

2014-15 OASFAA Board Meeting

TCC Campus, September 11, 2014

Meeting Attendance

Voting Member Present – Dustin Davidson, Audra Main, Kim Cook, Susan Prater, Jonna Raney, Baxter Stewart and Becky Isaacs

Non-Voting Members present – Laura Coponiti, Kelli Kelnar, Lori Frazee, Nancy Vollertsen, Alicia Smith, Mendy Schmerer, Karen Jeffers and Scott DeBoard

Call to Order:

Dustin Davidson, President, called the meeting to order at 10:12 a.m.

Announcements: Scott announced that he will be leaving OCAP. He accepted a job at UCO and his last day at OCAP will be September 17, 2014. He also stated that OCAP plans to replace his position so the NASFAA credential program will continue in the future.

Review of Previous Board Meeting Minutes: The minutes were reviewed and approved as printed.

Treasurer's Report: Susan Prater presented the treasurer's report. Dustin commented we will have a few more expenses in the next month or two.

Committee Reports:

Advisory: No report.

Membership: Baxter reported that membership emails were sent.

Electronic Initiatives: Mendy stated that she put the membership application on the forms and documents page. She is working to get up to date on the treasurer's reports and minutes. Dustin suggested we convert the membership application that is currently in excel format to a pdf format. Mendy will do the conversion. Mendy will change the passwords and membership statuses on Oct 1st.

Mendy reported the Studio FJ contacted her about hosting our website which would include taking care of a mobile app (if we get one in the future) and updating the site at the security level if the site were to be hacked. If we employ them to manage the site, there is no additional charge for security updates as they are covered by the annual charge. We currently pay \$105.00 per year to "1 and 1" to host our site. Studio FJ would charge us \$300 per year. After discussion, the offer was not considered.

Mendy then reported that she compared Dropbox, Google Drive, Box and others. She compared the free space with each one and believes Dropbox is the best option for us to store our files. After discussion, it was decided we will proceed with the setup of a Dropbox account.

Mendy introduced the group to CVENT by giving a handout. She had attended a luncheon and presentation of their event planning product. The product can interface with our current website to plan our conference and other training events. It offers payment processing, name badge printing and can be co-branded with our OASFAA logo. The cost of the product is \$500 per year plus some additional costs depending on the length of contract we sign. After discussion, Mendy will contact the group and ask about credit card fees and setup time if we decide to use the product.

Finance: No report.

Legislative: No report.

Long Range Planning: No report.

Historian: No report.

Training: Karen reported that NASFAA announced the decentralized training topic as “Needs Analysis.” October 24th is the date we will have it at Moore Norman Technology Center. Scott said that Mary Heid is the contact person to check on the options they might be able to assist us with. The topic for the second half of the day will be determined soon.

Conference: No report.

Program: Alicia reported that she sent requests to Trevor Summers and Kevin Campbell to come to the conference. She and Nancy have contacted a candidate for the keynote address and are waiting for a response as to their fee. Nancy asked for suggestions of session ideas.

Local Arrangements: Laura will call the hotel in October to start getting details. The theme was decided. It will be “Betting on the Future.”

Entertainment: No report.

Corporate: No report.

Nominations/Elections: No report.

Site Selection: Dustin stated that since Scott is leaving OASFAA, we will need to find a replacement to serve as the Site Selection chair.

SWASFAA Update: Mendy reported that in light of the president-elect of SWASFAA resigning, they decided to have Andrew Hamontree, current SWASFAA President, serve an additional year as President. Further, the Past President will also serve an additional year in her role. She also reported the SWASFAA conference agenda is posted on the SWASFAA website.

Old Business: None

New Business: The board discussed the October 24th training and possible trainers. Karen will contact some people and see if she can secure trainers.

The next board meeting will be October 9th at 10:00 a.m. at OU Health Science.

Meeting Adjourned: Audra made a motion to adjourn and Becky seconded the motion. Motion passed.