

AVAA Board Meeting Minutes
Virginia College
Montgomery, AL
June 16, 2016

Call to Order: The meeting was called to order at 9:49 a.m. by President Karen Wilson.

Attendees: Board members present were, Karen Wilson, Cindy Entrekin, Annie Sellers, Amber Snell, Carol Colvin, Terrence Moore, Donna Bass, Delana Anderson and Margaret Shirley-Myers. Absent members: Robbie Dean and Sharon Williams.

Minutes: Minutes from April 13, 2016 meetings were reviewed. Cindy made a motion to accept the minutes with the corrections suggested and Delana seconded the motion. A vote was taken and the motion carried.

Treasurers

Report: Amber gave the treasurer's report stating the beginning balance from the last meeting was \$23,671.42, there were no deposits and the following withdrawals were made: Team Never Quit and Flowerama (Flowers for Margaret) in the amount of \$69.30, leaving an ending balance of \$11,102.12. As of this date, we have received conference fees in the amount of \$1000.00.

Delana made a motion to accept the treasurer's report as given and Terrance. Donna seconded the motion. A vote was taken and the motion carried.

Karen stated that Steve Barnard is a current signer on the Bank account and needed to be removed since he was no longer on the board. Delana made a motion the VP of Membership be the replacement. Terrance seconded the motion. A vote was taken and the motion carried.

Old Business:

Website: Carol showed the members a demonstration of the new website. Cost for a fully functional site from Mill Solutions in Calera, is as follows:

\$2800 for set up and the first year, including training
\$200 per year after year 1 for website hosting or
\$500 per year after year 1 for website hosting and support (call when issues present themselves)

We have the option to do \$200 or \$500 per year based on our needs. We do not have to decide right now, but can choose an option later.

Cindy made a motion to contract with Mill Solutions under the above terms to create the website and set up training in order to be able to show the members at the conference. Terrance seconded the motion. A Vote was taken and the motion carried.

Conference: Carol suggested that we ask Team Never Quit to have a breakfast on Wednesday morning and send out something to the schools & presidents to have a nomination for an SCO of the year and have them join the board members for the breakfast.

Cindy will draft a letter and Margaret will get a list of Presidents from Joan Johnson to email the presidents.

VA training: Margaret stated that due to the responsibilities in her office this year, she has been unable to begin having the regional training sessions as she had hoped. It was determined that we would start with three training sessions per year; two regional and the conference. These sessions have been tentatively scheduled for February, 2017 and June 2017 with the Conference being in the fall. The minimum number of attendees shall be 10 and the maximum number shall be 25. These sessions are primarily for SCO's with 0-3 years of experience.

Policy & Procedures: Donna will divide the Policy and Procedures draft by section and send out to the board members to review. Conference calls will be scheduled to review the sections.

Charity: A discussion was held regarding changing the charity to a scholarship for students. The discussion was tabled to the next meeting.

Training: Carol stated that we could create a section on the website for short training modules for the SCO's in the state. These modules could have certificates at the end for SCO's to print for their professional development.

Conference

POC: The point of contact for the conference is Brittany Robertson with Perdido Beach Resort.

Entertainment: A DJ has been booked for Tuesday night at the cost of \$350 plus a 15% booking fee and \$75.00 bartender fee. The company name is Entertainment Management Services, Joy A. Turner.

Sessions: Carol will make a sample agenda with breakout sessions to present at next meeting.

Complementary

Rooms: The complementary rooms will be used for speakers and presenters.

Board Shirts: Board shirts will be purchased and T-Shirts for the membership will be sold.

Meeting adjourned at 1:04 p.m. to lunch.

Donna Bass
Recording Secretary