



Virginia College Access Network Board Meeting Minutes
Friday, May 13th
2:00 p.m. – 4:00 p.m.

Google Meet: <https://meet.google.com/qzv-iggg-mqk>

- **Attendance:** Scott Kemp, Libby Dutton, Anne Michie, Reshaud Rich, Erin McGrath, TeCarla Moore, Ashley Woodous, Brittany Everett, Alex Johnston, Josh Mann
- **Absent:** Lyons Sanchezconcha, Jan Smith, Laura Clark, Tierney Jackson
- **Welcome:** Scott
 - Meeting brought to order: 2:02pm

- **Approval of March Minutes & May Agenda**
 - Scott Kemp calls for revisions
 - TeCarla's name was misspelled. March meeting minutes revised.
 - Anne Michie moves to approve minutes, Libby Dutton seconds.
 - Motion passes

- **2022 Conference Update:** Josh Mann
 - "Back to the Future" theme
 - A handful of proposals received already
 - Planning to do an in-person committee meeting in June at the Hotel Madison
 - Committee has met twice formally and in smaller subgroups
 - Looking to include as many college access providers (especially new attendees) as possible; Considering scholarship opportunities to cover registration fees or a day pass option
 - Discussion:
 - Day pass option to provide an opportunity for more people to attend, discussed how that may impact attendance on the other days
 - Consideration of an early bird registration fee to be expensed one fiscal year and travel expenses expensed on another fiscal year
 - Question to revisit a hybrid model to provide more accessibility to the conference
 - Confirmed that the committee envisions a two-day stay

- Revisited prior registration fees; 2018 registration fee was \$240, 2019 registration fee was \$290; consideration of not increasing registration fee for 2022
 - Compared proposed registration costs with PCACAC and VASFAA conference registration fees
 - Goal is to hit 375 registrants
 - Discussion to set registration fee at \$325 and early bird registration at \$275 with the intention to keep the average price per person around \$290
 - The committee is working on getting a sponsorship deck to present to JMU
 - Considering past revenue, current financial standing, and anticipated attendee count, discussion about setting registration rate at \$250 (early bird) to break even
 - Will hold off on discussion about a day pass and price per day
 - Decision: early bird registration at \$250 (September 1st) and regular registration at \$275
- **Treasurer's report:** Jan
 - Report emailed in advance and shared by Scott Kemp.
 - Question about if anyone has used cvent before; if so, let Jan know so she can recruit them as a volunteer to help manage it
 - Melissa Benavidez may be a good connection as she manages it for VALHEN
- **Linda Woodley Scholarship Update**
 - Application Requirement: FAFSA SAR Upload
 - Acceptance by voice vote of VASA Upload instead of FAFSA SAR when applicable
 - Revised guidance has been distributed
 - Should be able to issue the funds to students with a Tax Identification Number
 - Request for the scholarship information to go out earlier
- **By-law Revisions**
 - Adding Past-President presence on the Board as a non-voting member to assist with future president onboarding
 - Will revisit next month with any other by-law revisions
- **July 15 Board Meeting**
 - Location: TBD
 - Discussion:
 - Friday afternoons work well for virtual, but not in-person, so earlier in the day would be best

- Williamsburg may be a reasonable location for all board members
 - Will need to choose a new date due to existing board member availability
 - Action items: Doodle poll for a new July meeting date to accommodate more board members
- **Other Issues**
 - o Update on virtual FAFSA/VASA project
 - 25 families assisted so far; majority are first-gen, receiving FRLP, or Spanish-speaking
 - Suggestion to reach out to school divisions where services are not received by any college access providers
 - Request to spread the word far and wide to civic organizations, fraternities, sororities, etc.
 - o Shoutout to Ashley Woohous and Access College Foundation for a successful college signing day
- **Meeting adjourned**
 - o Libby Dutton moves to adjourn meeting, Anne Michie seconds.
 - o Motion passes
 - o Meeting adjourned at 3pm

The mission of the Virginia College Access Network is to support and enhance post-secondary education access and attainment for residents of the Commonwealth of Virginia. To accomplish this mission, VCAN will support access programs and foster new initiatives; develop information and financial resources for students and families; and promote the benefits of greater access to postsecondary education.