venues. Stephanie is working with the Center by adjusting menus. At the time the contract was signed, food pricing was not available. A response from the Center has not yet been received.

Phillip Nelson: Motion to charge a \$25 fee for the NAOW to cost of meal.

Betty Edwards: 2nd the motion Discussion: none

Voting: Approve: All Not approve: None Abstain: None

Motion approved to charge \$25 to NAOW attendees and to include dinner.

Emails for Elected Officers

Stephanie Miller: Would it be beneficial to have email accounts set up for elected officers: ie:

AASFAAPresident@gmail.com ?

Kevin Ammons: This would be very helpful, in the past emails have been lost or never received.

The gmail account would have no cost to the Association.

Betty Edwards: Motion to establish gmail accounts for elected officials

Kevin Ammons: 2nd the motion

Discussion: Dana Kitchens – When would this go into effect? With the current board or 1516 officers ?

Phillip Nelson: It could be set up for the current board and tested, then become official with the 1516 elected officers.

Stephanie Miller: We can establish a password to allow easy access. Email accounts would be passed on during the transition meeting.

Voting: Approve: All Not Approve: None Abstain: None

Motion passed to set up gmail accounts for elected officers.

Site Selection : Initiating contracts for 2016 and 2017

Stephanie Miller: Would like permission of the Board to allow the Site Selection committee to obtain contract information for 2016 and 2017. RSA (Retirement Systems of Alabama) owns multiple conference centers in Alabama. Site Selection committee would like option to lock in rates for next two years, hoping to obtain lower rates. The Board would have the final decision on location & budget.

No vote necessary. All members did agree to allow committee to pursue contract information for 2016 and 2017.

OLD BUSINESS:**Banners**

Dana Kitchens: Details on vendors reviewed in email previously sent. Prices range based on vinyl material, to allow use of existing banner stands, with an 8 x 8 foot banner, some with rod pockets, others with grommets. Quotes ranged from \$ 459 - 115 each banner.

Lower pricing is based on a lighter weight vinyl. Current banners are made of a heavy weight material.

Dana raised the question as to amount of funds available in the budget to purchase banners. We did discuss the purchase of banners at the previous meeting, but no specific budget allowance was given.

Stephanie Miller: We did discuss the purchase of banners at the previous meeting, but no specific budget allowance is noted in the budget. The Miscellaneous line item includes only computer and credit card purchase options. The allowance may have been posted to the Spring conference budget line item.

Stephanie suggested to obtain quotes for 2 banners using \$400 budget.

Dana Kitchens: Will obtain final quote with different vinyl/fabric options.

Quotes will be sent via email to all Executive Board members.

Artwork was not found in files stored by the Secretary. Question was raised to the Board if any members have a disc or file of the artwork used on current banners.

Stephanie Miller: One of the banners was designed by a student from a contest held in a previous year.

Betty Edwards will attempt to locate the design so that it can be used, if approved.

Elections

Kevin Ammons: Currently have 3 individuals committed to run in 2015-16 elections – Secretary, Treasurer Elect and President Elect.

He is receiving a large number of ‘no’s in regard to running for the 2015-16 positions.

The Nominations to Pageant and Buchanan awards are un-going.

Stephanie Miller: Suggestion was given to use Listserv to reach out to more members.

Updating P&P

Stephanie Miller: Asking all officers to review the section of the P&P and forward any changes necessary to her. The P&P can be changed by a vote of the Executive Board. Any Bylaw changes must go to the membership for a vote. As of this date, all Bylaw changes necessary have been completed.

Credit Card Machine

Georgia association has some options we could use. Jay Powell is not present to discuss, therefore not decisions made at this time.

Debra Moody: Her office has been informed by EMV that credit cards are going to a 'chip' reading technology. Magnetic/electronic strips will be replaced with a 'chip' within the credit card. When this change takes place, a school which does not have the 'chip' technology will be accountable for any unauthorized charges made on a credit card.

Phillip Nelson: Motion to adjourn

Betty Edwards: 2nd Motion

Meeting adjourned: 10:00am

Minutes Respectfully Submitted

Dana Kitchens

Secretary/ AASFAA