



Virginia's Voice for Access

## Virginia College Access Network Board Meeting Minutes

Wednesday, November 29th | 9:00 a.m. – 11:00 a.m.

WiFi: VCAN2023

Founders Inn and Spa | Wentworth Board Room

5641 Indian River Rd., Virginia Beach, VA 23464

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**Board Members Present:** Lyons Sanchezconcha (President), TeCarla Moore (Vice President), Jan Smith (Treasurer), Alex Johnston (Secretary), Scott Kemp (Past-President), Reshaud Rich, Anne Michie, Ashley Woodous, Erin McGrath, Brittany Everett, Ted Raspiller, Dennis Coan, Jazmin Montaña Aguilar, Shaun Mooney

**Guests Present:** Christian Howton, Josh Mann

**Board Members Absent:** Laura Clark, July Coleman

- **Opening Remarks and Roll Call: Lyons**

- Meeting was called to order at 9:05am
- Board members checked in and shared how they spent their Thanksgiving holiday

- **Approval of September Minutes & Adoption of November Agenda: Lyons**

- Call for revisions to September meeting minutes and November agenda
- September meeting minutes moved to be approved by Anne; motion seconded by Lyons; motion passes unanimously
- November meeting agenda moved to be adopted by Lyons; motion seconded by Ashley; motion passes unanimously

- **Treasurer's Report: Jan**

- Separate written report provided to all board members

- **Committee Report Out: Committee Chairs**

- *Exec Committee: Lyons*
  - **President's Report & Updates**
    - Will plan to take a full board picture after lunch on second day of conference
    - Coffee with the board will occur as attendees get breakfast on second day of conference
    - Lyons reflects on the year, including expanding the board and the statement on VASA, and thanks the board for their service
- *Conference Committee: Christian and Josh*
  - Lyons begins with thanking the co-chairs
  - Over 370 total attendees including college fair participants; there has been an increase in school counselor attendees
  - Anticipate breaking even this year after shaving off some extra expenses, last minute sponsorships coming through, and the Founders Inn providing

some perks after a difficult planning season

- A few session speakers backed out as late as yesterday afternoon
- Two evening events which will include appetizers and drinks
- Josh asks the board to sit at reserved tables with conference sponsors
- Fireside chats will begin this evening and take place in the presidential parlor beginning at 9pm
- Discussion of expanding sponsorships beyond Virginia529, ECMC, and other typical sponsors; Christian mentions requesting donations from colleges earlier in the year because some schools were interested in sponsoring but the timeline was too short
- *School Counselor Engagement: Brittany*
  - 30 sponsored counselors and educators are joining VCAN conference this year; they were hoping for 40 sponsorships but it was difficult to get all sponsorships filled as some educators changed divisions and were no longer eligible for the sponsorship or the timing of the conference did not work for their schedules
  - Funding for sponsorships will continue through the GEAR UP grant which ends in 2028
  - Brittany invites board members to welcome these first time attendees at the conference
  - Likely will pursue virtual coffee chats again this year after assessing needs of current school counselors
  - Anne suggests including a vendor hall at next year's conference to generate additional revenue
- *Linda H. Woodley Scholarship: Erin*
  - Lee Andes has disbursed scholarship dollars to all four institutions where scholars are enrolled
  - Only one student submitted a photo after multiple attempts at outreach to all scholarship recipients
  - Next year, Tierney Jackson will roll off the committee and Erin will convene with committee members
  - Jazmin will assist with scholarship fundraising this year at the conference; there is a QR code printed and a link in the app; Jazmin also addresses adding some sort of incentive to invite scholars to attend conferences to speak and also potentially start a Facebook group for current and former scholars
  - Anne offers inviting scholars to join a college success program to keep students engaged and provide support through their college career; also suggests moving the scholarship selection process earlier
  - Dennis suggests coaching scholars on how to list an award on their LinkedIn and linking it to organizations to assist with promotion
  - Shaun suggests putting any profit from conference registrations into the scholarship fund and promoting that as it may encourage employers to send folks; Dennis suggested adding to the conference a "round up campaign" that allows registrants to donate \$5 or so to the scholarship fund during registration
- **New Officers**
  - Election results
    - President: TeCarla Moore
    - Vice President: Alex Johnston

- Treasurer: Anne Michie
  - Secretary: Brittany Everett
  - Lyons will serve as past-president on the board and Scott will roll off of the board
  - This time next year, Lyons and Reshaud will roll off after their second three-year term
  - Jan will submit a name from ECMC to serve on the board as she completes her term of service
  - New officer appointments will begin January 1
  - Ashley volunteers to become the governance committee chair as Anne becomes Treasurer; a member of the executive committee must be on the governance committee
- Consider 2-year terms for officers
  - Lyons proposes to make officer terms two years rather than one, which would include a change to the by-laws
  - Tabled for further discussion
- **New Business: Board**
  - Approve 2024 conference site
    - Scott shares that he is still waiting on some executive committee members to rate conference RFPs
    - The 2024 conference dates will be announced at the conference this year (December 4th - 6th)
- **Open Discussion: Board**
  - Please send Alex any job postings by next Thursday, December 7th for an email on December 8th
  - Shaun announces that JMU will host a first-generation workshop/symposium on February 2nd targeting higher education professionals but also including college access professionals; no registration cost; the idea is that other institutions will host this kind of workshop annually
  - Reshaud asks the board if there is interest in revitalizing the drive-in in-service training opportunities across the state with ECMC's "the college dream" content
  - Lyons announces that the VALHEN scholarship is rolling out soon, to include around 20 scholarships
- **Next Steps**
  - The new executive committee will discuss the 2024 meeting schedule to include two in-person board meetings
- **Meeting adjourned at 10:39am**
  - Anne moved to adjourn meeting; Lyons seconded the motion; motion passes unanimously

**Announcements:**

**Next Meetings:**

January/February Meeting, date TBD, 2-4pm, Virtual