



Virginia College Access Network Board Meeting Minutes
Wednesday, October 5th
1:00 p.m. – 3:00 p.m.

Google Meet Link: <https://meet.google.com/pdn-kprx-fbf>
Or dial: (US) +1 619-836-0633 PIN: 337 920 597#

- Attendance: Scott Kemp, Lyons Sanchezconcha, Jan Smith, Alex Johnston, Erin McGrath, Brittany Everett, Anne Michie, TeCarla Moore, Reshaud Rich, Ashley Woodhouse
- Absent: Tierney Jackson, Laura Clark, Libby Dutton
- Invited Committee Member: Josh Mann
- Welcome: Scott
 - Meeting brought to order at 1:03pm
- Approval of August Minutes & October Agenda: Scott
 - Scott Kemp calls for revisions to August meeting minutes
 - Anne Michie moves to approve minutes; Lyons Sanchezconcha seconds; Motion passes unanimously
- 2022 Conference Update: Josh
 - Presidential reception secured for the first evening with JMU president as the speaker; will include heavy hors d'oeuvres and adult beverages
 - Official photographer confirmed with Stellar Exposures
 - They will provide images we will be able to use for the website and future advertising
 - All attendees will have access to the photographer during breaks to take professional headshots
 - Presenters have been confirmed for breakout sessions, though there are two current spots open in the schedule
 - Myesha Challenger has been identified as the keynote speaker but not yet

confirmed

- Hotel Madison update
 - Hotel room rate should be rectified for those who received the incorrect room rate previously
 - AV price is a little higher (around \$18k) than in the past, but will include new additions such as professional uplighting and a stage with draping and multiple screens
 - Food and beverage pricing has been whittled down to \$41k for about 220 guests
- 213 registrants to date; the room capacity is 300
- Information about sponsor levels will be shared soon to solicit additional sponsorships; ECMC and Virginia529 already confirmed as conference sponsors
- Request of the Board to assist with two specific needs:
 - An opening and closing speaker (a list of current speakers will come via Scott)
 - Two breakout session presenters
- Treasurer's report: Jan
 - Bank balance as of 9/30/22: \$102,352.80
 - All deposits for the month of September are conference registrations and one sponsorship check from ECMC.
 - One expenditure for September: conference photographer, Stellar Exposures.
 - Upcoming transactions:
 - Securing liability insurance for the conference
 - VDACS annual fee
 - VCAN annual tax return due by 11/15
 - Full report submitted separately
- 2023 Conference RFP: Scott
 - Williamsburg and east is where 2023 conference will be held
 - RFPs will be spearheaded by Scott

- Save the date will be announced at the 2022 conference
- Succession Planning: Scott
 - A new redlined version was sent with meeting agenda
 - The yellow highlighted items indicate the revisions discussed at the August 2022 Board meeting.
 - Article 2 - Section 3 - Item 1: Terms
 - Article 2 - Section 7: Executive Committee
 - Article 3 - Section 11 - Item 1: Past President
 - The green highlighted items indicate the new revised items based on the discussion of the by-laws in August
 - Article 2 - Section 3 - Item 2: Terms
 - “Vacant” spelling corrected on the document
 - Article 2 - Section 3 - Item 3: Terms
 - Article 7: Requirement for a two-thirds majority for bylaw changes
 - Call for additional comment before adopting changes; no comments or questions raised
 - Lyons Sanchezconcha moves to approve the revision to the bylaws effective today; Anne Michie seconds; Motion passes unanimously
- Elections Process for 2023 Executive positions: Scott
 - Open Positions: President; Vice-President; Secretary; Treasurer
 - Scott’s service will conclude at the end of this year. All other positions are eligible for reinstatement
 - Collection of candidates done virtually and presented to the Board by November 15, 2022. Candidate nominations (including self-nominations) should go to Anne Michie.
 - Vote on Positions at November 30 Board Meeting
- Board Length of Service: Scott
 - Two members’ service terms will end at the end of this year, leaving the Board at 11 members. Request for others considering leaving to reach out to Scott directly.
 - Virginia Tribal Education Consortium brought to the attention of the Board to be considered for Board membership
- Other Issues
 - Erin McGrath will share an update on SCHEV and VDOE vision, mission, and goals upon approval
 - Conference preparations
 - Reshaud offered student volunteers if needed for conference preparation, for instance to distribute new, but never used bags from a

past conference

- If Board members are available Tuesday before the conference, they may be able to assist with preparations as well
- Next Meeting: November 30; 9am - 11am; Hotel Madison - In-Person
- Meeting adjourned
 - TeCarla Moore moves to adjourn meeting; Lyons Sanchezconcha seconds; Motion passes
 - Meeting adjourned at 1:53pm