



Executive Board Meeting

Captiva, FL

June 17-19, 2015

2014-2015 FASFAA Executive Board

Elected Officers	
President	Stephanie Lawrence
President-Elect & Nominations Chair	Ryan McNamara
Vice President for Training	Maureen Anderson
Secretary	Lori Auxier
Treasurer	Gail Rogers
Immediate Past President & Fiscal Concerns	Wayne Kruger
Elected Region Representatives	
Region I	Sedra Butler
Region II	Kamia Mwango
Region III	John Snow
Region IV	Dameion Lovett
Region V	Christine McDonnough
Members At Large Appointments	
Annual Conference Chair	Sean Johnson / Jeff Daniels
Vocational-Technical/Clock Hour Chair	Mary Nell Stokes
Cultural Diversity/Minority Concerns Chair	Jeff Daniels
Early Awareness & Outreach Chair	Tierra Smith

Membership	John Snow
Ambassador Chair	Vacant
Electronic Services Chair	Christina Acosta-Heritage
Electronic Services Chair	Kris Hatcher
Graduate & Professional Initiatives Chair	Vacant
Committee Chair Appointments	
Federal Legislative Relations Chair & Parliamentarian	Vacant
OSFA Liaison & Newsletter Chair	Levis Hughes
Scholarship Committee Chair / Volunteer Services Chair	Rick Snodgrass
Site Selection/Event Coordinator	Tracy Misner
Vendor / Sponsorship Coordinator	David Medina
Vendor / Sponsorship Coordinator	David Alexander
Nominations	Ryan McNamara
FASFAA Support	
Bookkeeper/Paid Position	Gwyn Francis

President

Executive Board Report

June 2015

Why am I here?

This year's theme, "Reshaping Tomorrow's Leaders, Today" was geared at taking an intentional approach at succession planning to ensure our association's continued success. FASFAA leaders must continue to prepare the members of our association for 21st century leadership. If we continue to develop a plan of action for increasing membership and training/mentoring new leaders, our association will continue to flourish in the future. As financial aid administrators, we must accept responsibility for our profession and take action toward achieving success. During turbulent times, it takes dynamic leadership and effectual mentoring to ensure that the financial aid profession remains strong and well informed. I believe that this year's Executive Board took action and made strides towards reshaping the financial aid administrator of tomorrow. This proactive approach to succession planning, guarantees an advanced level of leadership and professional competence in the future.

Goals

- Work with the conference committee to ensure that the annual conference aligns with the needs of the membership – – ***Accomplished with over 280 participants, Federal presenters, OIG Investigators, NASFAA update, SASFAA update, and Alabama and Virginia State Presidents***
- Work with Training Committee to develop goals and objectives for leadership pipeline - ***Accomplished with 12 participants and 11 presenters***. The "FASFAA Leadership Experience" was held Monday May 18th and Tuesday May 19th during the 2015 annual conference. There were a total of 6 mentors and 6 mentees with financial aid experience ranging from less than a year to over 30 years. Topics covered included: Strengths Quest, Team Building, Ethics and Values, Public Speaking, Mentor/Mentee Relationships, Conflict Management, Personnel Management, Dining Etiquette, Leadership Toolkit, Generational Differences, Balancing Work/Life, and the Psychology of Leadership; participants will spend the next year working together and meeting monthly to discuss topics related to developing personally and professionally; mentees will graduate at the 2016 conference and hopefully become FASFAA Board Members and/or Mentors.
- Work with Newsletter Committee Chair to ensure publication of the Fall Newsletter – ***Accomplished***, The Spring newsletter will be published by June 30th.

Accomplishments / Activities – Since February Meeting

- Attended SASFAA conference in Memphis, TN.
- Attended VASFAA conference in Norfolk, VA and presented on Ethics and Values and growing in the profession through association involvement; over 20 VASFAA members were in attendance, the presentation was well-received and 2 members admitted to being more interested in volunteering. A survey was administered via email after the conference, to date only 5 responses have been received; results will be tabulated.

- Attended SASFAA Board meeting and transition meeting in St. Pete Beach, FL

Closing thoughts:

I am in awe of the level of knowledge and professionalism of the 2014-15 FASFAA Executive Board Members. Serving with such an amazing group of professionals made my year as President less challenging. We have accomplished many tasks/goals this year and I feel fortunate to have had you all on my team. As we move forward into the next year, I wish you all much success and continued growth and development.

