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: Nkjncm3D

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

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<td>Maureen Hannan</td>
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<td>Cathy Underwood</td>
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<td>Jeff Harris</td>
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<td>Vijay Ramnarain</td>
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<td>Edi Francesconi</td>
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<td>Kelly St. Clair</td>
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<td>Steve Raugh</td>
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<td>Peter Gretz</td>
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<td>Michael Ross</td>
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<td>Elaine Fogliani</td>
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Meeting Agenda

1. Welcome - At 10:40, President Mike Ross welcomed the Board and called the meeting to order.

2. 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.

3. 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/1joBhHJHQ8CXiGtrLxFOMgHSPU6wSRv9NFhgMeAMyu/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