

**Virginia Association of Federal Education Program Administrators
Board of Directors' Meeting
October 10, 2016**

Ernestine Scott, President Elect
Linda Rector Past President/Retired

Gail Jones, President
Carl McDaniel, Treasurer

Valdivia Hall, Secretary

Raye Rector, Region 1
Val Gooss, Region 1
Carolyn Taylor, Region 2
Laura Burton, Region 2
Lori Harper, Region 3
Vacant, Region 3

Kathi Sheffel, Region 4
Megan Moore, Region 4
Marymargaret Cardwell, Region 5
Sandra McKenzie, Region 5
Diane Washenberger, Region 6
Malora Horn, Region 6
Wilbert Ware, Retired

Jennifer Hurt, Region 7
Vacant, Region 7
Pamela Eakes, Region 8
Chip Jones, Region 8
Pat Popp, VDOE
Gabie Frazier, VDOE

In Attendance: Gail Jones, Ernestine Scott, Carl McDaniel, Raye Rector, Carolyn Taylor, Lori Harper, Marymargaret Cardwell, Diane Washenberger, Sandra McKenzie, Malora Horn, Gabie Frazier, Wilbert Ware, and Chip Jones.

The meeting was called to order at 9:15 a.m. by the President, who presented the agenda. A motion was made by Gabie Frazier and seconded by Diane Washenberger to accept the agenda as presented. All board members voted affirmative.

Minutes – Valdivia Hall

The minutes from the September 9, 2016 Board of Directors' Meeting were disseminated. A motion was made by Gabie Frazier and seconded by Raye Rector that the minutes be approved. All board members voted affirmative.

President's Report – Gail Jones

- Gail gave an overview of the achievements that were made in the last two years.
 - ❖ New Board approved VAFEPA logo.
 - ❖ New location for conference (Roanoke to Richmond). Next two years in Williamsburg, VA.
 - ❖ Board member increase (at start of 2015 - 8 vacancies).
 - ❖ New designed VAFEPA website. Updated information as it happens.
- The president reported we have a proposal from Stonewall Jackson in Staunton, Virginia for a location for conference 2017-2018 and 2018-2019. Carolyn Taylor reported that she had spoken with the Doubletree Hilton Hotel in Williamsburg, Virginia and was waiting for approval from Board to proceed. Gail asked that she proceed with obtaining a contract for the two years.
- Gail asked that the veteran Board members support our new Board Members as we move forward.
- The Board was thanked for their commitment and dedication under her watch.

Treasurer's Report – Carl McDaniel

The below figures were reported:

SEPTEMBER BALANCES 2016		OCTOBER BALANCES 2016	
2016 Checking Balance	\$ 1,156.72	2016 Checking Balance	\$
2016 Money Market Balance	\$ 30,191.53	2016 Money Market Balance	\$
2016 Business Primary Balance	\$ 50.00	2016 Business Primary Balance	\$ 50.00
GRAND TOTAL:	\$ 31,398.25	GRAND TOTAL:	\$

A motion was made by Marymargaret Cardwell and seconded by Carolyn Taylor that the Treasurer's Report be approved. All board members voted affirmative.

Committee Reports

Conference 2016 – Ernestine Scott

Another conference is behind us. A lot of hard work went into the planning of the conference. Thanks to all who had a hand in making it happen. The following items were discussed:

- **Program Layout:** The only big change was that Leigh Manasevit was moved from last day to first. Allowing only VDOE to present on the last day.
- **Vendors:** Wilbert Ware and Marymargaret Cardwell shared that we had 17 vendors, 23 tables for a projected revenue of \$11,375.00 (see attached break down). Vendor registration was down from last year. It was shared with Wilbert that several other conferences were being held at the same time, like VASCD. Inside of each conference brochure is the Vendor Bingo card. Two names needed to be added due to late registration. It will be announced at the beginning of the conference to write in names of those vendors. The Sunday being opened for vendor set-up was well received. This should be kept as a component of the conference. Marymargaret with volunteers were able to get the conference bags stuffed with the items from the vendors. One tablet, two Kindles, two mini Ipads, were donated for door prizes.
- **Conference Bags:** The same bags as last year were ordered. An order for 150 bags were placed.
- **Awards and Recognition:** Gabie shared that clocks were purchased for the retirees. All award winners will be recognized at the luncheon (scholarship recipients and the George Irby winners).
- **Program/Brochure:** Thanks went out to Gail and her staff for overseeing the design and printing of the conference brochure.

Nominating Committee – Gabie Frazier

- Gabie Frazier reported the slate of officers as follows:
- President - Ernestine Scott
- President Elect - TBD
- Secretary - Valdivia Hall
- Treasurer - Carl McDaniel

2017-2018 VAFEP Conference Location

- Carolyn Taylor reported that she had spoken with the Doubletree Hilton Hotel in Williamsburg, Virginia and was waiting for approval from Board to proceed. The Board asked that she move forward to obtain a contract for 2017-2018 and 2018-2019.

VDOE Report – Gabie Frazier

VDOE Report - Pat Popp

No Report.

Regional Reports

Region 1 - No Report.

Region 2 - No Report - Preparing for November Federal Monitoring

Region 3 - No Report.

Region 4 - No Report.

Region 5 - No Report – Scheduling Regional Meeting

Region 6 - No Report.

Region 7 – No Report – “Gear Up Grant” targeting Homeless - Ernestine Scott and Malora Horn both shared that they had applied for the grant.

Region 8 - No Report.

Old Business

None

New Business

Date for the upcoming conference in Williamsburg should show October 15-18, 2016. This would eliminate the conflict that occurs with Columbus Day and state employees being off.

A motion was made adjourn by Carolyn Taylor and seconded by Ernestine Scott at 10:05 A.M.

Next meeting date – **November 11, 2016**

Respectfully Submitted,

Valdivia Hall
VAFEPA Secretary