President-Elect & Nominations Chair

Executive Board Report

June 2015

Report Pending

Vice President for Training

Executive Board Report

June 2015

Report Pending

Secretary

Executive Board Report

June 2015

Why am I here?

- Serve as Secretary; support Association's Purpose

Goals

- Continuing to update the FASFAA Policy and Procedure Manual (including Appendix
 - Will continue to work with Tracy Wiles, incoming Secretary to finalize this task
 - Update Appendix 7.1.1 with FASFAA Award Recipients
 - Proposed changes must be discussed and voted upon by a quorum of the Board
- As part of the Disaster Recovery plan, facilitate receiving copies of all Certificate of Deposits
 - Fiscal Concerns committee must transition funds first
- As outlined in the Procedure Manual:
 - Work with Immediate Past President to complete the task outlined in Procedure 2.1 to request documents from prior Executive Board; Work with Treasurer, President and any other party authorized to sign checks to complete an FASFAA Statement of Compliance (Procedure 3.8); Work with Membership Chair (as needed) during the Election (Procedure 5.1.1)

Accomplishments

- Sent out get well or sympathy cards on behalf of the organization
- Worked with Conference Committee

Recent Activities

- Continued to work on goal one as outlined above. Sent combined FASFAA Policy and Procedure Manual to the FASFAA Executive Board for review and revisions. Manual has now been combined into one document; however, due to limited feedback, I am unsure if we are ready to discuss and vote on the proposed changes.

- Need assistance in updating the [Appendix](#) as it is missing quite a bit of information from prior conferences. If you are familiar with FASFAA history and can help me fill in the blanks that would be great!
- For the Awards document, I recommend eliminating this separate document as the same information appears in the P&P. Or eliminate the verbiage from the P&P and refer to this separate document.
 - <http://fasfaa.memberclicks.net/assets/documents/awards.pdf>
- Recent conversations regarding Bylaws suggest they need review and updating, as well.

Treasurer

Executive Board Report

June 2015

		14/15 FASFAA Operating Budget as of 06/15/2015					
			BUDGETED		ACTUAL		
INCOME							
Membership			30000				29460
Prepaid from 13/14 (276 paid, 31 comps)						8280	
14/15 membership (447 mems)						13410	
15/16 Prepaid from Conf(259 paid, 25 comps)						7770	
Transfer from 13/14			75276				75276
Vendor/Sponsor			35000				42900
Training			22000				23625
Clock Hour Workshop						18921	
Reimb from clock hour hotel						704	
Pre-conference NAOW						4000	
Spring Conference			84400				63805
Registration (259 paid, 25 comps)						63455	
One Day Registration						350	

Donations for Annual Charity (schl of deaf & Blind)							850
Bonnie Pirkle Schol Fund Donations							693
Reimbursement for prior year bad checks							1363
TOTAL INCOME			246676				237972
EXPENSES			BUDGETED			ACTUAL	
President's Advance Retreat			12175				12175
Hotel Deposit for 15/16 Advance Retreat							2500
President's Travel			5000				1994
NASFAA						1146	
SASFAA						848	
President's Discretionary			500				259
President Elect's Travel			3000				1510
Executive Board Meetings			15000				14771
Spring Conf Expenses			84400				14049
General Conf Expenses						11140	
Conf Committee Expenses						2909	
Leadership Training/Mentorship			11000				1428
SASFAA Leadership Symposium		1000				967	
FASFAA Leadership Program		10000				461	

Training			15000				20199
NASFAA Core Training Materials						1050	
Clock Hour Workshop						14489	
Pre-conf NAOW						93	
Fall Regional Training Workshops						2153	
Region 1					444		
Region 2					135		
Region 3					383		
Region 4					748		
Region 5					443		
Spring Regional Training Workshops						2414	
Region 1					582		
Region 2					835		
Region 3					481		
Region 4					238		
Region 5					278		
Committee Expenses			2500				796
Membership Committee						239	
Fiscal Concerns Comm						557	
Professional Fees			20000				18279
Bookkeeping					12000		
Accounting					5820		
Network Solutions					70		
Entertainment (BMI, ASCAP)					389		
Insurance							460

Liability Insurance				460		
Administrative Expenses			15000			8596
Postage & Delivery				245		
Paypal				2158		
Memberclicks				5159		
Equipment				87		
Supplies & Software				403		
Accuconfernce				455		
Charge Card Fees				89		
Savings for 50th FASFAA Anniv			10000			10000
Awards			1500			750
Charity			1000			1105
Bonnie Pirkle			1000			0
Transfer to Next Year Operating Bud			49601			0
TOTAL EXPENSES			246676			108871

**Investment Accounts
as of 6/15/2015**

	Cash Avail	Value
BP Sch Fund		307471
Operating Reserve	83517	83517
Short Term Reserve	6700	156518
TOTAL	90217	547506

Immediate Past President & Fiscal Concerns

Executive Board Report

June 2015

Why am I here?

