

2015-2016 VAFEPA BOARD RETREAT Notes

May 8, 2015 – Board Retreat – Amherst, Virginia

New contact for Hilton Short Pump:

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Those in Attendance: Gail Jones, Linda Rector, Carl McDaniel, Gabie Frazier, Wilbert Ware, Dorothy Tate, Carolyn Taylor, Deborah Siekirski, Kathi Sheffel, Marymargaret Cardwell, Sandra McKenzie, Diane Washenberger, Malora Horn, and Jennifer Hurt.

Welcome and Introductions: The meeting was opened by Gail Jones. Welcome and introductions were made to all. Retreat folders were available to all in attendance. The following documents were provided:

- VAFEPA Board Retreat Agenda and May Board Meeting Agenda
- Draft Vendor Letter
- Draft Registration Letter
- Updated VAFEPA Speaker Planner for 2015-2016
- Conference Mobile App Information Sheet
- 2015-2016 VAFEPA Conference Call Notes for March 23, 2015
- Diagram of Capital Ballroom of the Hilton Short Pump
- Diagram of the Hilton Short Pump Facility
- Draft of 20th Annual VAFEPA Conference Layout
- Treasurer Report (copies provided by Carl McDaniel)
- Draft of VAFEPA Bylaws (copies provided by Dorothy Tate)
- February Board Minutes

Icebreaker: An icebreaker session was conducted. The demonstration showed how each individual viewed themselves, and then after completing the icebreaker form, how they are actually viewed based on their responses.

Overview of VAFEPA Organization: An overview of the VAFEPA and NAFEPA organization were discussed. The VAFEPA Bylaws were introduced at this time. Dorothy Tate walked us through the bylaws page by page. Linda Rector pointed out that even though we recommend the changes, it would have to be voted on by the subscribers at the Annual Meeting in October.

20th Annual VAFEPA Conference Layout: The 20th Annual VAFEPA Conference “Draft” was discussed. The theme of the conference for 2015-2016 was agreed by all to be “**Navigating Your Course For Success**”. The recommended changes requested during the May 8, VAFEPA Conference Call were made as listed:

- More blocked out time for Vendors
- Designated set-up on Sunday for Vendors
- Moved VAFEPA Board Meeting to 1st day of conference to justify travel on Sunday for event
- More time set aside for Lunch and Award meeting and Board Breakfast Meeting
- Adjusted the time for the Wongs to 8:30a.m. – 11:30a.m. as stipulated by contract

- Speaker Log for the conference was updated to reflect changes
- Noted that VAFEPA should receive letter of retirees that should be recognized at the Annual Meeting

VAFEPA Speaker Planner 2015-2016: The VAFEPA Speaker Planner 2015-2016 “Draft” was reviewed. Discussion on amounts being charged and who to present ensued. It was agreed on by all that Debbie Diller (Math) should be keynote for next year 2016-2017 due to fact her fees cover a 2 day span, (\$9,700.00). Program would look a little different. Possibly having her for full day on 1st day. Should move forward with obtaining Alex Kajitani with Premiere Speakers for Math.

Rebranding Update: A copy of the new logo was shown with the recommended changes that had been voted on previously. New discussion ensued regarding how we could enhance what was shown. Gail Jones pointed out that this had previously been voted on. It was asked if new updates would incur a new cost. Gail Jones stated that she could go back to Graphic Artist on the changes. A group decision was made to leave it as presented, and to move forward.

The new VAFEPA website was displayed along with a walk through of the sections. It was stated that we should update the site to show State Leadership Award Recipients:

- Valdivia Hall
- Ernestine Scott
- Jennifer Hurt
- Wilbert Ware
- Pat Popp

Congratulations were given to all. Award plaques were given out.

Jennifer Hurt shared with the group that Virginia (Lamar Greene) was a NAFEPA scholarship winner. It was also recommended that VAFEPA acknowledge this accomplishment on the website.

Committees: Gail Jones outlined the committees as layout by VAFEPA Bylaws. She encouraged everyone to sign up for a committee. Committee sheets were provided. Committee chairpersons would be emailed those who signed up.

Committees and Chairpersons:

- Nominating and Elections: Linda Rector
- Conference: Ernestine Scott
- Budget and Audit: Carl McDaniel
 - Treasurer Reports
 - Conference Evaluation
 - Audit Report
 - Membership
- Awards: Jennifer Hurt
 - Scholarship Committee
 - NAFEPA State Leadership Awards Committee
 - George Irby Awards Committee
- Bylaws: Dorothy Tate
- Legislative/Archives: Marymargaret Cardwell and Wilbert Ware
 - Policy/Procedure Manual

Networking Lunch: Gail thanked Marymargaret for arranging for the facility, lunch, providing snacks and drinks.

VAFEPA May Board Meeting Agenda: Meeting was called to order at, 1:35 p.m. Attendance was taken. A motion was made by Gabie Frazier to approve the May Board Meeting Agenda. A second was made by Wilbert Ware.

The minutes from the February Board Meeting were provided. However, due to the fact that Valdivia Hall was not present, it was suggested that the vote be held until the June Board Meeting.

Carl McDaniel provided the Treasurer's Report. Carolyn Taylor made a motion that we accept the Treasurer's Report as presented. Marymargaret Cardwell seconded that motion.

Committee Reports:

- Awards: Jennifer Hurt shared her news of the NAFEPA National Scholarship Winner is from Virginia. (Lamar Greene) She also shared the State Leadership Award Recipients.
- Bylaws: Dorothy Tate shared the recommendations to the current bylaws. The updated bylaws need to be posted on the VAFEPA website 15 days before the October Conference.
- Conference 2015: Ernestine Scott was not in attendance. However, notes from the March Conference Call were available.
- Legislative/Archives – Marymargaret Cardwell and Wilbert Ware had no report.

VDOE Report: The VDOE report was made by Gabie Frazier. Further details to follow in May Minutes.

Regional Reports: Details to follow in May Minutes

Old Business: No report.

New Business: No report.

Next Meeting Date: **June 12, 2015**

Meeting was Adjourned:

Conference 2015: In addition to items previously discussed:

- VAFEPA Vendor Registration Packet "Draft" was presented. Items suggested for change would be made and the new VAFEPA logo would be inserted.
- VAFEPA Attendee Registration Form "Draft" was presented. Update to Breakout Sessions to be made and submitted.
- VAFEPA Conference Mobile App Information sheet. Gail Jones went into details regarding implementing an App for the conference. It was agreed by all present to revisit this after next year's conference.

Wrap Up and Quesitons: Gail Jones thanked everyone for their attendance and input.

Adjourn: The meeting and Retreat was adjourned.