

**Virginia Association of Federal Education Program Administrators**  
**Board of Directors' Meeting**  
**Virtual**  
**November 12, 2020**

Cheryl Bostick, President  
Ernestine Scott, Past President

Amber Hoggs, President Elect  
Carl McDaniel, Treasurer

Valdivia Hall, Secretary

Cristina Alsop, Region 1  
Candy Llewellyn, Region 1  
Angela Isbell, Region 2  
Monica Robinson, Region 2  
Kimberley Chandler, Region 3  
Roxana McCarthy, Region 3

Evonne DeNome, Region 4  
Megan Moore, Region 4  
Jane Wright, Region 5  
Justin Grigg Region 5  
Jennifer Dean, Region 6  
Emily Altizer, Region 6

Jennifer Hurt, Region 7  
Marcia Short, Region 7  
Pamela Eakes, Region 8  
Sherri Almond, Region 8  
Randall Johnson, VDOE  
Lynn Sodat, VDOE

**Call to Order at 9:30 AM:** President Cheryl Bostick called the meeting to order and presented the agenda for approval. A motion was made by Amber Boggs and seconded by Meagan Moore to approve the agenda. All members voted affirmative.

**In Attendance:**

**Members Absent:** Pamela Eakes, Candy Llewellyn, Angela Isbell, Roxanna McCarthy, Evonne DeNome, Justin Grigg and Randall Johnson.

**Minutes – Valdivia Hall**

The minutes from the Annual meeting dated October 20, 2020 Board meeting were disseminated and reviewed. There was a motion made by Jane Wright and seconded by Carl McDaniel that the minutes be approved. All members voted affirmative.

**President's Report – Cheryl Bostick**

- Congratulations on the 1<sup>st</sup> VAFEPA Virtual Conference
- Congratulations to Executive Officers
- Board Representative Updates – No vacancies
- NAFEPA Board Updates
  - Annual Conference
    - Planning for both Hybrid and In-Person. It would cost \$331K if we cancelled. The hotel will open November 1. If changes are permitted, we will negotiate down
    - Pre Conference March 14
    - Conference March 15 – 17
    - Survey: 108 surveyed: 52 will attend in person; 51 will not attend in person
  - State Leadership Award Nominations due before January 15, 2021 (Lynn Sodat)
  - Scholarship Applications must be postmarked by Feb. 1, 2021

- NAFEPA offers four scholarships annually. The NAFEPA Board of Directors established the scholarships in honor of these individuals to recognize their outstanding contributions to the goals of NAFEPA and the students the organization represents. Each of the four scholarships is for \$2,500.
- Protocol Honorary Life membership nominations (2 per year), Emeritus membership – retired, contributing to federal education programs (2 per year)
- Deadline for proposed additions, deletions or revisions to the existing Bylaws must be submitted to the Bylaws committee chair no later than December 1.

There was a motion made by Meagan Moore to accept the president’s report. The motion was seconded by Emily Altizer. All members voted affirmative.

**Treasurer’s Report – Carl McDaniel**

The treasurer’s report that was disseminated reflected deposits and expenditures from October 8, 2020 through November 12, 2020.

Checking Balance	\$ 7,183.20
Money Market Balance	\$ 14,222.13
Business Primary Share Balance	\$ 50.00

There was a motion made by Cristina Alsop to accept the treasurer’s report. The motion was seconded by Marcia Scott. The motion passed.

**Committee Reports**

Conference Planning Committee - Amber Boggs

- Thanks everyone for attending and hoped that everyone enjoyed the conference. From the results of the survey comments ranged from great speakers, time frame appropriate, ease with registration, good idea to have built in breaks, would like to return to Rand many indicated that they would participate again.
- Discussion followed on regional verses full conference and the frequency
- The 2021 conference planning committee will meet and submit a recommendation.

Dr. Lynn Sodat shared with the board payment issues. Some of the presenters did not complete or submit the necessary paperwork required to process payment. The president will seek legal guidance and follow up with the board by scheduling a call meeting.

**By-Laws- Ernestine Scott**

An update to the By-Laws Article IV –VAFEPA was discussed briefly. If changes are needed notify the chair by December 1, 2020.

**Section 1: Attendance Requirements**

Attendance to regular monthly meetings of the VAFEPA Board to conduct association business is required for elected and appointed Board members. All board members and officers shall be permitted three absences

of regular Board meetings during the fiscal year (November 1 through October 30). Board members will be notified in writing by the secretary when they have missed two meetings.

**Section 2: Action for Absences**

A member’s absence shall constitute a “notified absence” when the member, in advance of the meeting, informs the VAFEPA Secretary or President that the member will be absent. Absences due to unforeseen circumstances such as work -related responsibilities, illness or emergency shall qualify as a notified absence. Absences that are not reported constitute non-notified absence and may lead to member’s release from the board. The VAFEPA Secretary shall record attendance in the minutes and chart notified and non-notified absences involving reported or unreported notice. The VAFEPA Secretary shall notify members who missed three meetings that they will be reported to the full board for action. The secretary will report members with three absences from regular board meetings during the fiscal year to the Board at the meeting following the third occurrence.

**Section 3: Action for Extended Absences**

The VAFEPA Board of Directors shall evaluate participation of the Board members with three absences to determine their future status on the board. A decision to ask the member to resign from the Board must have the support of a majority of the Board of Directors.

The Bylaws update will be posted on the VAFEPA website. The VAFEPA board will vote on the update at the December 2020 board meeting. The change will also be discussed during the next Annual Meeting slated for October 2021.

A motion was made by Valdivia Hall to accept the committee reports. The motion was seconded by Ernestine Scott. Motion passed.

**VDOE Report - Lynn Sodat**

No report

**VDOE Report – Randall Johnson**

No report

**Regional Reports**

There were no regional reports.

- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8

## Old Business

None

## New Business

- The president nominated Lynn Sodat and Randall Johnson for the NAFEPA state leadership award. There was a motion made by Amber Boggs to accept the nominations. The motion was seconded by Marcia Shortt. The motion passed.

There was a motion made by Amber Boggs to adjourn the meeting. The motion was seconded by Valdivia Hall. The meeting was adjourned at 2:25 PM

Respectfully Submitted,  
Valdivia Hall  
VAFEPA Secretary