- To give back to the Financial Aid community, help FASFAA remain a strong state association and to assist in its continued growth.

Goals

- Review financial accounts to determine the best course of action to maintain their growth while protecting the association's financial stability. To review the Bonnie Prickle scholarship to determine what is the best way to pull funds for the scholarships, how much to pull yearly, and how best to keep its current funding level and grow it for the future.

Accomplishments & Recent activities:

- Fiscal Concerns Committee meeting with representative from UBS to cover all aspects of association accounts. Below are some points that were taken from the meeting followed by suggestions for further action by the board.
 - During the meeting the fiscal concerns committee was able to push UBS for a reduction in annual fees of 23 basis points or .25% which should save the account 800-1000 dollars per year
 - UBS potentially offers a checking account, debit cards, and/or credit cards that can be connected to these accounts. Transfer of cards can be done online and there would no longer be late or overdraft fees as they would be tied to our overall accounts.
 - The checking account we have with Wells Fargo is currently not listed on our meeting budget or information provided to the board, this has led to little knowing of the almost 90k that is in that account.
 - We mapped out some best and worst case scenarios on the performance of the fund and compared that to what would be the case if we moved the majority of funds over to a bond fund. In all instances it worked out best to leave the funds in the current investment profile and just pull what we want for the scholarship each year.
 - Our other non-scholarship accounts are doing well but if we had faster access to move funds from our checking account over we could do even better.

Final Recommendations:

- On top of the development of the 5 year plan that included fiscal planning there should be a yearly conference call between the fiscal concerns committee and the UBS rep to touch base and review accounts.
 - The board should review notes from this meeting to determine if any adjustments should be made to investments and if the BP scholarship needs to be adjusted.
- Instead of moving the vast majority of our funds into a fixed bond fund projections show its better to leave the funds in the current account. There will be some years that when we draw off for the scholarship we will draw some principle because the fund did not grow enough that year however the positive returns in the long run will more than make up for that loss.
 - Each December, we should pull \$5000 dollars from the BP account that is to be used for scholarships. How those funds are spent should be done based on the revised scholarship P&P.
 - This will clearly show to the membership that we have increased the award amount and are making use of the funds as promised.
- We should start again fundraising in some way for the BP to grow this fund more.
 - 50/50 raffles should be done at all region trainings, clock hour, new aid, experienced aid, and leadership training workshops.
 - Something small should be done at the conference each year but nothing big enough to overshadow the chosen charity.
 - At the end of year all funds raised should be deposited into the BP fund and not just used to reduce the withdrawn amount. This way there is a clear line between the two, there is no confusion as to what is being used for what and we can clearly document each transaction.
- The Treasure and fiscal concerns committee should at the end of the year provide to the board a report of an audit done on the bookkeeper's, conference chair, and president's actions so as to act as a check and balance to the use of association funds. This audit report can serve as proof that we preform regular audits of our book since we are a non-profit organization.
- We should push UBS for information on consolidating our banking accounts into one location, if we could eliminate Wells Fargo we would have one central company handling our funds, we would have faster access to move funds around. And because this would enable us access to debit and credit cards we could eliminate overdraft fees in the future.
 - Moving our checking account over to UBS would also enable us to quickly move the majority of the 90k in that account to short term reserves which one 1) Immediately repay the funds that were taken out but not returned several years ago, 2) allow us to get a better return on our investment as compared to CD's while allowing us faster access to move the funds back during times when it might be needed.
 - If we gain access to a debit card that has no limit other than the funds in our checking account it is suggested that the bookkeeper be in charge of that card and that expenses charged to that should only be the large charges made during the pre-

conference time period that has caused us to overcharge in the past. With those charges being approved by the conference chair, and president. The Treasure should then review the monthly statements to confirm that the charges are accurate.

Region 1 Representative

Executive Board Report

July 2015

Why am I here?

- To support the financial aid community in Region 1, by making continuing education available via workshops that meet their needs.
- To be available should members need additional support outside of scheduled events.
- To encourage financial aid professionals to support and get involved by volunteering and/or becoming a member of FASFAA.
- To work with board members and others to accomplish these ideas.
- To support the Executive Board with the election process, the Annual FASFAA Conference and any other Board duty that's required.

