



Virginia College Access Network Board Meeting Minutes  
March 29<sup>th</sup>, 2019

Thomas Nelson Community College  
Historic Triangle Campus  
4601 Opportunity Way  
Williamsburg, VA 23188  
Room 317G

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Joy Pugh called meeting to order. In attendance: Tom Morehouse, Lyons Sanchezconcha, Tierney Jackson, Barry Simmons, Colin Puckett (Bettsy Heggie), Mary Morris, Paula Crow and Reshaud Rich.

Absent: Cheryl Jones, Lee Andes, Scott Kemp, Lisa Smith, Paula Robinson

Additions to agenda

- Question about registered agent
- Changing location of June meeting
  
- **Treasurer's report – Paula Crow**
  - Since January, Paula C. has been getting things in order, transferring name on accounts from Tom to Paula C., etc.
    - Paula C. had to refile DBA (changing name of organization to VirginiaCAN instead of Commonwealth CAN)
    - Quickbooks admin had to be changed from Sammy (ex-board member) to Paula
    - Through TechSoup, Quickbooks charge has been reduced from \$60/month to \$50/year
    - Cvent account was also under Sammy's name and set to auto-renew
    - Cvent is pretty expensive, and combined with Guidebook we pay about \$5,000
    - Paula C. and Tierney are looking into changing to a less expensive conference management platform (maybe Eventbrite), comparing prices of different providers
    - Eventbrite and Cvent also offer mobile apps (that we could use instead of Guidebook)
    - Eventbrite is a provider for credit cards
  - Received payment from CollegeBoard for 2018 conference sponsorship
  - Sally Mae refund was returned twice, but has been sent to the contact person's personal address

- **Woodley Scholarship – Paula Crow**

- 17 applications received
  - Scored based on (weighted) EFC, first-generation status, GPA, and other factors
  - Committee is Ashley Roach, Scott Kemp, Lee Andes, Sandra \_\_\_\_\_
  - Two winners have been identified and will be announced to the board first followed by access nominator
- \$4,000 to award this year
  - 2 students at \$1000 (renewable for a second year, for \$2,000 total award)
  - Motioned and unanimous vote of approval by present board members
  - Winners will be announced in a press release after notifying the winners
  - Board members encouraged to attend scholarship/awards day at the high schools of winners if in geographic proximity, to present the scholarship

- **2020 RFP update – Paula Crow and Joy Pugh**

- 2019 is at the Omni Richmond Hotel (December 4-6)
- December 2-4 is tentative for 2020
  - May conflict with Federal Student Aid Conference
  - Bids from spa in Landsdowne Resort and Spa, Salamander Resort & Spa, The Inn at Virginia Tech, Omni Charlottesville and Richmond
  - Omni Homestead room rates are higher for our preferred dates
  - Harrisonburg has the new Hotel Madison and Shenandoah Conference Center
  - Joy will visit Harrisonburg with Brenda McCafferty from ECOM on Friday, April 5 at 11:30-1:30. Brenda has led the RFP process.
  - Leaning towards Harrisonburg due to location and opportunity to program with JMU

- **2019 Conference**

- Committee updates – Tierney Jackson
  - Consider sponsors for conferences expenses
  - Two conference calls to form new committees: Communications (Colin), Logistics (Lee), Registration (Tierney with help from Ashley), Sponsors and Exhibitors (Barry & Mary), Programming - including keynote speakers, session proposals, pre-conference, and entertainment - (Paula R.)
  - Paula R. is looking for non-board members to join her committee
    - Proposed attending a poster presentation to obtain wine ticket
      - Considered alternatives to bingo like “wine and design” or Family Feud because lack of interaction
        - Board liked idea of some type of game or experience before BINGO that is collaborative before the competitive piece
      - Game night that includes mini games beforehand
      - Discussed wellness pieces for the conference – morning yoga, walking, and running groups/opportunities
    - Reviewed most recent sponsorship application to evaluate the need of all existing levels
      - Colin & Lyons will redesign sponsorship levels into a checklist format
      - Barry will get a copy of their sponsorship letter with contacts
      - Joy looking at sponsorship from bridge/transition programs

- **Paula R.** looking at pre-conference session with VCU and possibly Richmond institutions
    - Lyons created a Google Drive Conference timeline
    - New emails for the contact list should be sent to [admin@virginiacan.org](mailto:admin@virginiacan.org) or complete the form on the website
  - o Group discussion – Joy Pugh
    - There's a Google spreadsheet of keynotes
      - Levar Stoney to bring 2019 greetings
      - Leah Walker – keynoted last year – potentially have a session in 2019
      - President of VCU, John Reynolds CC or John Tyler CC as a keynote
      - Bobby Scott as a keynote
      - Two speakers on the first day, two on the second day, one on the last day
    - Roll call with info slideshow, recognition ceremony
    - **Paula C. and Reshaud** to come up with a structure proposal for recognition for June meeting so we can choose in September
    - Call for proposals end in July with a possible two week extension into August
      - Proposal confirmations September 13
- VCAN drive-in and/or virtual training for 2019 – Joy Pugh
  - o Continuation of discussion from December board meeting
  - o Co-sponsoring with ECMC on webinars about fin aid, college-going culture, undocumented, access info for counselors
  - o Start with “Realizing The College Dream/Financial Aid 101” sponsored by VA529 and ECMC in four possible locations in mid-late September
- Board member open positions, future directions, and process – Joy Pugh
  - o Tabled
- VCAN and NCAN – Joy Pugh
  - o How to share member benefits with our conference attendees and listserv
    - More research needed on how we can classify our members from NCAN perspective
    - VirginiaCAN itself is a NCAN member but there 250 designated slots for member orgs (discounted membership for others)
    - ECMC, ACCESS, VA529, and many other VirginiaCAN partner orgs have NCAN memberships
- Other business
  - o Registered agent has to be an attorney or board member
    - Motioned and unanimous vote of approval for Paula C to be the registered agent
  - o **Lyons** will transport the VirginiaCAN archives to SCHEV with Tierney
  - o Explore summer training for new access professionals for centralization
  - o Day of Dialogue idea for regional access professionals – have as a pre-conference?

**Next meeting: June 21 at Virginia529 in Richmond 9a-12p**

Adjourned at 1:11pm

