



Virginia College Access Network Board Meeting Minutes
Wednesday, August 24th
1:00 p.m. – 3:00 p.m.

Google Meet: <https://meet.google.com/zrx-uwtv-xcp>

- Attendance: Scott Kemp, Lyons Sanchezconcha, Jan Smith, Alex Johnston, Libby Dutton, Erin McGrath, Brittany Everett, Anne Michie, TeCarla Moore, Laura Clark, Reshaud Rich Josh Mann
- Absent: Ashley Woodhous, Tierney Jackson

- Welcome: Scott
 - Meeting brought to order at 1:03pm

- Approval of May Minutes & August Agenda
 - Scott Kemp calls for revisions
 - Lyons Sanchezconcha moves to approve May meeting minutes, Anne Michie seconds. Motion passes.
 - Lyons Sanchezconcha moves to adopt August Agenda, Anne Michie seconds. Motion passes.

- 2022 Conference Update: Josh Mann
 - The following report was submitted ahead of the meeting:
 - Our next meeting will be on 9.12.22 at 10am
 - At the end of June, Scott, myself and Christian Howton attended an in-person site visit to get a feel for the space. We have plenty of room for activities and it was a great meeting. Sadly, we have not received the quote for AV/lighting yet and I have followed up on two different occasions to get the quote and we are still waiting. This is a key component to help us finalize budget items.
 - Once we have this pricing in place it will allow the committee to be able to choose meal and snack stations appropriately based on the remaining budget from there. We have preliminary selections made, but need to see how prices all wash out. May need to make cuts.
 - We had 25 submissions for proposals. We have tentatively selected 15 of them and can pull further from the other options for the conference as well. We plan to reach out this week and ask some popular past

presenters to fill a few of the remaining gaps and know a couple board members have expressed presenting on various topics as well. If you need to submit a placeholder, please do so this week. Once this is secure, we will reach out and confirm with presenters.

- Schedule is in place and shared with the venue. We will be assigning meeting space and helpers to the different meetings spaces.
- We will be securing goodies to stuff conference bags and promotional materials
- Photography: I have reached out to get a quote on a professional photographer so VCAN will own images of the event for future marketing and engagement materials. Stellar Exposures is the name of the company, and they specialize in branding and lifestyle photography. I'm very excited to be able to gather these materials for the future.
- Networking opportunities: assign activities.
- Need to secure: additional sponsorships (vendor tables)
 - Key Note Speakers & Financial Aid Sessions
 - JMU as partnership for college tour and Presidential Reception/tour/fair/keynote speaker
 - Need to ramp up registrations (spread the word) Share on social media and professional platforms. (please see attached flyer to share your contacts and on Linked In)
 - Need to secure: Prize amounts and limits within the budget for game night
- o 31 registrations to date, 6 of which came in today; Early Bird registration ends September 1st
- o Conference Email Communication
 - Some communicated that they did not receive the initial announcement about registrations
 - Some groups registered but never received a confirmation from Cvent
 - Some also shared that they received conference cancellations by mistake
 - Discussion: should we extend the early bird registration deadline since some did not receive the initial outreach?
 - Admin email account was used to blast the email out and the settings were changed to disable responses to those emails; settings have since been set back to enable responses
 - Agreed to evaluate the registration numbers as we approach September 1st and authorize the committee to extend the early bird deadline
- o GEAR Up winter meeting will precede VCAN conference. Attendance will be around 50 people, so planning around that meeting will be important.
- o 9 or 9:30am arrival on November 30th for the board is requested
- o Report submission attached

- Treasurer's report: Jan
 - As of today – August 24 - our bank balance is: \$81,284.06
 - **Deposits since the last board meeting include:**
 - 6/29 \$480.05 Cvent- registrations received minus service fee
 - 7/18 \$1,440.15 Cvent- registrations received minus service fee
 - 8/22 \$542.50 One registration fee paid by check/one donation to Linda Woodley scholarship
 - **Expenses since our last board meeting include:**
 - 6/7 \$308.00 Set up PO Box at UPS store to receive conference registrations paid by check
 - 6/16 \$25.00 Annual registration fee for the Commonwealth of Virginia
 - 6/27 \$75.00 Renewal of TechSoup which provides our QuickBooks accounting software
 - 6/30 \$40.62 Reimbursement for lunch – Conference location site visit (Scott/Josh/Christian)
 - **Pending transactions:** None.
 - **Upcoming info:** Conference registrations are coming in on a regular basis from Cvent and via our PO Box. I'm monitoring those.
- SCHEV/VDOE Shared College Access Statewide Initiatives - Erin/Brittany
 - VDOE and SCHEV are partnering in new ways with the creation of Brittany's position. Joe Wharff, Sarah Bazemore, Brittany Everett and Erin McGrath worked together to create the vision, mission, and goals. They are now seeking buy-in and approval from the board.
 - New funding has encouraged the creation of the vision, mission, and goals:
 - GEAR UP grant
 - In-kind contribution from Virginia529
 - House legislation
 - Performance measures and key players have been outlined and will be shared.
 - Vision:

- To increase college readiness, enrollment and completion for all students in Virginia.
 - o Mission:
 - To foster school environments, education policies, staff expectations, resources, partnerships and technical assistance that support all students' pursuit of a postsecondary education, with particular focus on students who have been traditionally underrepresented in higher education.
 - o Goals:
 - #1 - Educate students, families and staff about the many pathways to success, including 2-year colleges, 4-year colleges, trade schools, apprenticeships, certificate programs and more.
 - #2 - Create a college-and-career going culture in Virginia's schools.
 - #3 - Consistently communicate the expectation of postsecondary education (education beyond high school) for all students.
 - #4 - Increase FAFSA Completion Rates at Virginia high schools.
 - #5 - Make Virginia the best state for education by 2030 – 1.5 million additional postsecondary credentials and 70% educational attainment.
 - o 10 applications received for the Linda Woodley scholarship
- 2023 Conference RFP
 - o Begin thinking about a Save the Date and general area for 2023 conference
 - o Historic locations:
 - 2018 - Norfolk
 - 2019 - Richmond
 - 2020 & 2021 - virtual
 - 2022 - Harrisonburg
 - o Based on methodology of moving regions each year, should consider eastern VA (anywhere from Williamsburg to Virginia Beach)
 - o Two sets of dates will be communicated to hotels, though the week after Thanksgiving is typically a slow week
 - o City Center in Newport News could be an option
- Succession Planning
 - o By-Law Revision
 - Redlined bylaws with proposed revisions shared ahead of meeting
 - Adding Past-President as a non-voting member to aid in the onboarding and transition to new president at the discretion of the board. They would also be on the executive committee, but in a non-voting capacity.
 - Potential additional revisions:
 - Capture if a Past-President is unwilling to remain on the board for an additional year.

- A non-voting Past-President does not need to sit out another year before rejoining the board
 - Scott will follow up with the updated language reflecting the proposed additional revisions
- Other Issues
 - No other outstanding issues
- September 9 Board Meeting
 - Virtual - Still Need or Reschedule to October?
 - This would be the last board meeting before the conference
 - No opposition to meeting in September virtually
 - Scott Kemp will send a Doodle Poll to move the meeting from September 9
- Meeting adjourned
 - Anne Michie moves to adjourn meeting; Jan Smith seconds; motion passes
 - Meeting adjourned at 2:02pm

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.