Goals

- Encourage leading financial aid professionals to participate and allow their staff to participate in FASFAA Region 1 events.
- Encourage staff to participate and actively seek approval from managers to become more involved in this ever changing and challenging arena.
- Coordinate, develop agendas, establish training opportunities and give support to FASFAA members of Region I.

Accomplishments

- Organized Region 1, Spring Workshop held at the Pensacola State College, Pensacola, FL. The workshop was well received with 19 participants.
- Topics: Financial Aid Literacy, Social Media, Federal and State Updates, Round Table Discussions, and Team Building Activity.
- Organized Region 1, Fall Workshop held at the Chipola College, Marianna, FL. The workshop was well received with 22 participants.
- Each workshop had a Round Table discussion with members who had similar duties. This was successful in each workshop because it allowed members to discover how other offices handle similar situations.
- Region 1 members participated in the 50/50 Raffle for the Bonnie Pirkle Memorial Scholarship for 2014-2015 and donated \$107.

Recent Activities

- Both workshops were successful and received much praise from attending members.
- As always, received great support from FASFAA Board members which made the workshops invaluable.
- Dameion Lovett did an excellent job of spearheading the update of the Policy and Procedure manual, detailing the Region Representatives duties and responsibilities with the support of all Region Representatives.
- Participated in the 2015-2017 FASFAA Election Process.
- Participated in FASFAA 2015 Conference as Session Monitor and any other duties requested.
- I am currently and will continue to assist Rachel Robinson, the new Region 1 Representative, with organizing and developing Region I, Workshops.
- It has been an honor and a pleasure to serve as Region 1 Representative for 2013-2015. Thank you all for your support.

Region II Representative

Executive Board Report

June 2015

Goals

- *Provide financial aid information and professional development for Region II FASFAA members*

Accomplishments

The Region II Fall Workshop was held on October 14, 2014, hosted at Santa Fe College in Gainesville, FL.

- Announcements and the call for registration went out on 10/12/14.
- Topics included:
 - Satisfactory Academic Progress
 - Selective Service Registration/DD214s
 - Federal/State Updates
 - Career Development/Success
 - Hands-On Financial Literacy
 - Open discussions on various topics
- There were 15 attendees.
- The Bonnie Pirkle Scholarship raffle raised \$20.
- The cost of the fall workshop was \$134.75, which included light refreshments and optional lunch

The Region II Spring Workshop was held on Monday, March 23, 2015, hosted at Florida State College at Jacksonville (FSCJ).

- Announcements and the call for registration went out on 10/12/14. Previous attendees were personally invited (using mail merge), to encourage participation.
- There were 18 attendees
- Topics included:
 - Federal/State Updates
 - How to Communicate with Students
 - 5 Levels of Leadership (John Maxwell)
 - Unaccompanied Homeless Youth (FSA Conference Recording)
 - Collaborating with Campus & Community Partners
 - Open discussions on various topics

- The Bonnie Pirkle Scholarship raffle raised \$42. The winner donated their half of the winnings (\$21) back to the scholarship fund.
- The cost of the spring workshop was \$647.03, which included light refreshments and catered lunch

Recent Activities

- Emails encouraging participation in the conference, with voting and applications for the Leadership Experience program were sent to the Region II listserv to encourage participation
- Emails with important updates continue to be forwarded to the listserv, for professional development of members.

The 2015-2016 Region II Fall Workshop is tentatively scheduled for 10/29/15, and will be hosted by St. Johns River State College in Orange Park, FL (courtesy of new FA Director, Daniel Barkowitz).

- Announcements and the call for registration will go out in July, September and October.
- Topics and speakers are TBD.
 - A listserv email soliciting feedback from the membership will be sent soon.

Region III Representative

Executive Board Report

June 2015

Why am I here?

- I am here to work with a team to support FASFAA's mission and goals!

