

FACRAO

2020 Annual Business Meeting Minutes

Virtual Session

June 23, 2020

1. Call to Order

a. Ed Trombley called the meeting to order at 11:01 a.m. Mike Sisson, Assistant Director of Board Services, AACRAO, hosted the meeting on AACRAO's platform, and gave instructions on how to use the controls during this virtual meeting, how to type in a question or raise a hand, and explained that questions would be addressed by first come first served. All participants were muted until called upon to ask a question.

2. President's Remarks

a. Ed Trombley thanked everyone for attending this virtual business session, observing that it marks an unconventional end to a very unconventional year. Ed explained how the Executive Committee had worked all year to create a substantial and informative Annual Summit but unfortunately, it did not come to be due to the COVID-19 pandemic. As Florida had just topped 100,000 cases, the health and safety concern was valid and the decision to cancel was sound. Diana Hull thanked Ed for his leadership and decision making during this tumultuous time.

3. Reports and Governance

AACRAO Partnership – working with leadership at AACRAO, Ed Trombley was able to formalize the AACRAO/FACRAO partnership, on behalf of the EC and FACRAO. In the spirit of that cooperation, AACRAO agreed to the use of their platform to hold this virtual business meeting.

Upcoming Annual Summits – Ed Trombley was able to renegotiate the contract with the Plaza Resort to reschedule the 2020 Summit in Daytona Beach to 2022. The 2021 Summit will be held in Orlando, under Diana Hull's presidency.

New Officer Position – Helen Gonzalez has been volunteering for the last couple of years and has been instrumental in getting the new FACRAO website up and running, as well as working on the Annual Summit App. It is important to have these key pieces for events to support FACRAO and FCRAO and to bring technology more to the forefront. Therefore, the FACRAO Executive Committee is proposing a new position be added to the FACRAO board, Vice President for IT. It bears mentioning that both SACRAO and AACRAO have already formalized this position on their boards.

i. **Motion to Add New Officer Position** - Ed Trombley called for any questions regarding this motion. No questions were submitted. Ed Trombley formally motioned to add Vice President of Information Technology as a new Officer position. Andrew Konapelsky seconded. Poll of participants was done offering the choices of YES/NO/Abstain. Poll result was 100% YES; motion approved.

4. Approval of Minutes

The FACRAO Executive Committee met in April to discuss the cancellation of the Annual Summit. A copy of those minutes had been distributed to all participants with the meeting invitation. Ed Trombley asked if there were any change or corrections to the minutes and receiving none, he motioned to approve the minutes, seconded by Diana Hull. Poll of participants was offered with YES/NO/Abstain as choices. Poll result was 83% YES and 17% Abstain. The minutes from the April 23, 2020 FACRAO Executive Committee Meeting were approved.

5. Finance and Budget

Ed Trombley introduced Andrew Konapelsky, Treasurer, to discuss the budget.

i. **Financial Notes for 2019-2020** – There were some cost savings due to our formalized partnership with AACRAO. Due to this partnership, FACRAO was able to join MemberClicks to use as the new platform for the website, conference management system, and a summit program app. This change is saving FACRAO a little over \$2000. AACRAO is providing a \$1000 subsidy to help pay for the subscription fee [Note: AACRAO later announced at a webinar that it would cover fees entirely for the first year]. The new MemberClicks contract overlapped slightly with the contract with former conference management system, CVENT, so both had to be paid.

ii. **2019 Financial Statement Recap** – Andrew recapped the 2019 Financial Statement to show what changed in the 2020 statement due to the cancellation of the Annual Summit.

2020 Financial Statement – For 2020 there are no participant or vendor registrations due to the Summit cancellation. We did have a very strong vendor presence for 2020 thanks to the relationships built by our Corporate Sponsor Liaison, Novella Franklin. There were some administrative expenses to include the payments for CVENT and MemberClicks. Due to Ed Trombley's renegotiating the hotel contract to shift the Daytona Beach Summit to 2022, no money will be forfeited, and that deposit will be held and used toward the 2022 event.

