



Virginia's Voice for Access

Virginia College Access Network Board Meeting Minutes

Tuesday, February 28th

2:00 p.m. – 4:00 p.m.

[Virtually](#)

Board Members Present: Lyons Sanchezconcha (President), TeCarla Moore (Vice President), Jan Smith (Treasurer), Alex Johnston (Secretary), Reshaud Rich, Anne Michie, Ashley Woodous, Laura Clark, Erin McGrath, Brittany Everett, Libby Dutton, Scott Kemp (Past-President)

Guests Present: Joshua Mann (conference committee co-chair), Christian Howton (conference committee co-chair), Casey Yocum (will attend in Laura Clark's proxy when she is unable)

Board Members Absent: None

- **Welcome: Lyons**
 - Meeting was called to order at 2:01pm
 - Board members introduced themselves and shared something positive they recently experienced
- **Approval of [November Minutes](#) & Adopt of February Agenda: Lyons**
 - Call for revisions to November meeting minutes and February agenda
 - November meeting minutes moved to be approved by Anne Michie; motion seconded by Lyons Sanchezconcha; motion passes unanimously
 - February meeting agenda moved to be approved by Anne Michie; motion seconded by Jan Smith; motion passes unanimously
- **Treasurer's Report: Jan**
 - Written report submitted
 - Interest rates are increasing, so we will consider moving some funds to a CD for 6 months and using the interest for the Linda H Woodley scholarship. Jan will research options and report back.
- **Committee Report Out: Committee Chairs**
 - *Exec Committee: Lyons*
 - President's Report
 - Review & Sign [Board Responsibilities Doc](#)
 - Anne confirms that each board member must sign a board responsibilities document
 - Anne recommended removing two items: (1) reading and understanding financial statements and (2) implementing fundraising strategies; Lyons calls for approval of board responsibilities document with those revisions; board approves the document with revisions
 - Anne will send the updated document for electronic signature tomorrow (March 1)

- Discuss [Form](#) Input
 - Areas of strength: feeling up to date and informed with activities of the board
 - Areas for growth: familiarity with policies and procedures
 - Discussion of virtual FAFSA support noting the appetite for virtual assistance has decreased and challenges with getting stipends to volunteers
 - Consideration of listing virtual assistance already happening, including ECMC and GRASP
 - College access groups in Florida did a FAFSA completion competition; consider doing a competition between VDOE regions
 - Discussion of targeting professional development resources with new conference attendees
 - Discussion of what VCAN can do to be intentional about training college access providers on the new FAFSA
- Website updates
 - Board documents page no longer password protected
 - FAFSA/VASA page has been updated with resources
- *Conference Committee: Scott and Christian*
 - RFP Process/Confirm Location
 - Dates confirmed for November 29th - December 1st, with the board meeting the morning of November 29th
 - We received many more proposals than expected
 - The top choice was the Founders Inn in Virginia Beach, about 20 minutes from the oceanfront
 - Second floor board room secured for board meeting
 - All rooms for break out sessions will be on the first floor
 - Covered walkway from rooms to conference location
 - A hospitality suite will be included
 - Conference committee meeting recap
 - First conference committee meeting was held in the beginning of February
 - The committee is discussing how to include FAFSA and financial aid updates intentionally
 - Also considering “tracks” for new attendees and those with more experience
 - This year’s theme will be “Empowerment: Illuminating the Path to Success”; it is intended to be about empowerment, not only of students but also professionals
 - Sponsorship/Goals
 - Sponsorship deck is being edited to include different opportunities with new ideas
 - Goal of identifying \$100k of sponsorships this year
 - Considering holding a college fair one night to partner with the many postsecondary institutions in the area
 - Plans to include more self care sessions
 - Goal to get a Save the Date out very soon with expectation of early bird registration deadline in August or September; will charge a fee for the cost incurred for canceled registrations

- The anticipated timeline for proposals: May - call for proposals, June - due date, and July - decision communicated
 - *School Counselor Engagement: Brittany*
 - The intention is to address knowledge gaps in the field
 - Two initiatives are in motion:
 - Coffee chats will be held much like an office hour for immediate needs of school counselors and college access providers
 - First coffee chat is scheduled for March 8th at 10am for FAFSA and VASA; will be shared via VCAN listserv and advertised on the website
 - A post event survey will be administered to inform future coffee chat topics
 - In-service training and professional development opportunities
 - Incentives are being discussed, including a passport or raffle (potentially a VCAN registration)
 - Will offer a certificate of completion to attendees
 - Considering more intentional participation in VSCA conference, including but not limited to tabling (or collaboration with the state agencies' table) and a session on VCAN
 - *Linda H. Woodley Scholarship: Erin*
 - The application is virtually the same as last year with an updated due date to June 2nd
 - A draft PDF version of the application will be sent for review
 - *Governance: Anne*
 - Anne will continue to lead efforts; Reshaud and Ashley will also participate
- **New Board Member Appointments: Anne**
 - Discuss Next Steps
 - There are two fewer members on the board this year, therefore we are growing by four members (to replace those two and grow by two)
 - Board elections took place virtually
 - Unanimously passed Ted Raspiller to replace Libby Dutton
 - Four new members were selected: Jazmin Montano Aguilar, Dennis Coan, Shaun Mooney, July Coleman
 - Lyons Sanchezconcha moved to adopt the slate of new board members; Ashley Woodous seconded the motion; motion passes unanimously
 - Lyons will reach out to new members and invite them to the next executive meeting and board meeting
- **Board Review & Reflection: Board**
 - Review 2023 Meeting Dates
 - Lyons reviews three options for meeting dates for four additional board meetings
 - One meeting date will be in-person
- **Open Discussion/New Business: Board**
 - Thank you to Libby Dutton for her service on the board
- **Meeting adjourned at 3:36pm**
 - Lyons Sanchezconcha moved to adjourn meeting; Anne Michie seconded the motion; motion passes unanimously

Announcements:

Next Meeting: *TBD*, Calendar holds to go out

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.