Goals

- Mentor at least one region member regarding the duties and responsibilities of Regional Representative position
- Coordinate 2 workshops per year that include topics relevant to industry at the time
- Encourage region members to get involved with FASFAA
- Keep in touch with region members and remind them that their Regional Representative is liaison to the FASFAA Executive Board and that all Board meetings are open

Accomplishments

- Mentored Denise Asselta regarding the position duties
- Coordinated 5 very successful Region III workshops
- Presented at Region II Spring 2013 Workshop
- Regularly encouraged membership, involvement and volunteering with FASFAA

Tenure Activities

- Region III Spring 2013 – April 4, 2013, Valencia College – West – 57 attendees
- Region III Fall 2013 – October 15, 2013, Nova Southeastern Univ. – Orlando, 37 attendees
- Region III Spring 2014 – April 4, 2014, DeVry University – Orlando, - 57 attendees
- Region III Fall 2014 – November 14, 2014, Florida Technical College, Kissimmee, 27 attendees
- Region III Spring 2015 – April 10, 2015, Mid Florida Tech – 62 attendees

Region IV Representative

Executive Board Report

June 2015

Why am I here?

- To create/facilitate a holistic, professional development experience for Region IV members

Goals

- Help generate more involvement from region membership
- Provide an interactive and valuable learning experience for attendees of the region workshops
- Increase region workshop attendance

Accomplishments

- Increased workshop attendance
- Completed both region workshops for the year
 - Fall workshop: 69 attendees; collected \$102 for Bonnie Pirkle MSF
 - Spring workshop: 79 attendees; collected \$90 for Bonnie Pirkle MSF

Recent Activities

- Tentative dates for fall 2015 region workshop—October 21 or October 28
- Will solicit fall workshop topics from region members before the end of July and mid-September

Region V Representative

Executive Board Report

June 2015

Report Pending

Annual Conference Chair

Executive Board Report

June 2015

Report Pending

Vocational-Technical/Clock Hour Chair

Executive Board Report

June 2015

Report Pending

Cultural Diversity/Minority Concerns

Executive Board Report

June 2015

Why am I here?

- To make valuable connections with FASFAA Executive Board members and FASFAA members as a whole as well as deepen my knowledge of the Florida Association as ideas are shared. In addition I want to increase the efforts of the Cultural Diversity/Minority Concerns committee.

Goals

- Provide a link to upcoming or past diversity-based events or news items on the FASFAA website.
- Each month, on the FASFAA website, spotlight and individual that plays/played a large role in advancing diversity.
- Have interest session or a speaker at the 2015 FASFAA Conference that focuses on diversity.
- Work with 2015 FASFAA Conference Local Arrangements Chair to incorporate a performance or performances by a group consisting of diverse individuals or a group that represents a minority segment of the United States.

Accomplishments

- Successfully recruited Tasha McDaniel from Great Lakes Higher Education Corporation to conduct a session titled “Diversity in the Workplace: Benefits, Challenges, and Solutions” at the 2015 FASFAA Conference. This was one of many sessions on diversity that were presented at the annual conference.
- As part of the SASFAA Global Issues Committee I submitted an article for the spring issue of SASFAA Nine News about diversity in the workplace.
- Recruited FloTunes, an a cappella group, to perform during the opening session of the 2015 FASFAA Conference.

Recent Activities

- None

Early Awareness & Outreach Chair

Executive Board Report

June 2015

Report Pending

Membership Chair

Executive Board Report

June 2015

Why am I here?

- I am here to work as a team to support FASFAA's mission and goals

Goals

- Increase membership for 2015/2016

Accomplishments

- Completed clean-up of Memberclicks and continue to keep it accurate

Recent Activities

- Membership: As of June 15, 2015:
- Total Members: 778
- Region 1: 83
- Region 2: 105
- Region 3: 155
- Region 4: 214
- Region 5: 165
- Non-FL: 56

Sent mass e-mail to encourage membership

Responded to membership questions and e-mails

Assisted members with website access issues

Electronic Services Chair

Executive Board Report*

June 2015

*Kris Hatcher (report pending from Christina Acosta – Heritage)

Why am I here?

- To gain experience, network, and learn from experts in the financial aid community.

Goals

- Process website requests in a timely manner.
- Assist with the annual conference.
- Actively monitor the @FASFAA twitter feed.

Accomplishments

- It is felt that all three of these goals were accomplished during the 2014-2015 year.

Recent Activities

- I was able to attend the July 2014 executive board meeting. This provided me the opportunity to meet everyone on the executive board and train with the outgoing electronic services chair.
- My co-electronic services chair and I have teamed up throughout the year to complete website and web-form requests.
- I also participated in several phone conferences throughout the year as well.
- My co-electronic services chair and I also served on the annual conference committee and assisted 'day-of' operations as the annual conference.

Graduate & Professional Initiatives Chair

Executive Board Report

June 2015

Vacant

Federal Legislative Relations Chair & Parliamentarian

Executive Board Report

June 2015

Vacant

OSFA Liaison & Newsletter Chair

Executive Board Report

June 2015

Why am I here?

