



# VA4LE Board of Directors' Meeting Minutes

**Meeting Date:** December 18, 2019

**Meeting Location:** WEbEX

**Meeting Time:** 10:30 AM

**To Join WebEX:** Select "Join" from HBA WebEx invitation  
 Meeting number (access code): 801 281 161  
 Meeting Password: Nkjn3D

**Call-In Number:** 1-408-792-6300 Call-in toll number

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

## Meeting Agenda

- Welcome** - At 10:40, President Mike Ross welcomed the Board and called the meeting to order.
- Approval of Minutes from Last Meeting** – Elain sent out minutes of the October 16, 2019 meeting. **Motion**-Maureen Hannan made a motion to approve the minutes of the October 16, 2019 Board meeting. Vijay seconded the motion. The minutes of October 16, 2019 were approved via a vote of the Board.
- Treasurer's Report** – Steve Raugh sent out the Financial Statement prior to the Board meeting. The balance on the statement as of December 4, 2019 is \$119,996.54. This month's statement included revenue of mid-year sponsors and mid-year expenses.

**Motion**-Vijay made a motion to approve the financial report as presented. Maureen seconded the motion. The financial report was approved via a vote of the Board.

#### 4. Website Updates

- a. Mid-Year Conference – Kelly to summarize and post on website
  - Edi to provide non-member attendees (75 non-members); Kelly to contact and target for membership
  - Kelly to review pictures and post on website
- b. Website hosting change
  - History-VA Chapter designed and maintained own website; Continued to pay web designer to design and provide company to host (no other chapters have own website)
  - Management system going away in 3.5 month; new system proposing \$11.99/month (\$144/yr.) to host
  - Decision – To continue to have Image One host, design & update (\$11.99/month) or switch to A4LE
  - No charge to integrate VA Chapter website to A4LE style- A4LE can accommodate all VA Chapter content- similar style of other chapters

**Motion**-Steve Raugh made a motion to move VA Chapter website to A4LE system as other regions, Vijay seconded the motion and approved by the Board.  
Steve Raugh to communicate decision

#### 5. 2020 Annual Conference

- a. Overall Planning Committee Update
  - Continuing biweekly meetings
  - No venue yet for furniture expo; DC convention center booked, Edu looking at for profit schools with space
  - Draft schedule provided by Mike
  - Registration is open
- b. Short list of Keynote Speakers
  - Hamish Brewer of Prince William County Schools, keynote with students
  - Additional short list provided by Mike
- c. Content committee Update
  - Call for speakers out; expanding speaker outreach
- d. Tour Committee Update
  - DC/metro area; narrowed down to 24 possible sites
  - 4 hour tours
  - working through logistics/schedules
- e. Sponsorship Committee Update
  - Link is live to sign up for sponsorships
- f. Awards Committee Update
  - working on; VA, SE and NE to keep own awards
- g. Conference Planning Google Doc:
  - <https://docs.google.com/spreadsheets/d/1joBhJHQ8CXiGtrLxfXOMgHSPU6wSRv9NFGdHgMeAMyU/edit#gid=0>
- h. Other Discussion
  - Scholarships-what to do was discussed; would come out of VA expense profit
  - Question – to pay for VA school district attendees (2 per VA school district)??
  - Decision deferred

**6. 2021 Annual Conference**

- a. Edi provided comparison of Norfolk and Williamsburg venues; Still waiting for Roanoke hotel Package Data  
-defer until Roanoke Hotel info available

**7. Schools Next Update**

No Report

**8. Student Design Competition Update**

- Hampton wrapped up; have winners
- VA Tech Jan. 22-March 4; mentors lined up

**9. Southeast Region Update**

No Report

**10. International Update**

No Report

**11. Around the Room**

No Reports

**12. Next Meeting Date: Wednesday, January 22, 2020**

**WebEx only**

**10:30 AM**