



VA4LE Board of Directors' Meeting Minutes

Meeting Date: June 19, 2019

Meeting Location: Moseley Architects

Meeting Time: 10:30 am

Call-In Number: 804-545-6161

Enter meeting number: 6090#

Enter attendee access code: **123456#**

Screen Share Link: <https://join.me/moseley.k12>

Name	Present	Name	Present	Name	Present
Ben Copeland	On Phone	Al Ciarochi		Stephen Halsey	
Maureen Hannan	On Phone	Cathy Underwood	On Phone	Elaine Fogliani	On Phone
Jeff Harris		Vijay Ramnarain	<input checked="" type="checkbox"/>	Edi Francesconi	
Kelly St. Clair	On Phone	Steve Raugh	<input checked="" type="checkbox"/>		
Peter Gretz	<input checked="" type="checkbox"/>	Al Orndorff	<input checked="" type="checkbox"/>		
Michael Ross	<input checked="" type="checkbox"/>				
Bill Bradley					

Meeting Agenda:

1. Welcome

At 10:34, President Mike Ross welcomed the Board members and called the meeting to order.

2. **Approval of Minutes from Last Meeting** – Steve Raugh made a motion to approve the minutes of the May 15, 2019 Board meeting. Kelly St. Clair seconded the motion. The minutes of May 15, 2019 were approved via a vote of the Board.

3. **Treasurer's Report** – Steve Raugh sent out the Financial Statement prior to the Board meeting. The bill from the Williamsburg Lodge is still pending. **Steve will**

complete a conference financial report when Edi Francesconi returns from vacation. The balance on the statement is \$185,190.53. Al Orndorff made a motion to approve the financial report as presented. Maureen Hannan seconded the motion. The financial report was approved via a vote of the Board.

4. 2019 Annual Conference Review

- a. Budget Report - See notes under Treasurer's Report
- b. Attendee Feedback- Elaine Fogliani noted that the attendees have not received an attendee list. **Mike Ross will get the list from Edi or Carla and send it out to the attendees.**
- c. Sponsor Feedback
- d. Thank You Notes- Stephen Halsey **Mike will confirm with Stephen that the thank you notes have been completed.**
- e. Lessons Learned
Elaine noted that there is a list of To Do's for the annual conference developed by Paul Klee. Mike will find this list and revise it as necessary. Mike noted that the Board needs to review the attendee list the night before the conference as both Elaine and Maureen observed confusion during registration for the conference as to who had registered and who needed to register.
Vijay Ramnarain stated that the Conference Program needs to be in place earlier than in the past. Time is needed to get the program distributed through a Superintendent's Memo.

5. Post Conference Website Updates **Mike will gather all the information for the website and send it to Edi.**

- a. 2019 Architectural Award Winners-**Vijay will send information to Mike.**
- b. 2019 Student Design Competition Winners
- c. 2019 SchoolsNEXT Winner- Elaine sent this information to Edi and Mike.
- d. 2019 Planner of the Year
- e. 2019 Speaker Presentations – **Mike will get contact information from Stephen Halsey.**
- f. Board Member Updates: 2018-19
Mike will submit a President's Message.

6. 2019 Mid-Year Conference: Mike / Kelly

- a. Possible Themes – After much Board discussion, the Board decided that the Mid-Year Conference Theme will be ***Learning Environments for Student Well-Being.***
- b. Possible Locations- Buckingham County Elementary School
 Kelly will contact VMDO who designed the renovation of the school.
 Kelly will contact the superintendent, Daisy Hicks, to discuss the possibility of holding the conference in Buckingham and possible dates.

8. 2020 Annual Conference: All

- a. The 2020 Annual Conference will be a joint conference with the Southeast Region.
- b. Possible Themes – It was suggested that we may want to continue with the Wellness Theme.
- c. Possible Dates
 April 19-21
 May 3-5
 Mike will touch base with Edi about the dates and the responses to the RFP she sent.
- d. Possible Locations – venue search (3 years contract with Williamsburg Lodge has expired)
 Williamsburg – Williamsburg Lodge
 Virginia Beach-Norfolk
 Charlottesville – The Boar’s Head Inn or Omni Hotel
 Roanoke- Hotel Roanoke
- e. Any changes based on having a joint conference. The following items were not discussed.
 - Have golf tournament on Sunday.
 - Have a wine tour on Sunday.
 - Have a reception on Sunday evening.
 - Do we extend the conference or keep it as the one and one-half day event with special activities on Sunday?
 The Board did not reach a conclusion on this question.
 At the last joint conference we started with special events on Sunday and the conference ran through Wednesday morning with state meetings.

10. **Schools Next Update:** Elaine informed the Board that the Virginia SchoolsNEXT winner was invited to present at the 2019 VASCD Conference in December. Elaine submitted a description for the session.

Elaine and Vijay will have a 2019-20 Virginia SchoolsNEXT Timeline for the Board at the July meeting.

11. **Southeast Region Update:** Vijay reported that there was a meeting in May to plan the conference.

Ballots for the Southeast Regional Representative to the International Board were distributed. Some Board members did not receive a ballot. **Mike will ask Edi if ballots were sent out to every member in the Southeast Region.**

12. **International Update:** No report

13. **Around the Room -**

Steve Raugh requested that someone else assume the responsibility for Annual Conference sponsors.

Next Meeting Date: July 17, 2019

Next Meeting Location: Moseley Architects

Next Meeting Time: 10:30 AM