- Updates: **2015-A Florida Legislative Action** – The legislature has not passed an appropriations act for the 2015-16 fiscal year. Expected to be complete by June 20. OSFA will send out a notice once the legislative budget is prepared.
- Serve as Chair for the FASFAA Newsletter – Spring/Summer newsletter being edited. We have 15 articles thus far.

Goals

- Assist FASFAA in fulfilling its Purpose

Accomplishments

- In-progress, see below

Recent Activities

- All reconciliations/disbursements/Grade & Hour Reports due by June 30.
- Newsletter is planned to be complete by June 30 and is underway.
- Multiple sessions at the recent FASFAA conference were completed.
- Security Update (5 vs 1 allowance).
- FTP and FASTER support.
- FAFSA High School Completion Initiative has begun.
- Annual school renewal application was greatly reduced in the number of questions.

Scholarship Committee Chair / Volunteer Services Chair

Executive Board Report

June 2015

Why am I here?

- To serve FASFAA to the best of my ability in supporting their mission and goals.
- To represent my university and its students in a positive capacity.
- To provide opportunities to promote the Bonnie Pirkle Scholarship.
- To gather information on volunteer needs for the Annual Conference, Regional Workshops, and Clock Hour Workshops.

Goals:

- Provide a positive experience to new members at annual conference
- Help provide networking opportunities for members
- Promote scholarship opportunities at the Annual Conference, Regional Workshops, and Clock Hour Workshops.

Accomplishments:

- Downloaded and combined multiple Volunteer Spreadsheets, removed duplicates and forwarded to the Executive Board and Conference Committee members.
- Forwarded names of potential volunteers to chair of Charity Committee (Florida School for the Deaf & the Blind)
- Forwarded names of interested volunteers to the Chair of the Conference Committee
- Reviewed Policy and Procedures for Volunteers, Ambassador, and Bonnie Pirkle Scholarship sections.
- Purchased 2000 additional bingo chips for the 2015 Annual Conference Bingo Night.
- Purchased the following materials for Ambassador welcome gifts for new members: paper bags with handles, bottles of water, breakfast bars. The remaining welcome gifts contained a FASFAA zip drive. Made 65 bags but had a potential of almost 100 new attendees.
- Helped organize Wednesday Night Bingo and had approximately 100 participants throughout the evening.
- Took on the role of the Annual Conference photographer; downloaded close to 350 photos from the conference to the FASFAA Google account.

- Submitted volunteering information for the Fall 2015 Newsletter.

Suggestions:

- Continue requesting volunteers on a quarterly basis
- Purchase additional bingo chips as we ran out of the newly purchased chips this past year.
- Communicate with the Regional and Clock Hour Representatives for more volunteer assistance and to help promote the Bonnie Pirkle Scholarship at the Regional and Clock Hour workshops.
- Plan for at least 100 new members for next year.
- Finalize how the Bonnie Pirkle Scholarship is going to be “endowed” and promote this as a list serve message from the president and in the Winter Newsletter.
- Purchase additional 50/50 raffle ticket rolls for the Regional and Clock Hour representatives. Currently have one new roll.

Site Selection / Event Coordinator

Executive Board Report

June 2015

Report Pending

Sponsorship Chair

Executive Board Report*

June 2015

**report includes feedback from both Sponsorship chairs*

Why am I here?

- To do our part in making this a successful sponsorship year and helping the board members with their tasks.

Goals

- To meet the goal of \$35,000
- To have one housing area that has a viewer friendly layout for the vendors/sponsors and participants to enjoy.

Accomplishments

- We have met our Monetary goal for the 14-15 Conference of \$35,000
- Build rapport with all of the vendors and provide my full support to each vendor
- Perform a successful vendor bingo game

Recent Activities

- I outreached to the prospective vendors to ensure they were aware of the deadlines, promotions, and processes.
 - This also included sending Holiday wishes, reminders, and etc.
- The Purchase and creation of the vendor gift bags.
- I ensured the vendors were aware of their placements.
- Upon vendor registrations, I gathered the fun fact and created the vendor bingo game.
- I assisted the vendors at the conference in all of their placement needs and ensure they each had everything required for a successful displaying.

- I reviewed all of the vendor submissions and excluded the non-winners, in order to complete the vendor bingo game at the Conference closing session.

Nominations

Executive Board Report

June 2015

Report Pending

Bookkeeper/Paid Position

Executive Board Report

June 2015

Report Pending