Proposed Budget for FY2021 – With the uncertainty of what will 2021 bring, no budget can be determined at this time. We are planning on the 2021 Summit going on as scheduled but with the ongoing COVID-19 issues, the Executive Committee will continually monitor the situation and make decisions accordingly. Membership renewals will be going out soon. There have been many structural changes within schools and institutions are urged to update their membership rosters. Andrew introduced Amanda Douglas as the new Treasurer Elect and requested that members update their budget office so membership fees go to Amanda in the future.

Motion to Approve Budget – Ed Trombley thanked Andrew for everything he has done for FACRAO as Treasurer and made a motion to approve the budget. Diana Hull seconded. A poll was offered to the participants with YES/NO/Abstain as choices. Poll result was 96% YES and 4% Abstain. The motion was approved.

6. Recognitions

Ed Trombley acknowledged the AACRAO representatives who have been instrumental in the success of FACRAO. This AACRAO partnership has been invaluable as we move to our new platform and change over to MemberClicks, and their leadership has been very supportive of our summit and the Annual Meeting.

- i. Jerry Montag, Vice President for Leadership and Management Development;
- ii. Michael Reilly, Executive Director; and
- iii. Mike Sisson, Assistant Director of Board Services.

Ed also recognized the current FACRAO Executive Board and thanked them for their commitment. He stated that is as a testament to the commitment of this team to get things done through some truly difficult times.

- i. Ed Trombley, President
- ii. Mimi Roberson, Immediate Past President
- iii. Diana Hull, President Elect
- iv. Andrew Konapelsky, Treasurer
- v. Amanda Douglas, Treasurer Elect
- vi. Brian Scholten, Secretary
- vii. Jessica Cheatwood-Alvarez, V.P. Professional Development
- viii. Aimee Leturmy, V.P. Communications and Member Relations
- ix. Valerie Kisseloff, V.P. Emerging and Specialized Programs
- x. Novella Franklin, Corporate Sponsor Liaison
- xi. Helen Gonzalez, Director of Technology
- xii. Amber McCown, FCRAO Chair

7. Transition of Officers

Mimi Roberson presented the new slate of officers and called for any nominations from the floor. She announced that we are still searching for a Treasurer Elect and if anyone is interested to please reach out to her.

- i. Diana Hull, President
- ii. Edward Trombley, President Elect
- iii. Mimi Roberson, Immediate Past President
- iv. Amanda Douglas, Treasurer
- v. TBA, Treasurer Elect
- vi. Andrew Konapelsky, Secretary
- vii. Jessica Cheatwood-Alvarez, V.P. Professional Development
- viii. Aimee Leturmy, V.P. Communications and Member Relations
- ix. Valerie Kisseloff, V.P. Emerging and Specialized Programs
- x. Novella Franklin, Corporate Sponsor Liaison (appointed position)
- xi. Helen Gonzalez, V.P. of Technology
- xii. Nevaler Tanesha Davis, FCRAO Chair
- xiii. Amber McCown, Budget Committee Chair (appointed position)

A discussion was held regarding the proposed slate of officers, as Ed Trombley volunteered to serve an additional term as President in 2022, when the Summit returns to Daytona Beach.

Mimi called for nominations from the floor, for President Elect or any EC positions. No additional nominees were presented or volunteered.

As the bylaws do allow officers to serve consecutive terms, Diana Hull motioned to approve slate of officers as shows today. Andrews Konapelsky seconded. A poll was offered to the participants with YES/NO/Abstain as choices. The poll result was 77% YES, 15% NO, and 8% Abstain. The motion was approved.

Ed Trombley virtually handed the gavel to Diana Hill as the new President of FACRAO.

8. Open Forum

Kimberly Barber asked about FACRAO holding several webinars throughout the year. Virtual meeting and webinars are essential right now with everything being so up in the air. Participants felt very strongly that they need more than just an annual summit and are happy to hear that this slate of officers are looking into providing more professional development, webinars, etc.

Participants were urged to offer ideas on webinar topics. Andrew Konapelsky asked participants to reach out to their coworkers to get ideas, as well.

No further questions or comments were offered.

Mimi Roberson asked how many participants attended this virtual session. AACRAO will forward the meeting statistics, and FACRAO will post them.

9. Adjournment

Helen Gonzalez made a motion to adjourn the meeting. Andrew Konapelsky seconded. A poll was offered to the participants with YES/NO/Abstain as choices. The poll result was 100% YES.

The meeting was adjourned at 12:23 p.m.