



FACRAO

2023 Business Meeting Minutes

The Florida Hotel & Conference Center

Wednesday, June 7, 2023

1. Call to Order

- a. FACRAO President, Diana Hull began the 2023 Business Meeting at 12:42 p.m.
- b. Housekeeping items:
 - i. Please provide feedback on session surveys
 - ii. Conference surveys will be emailed out to participants
 - iii. Keep an eye out for upcoming FACRAO webinars
 - iv. Presenters are asked to send copies of their presentations to tech@facrao.org
 - v. Webinars call for volunteers should contact professionaldevelopment@facrao.org

2. President's Remarks

- a. It's been an honor to serve as President, forging new relationships and breaking out of her comfort zone. A great slate of incoming committee members will be taking the reins.
- b. Keynote and plenary speakers were amazing and session speakers were outstanding. We appreciate them for sharing their expertise. We hope you can spread your new knowledge with those who weren't able to attend.
- c. Special shout out to Bridget Srzelecki for working with our corporate partners.
- d. Thanks to the staff of the Florida Hotel for their service.
- e. Think about submitting a presentation or joining the executive committee as a volunteer.

3. Approval of Minutes

- a. The 2022 Business Meeting minutes are located in the conference app.
- b. Diana asked if there were any additions or corrections to make. There were none.
- c. Motion to approve from Helen Gonzalez (FIU), seconded by Kim Barber (FSU). All in favor, none opposed and none obtained. The 2022 Business Meeting minutes are approved.

4. Finance and Budget

- a. Audit Committee Report by Valerie Kisseloff, Chair
 - i. Reviewed expenses and revenue, assessing committee and conference expenses and membership dues. Met with Treasurer to learn more about the committee.
 - ii. Upon thorough examination, the committee did not find any concerns and noted that the organization is fiscally responsible.
- b. Diana introduced Nevalar Tanesha Davis, Treasurer, to discuss the budget.
 - i. 2022 Financial Statement Recap

Financial Statement
July 2022 – May 2023
(as of 5/31/2023)

Beginning Balance as of July 1, 2022 \$92,601.50

Fees Received

2022 FACRAO Annual Membership Dues1	\$13,750.00	
Summit Vendor Regs. & Sponsorships2	\$25,600.00	
Conference Registration	\$35,325.00	
Total Fees Received for 2022-23	\$74,675.00	
Total Balance		\$167,276.50

July 2022 – May 2023
(as of 5/31/2023)

Expenses

Executive Committee Expenses (Meals) \$1,441.88

FACRAO Expenses **\$3,235.80**

Annual Filing Fee	\$70.00	
Hartford Insurance	\$435.88	
Videoconferencing (ZOOM, TechSoup)	\$607.90	
System/Payscape	\$2105.92	
Taxes	\$0.00	
UPS	\$16.10	

Summit Expenses **\$17,154.80**

Walmart	\$59.88	
2022 Keynote Speaker	\$250.00	
Allegra	\$310.19	
DLX Branded Marketing	\$426.01	
Amazon	\$847.91	
Casino Deposit	\$2397.50	
Andrews	\$2863.31	
Hotel Deposit	\$10000.00	

EFT Refund Credit	\$100.00	
Total Expenses for 2022-2023	\$21,832.48	\$16522.29

Final Balance **\$145,344.02**

ii. FY 2023 Financials

1. Continuation of partnership with AACRAO to subsidize MemberClicks cost and SACRAO for conference app
2. Continue efforts to boost corporate sponsorships and increase FACRAO membership

- iii. Motion to approve the FACRAO budget report as presented – Kim Barber made a motion to approve, seconded by Cindy King (UF). All in favor, none opposed and none obtained. Motion passes.

5. Proposed changes to constitution and by-laws

- a. Ed Trombley, Immediate Past President – association notified membership of changes via email list and they have been posted publicly on the website and in the conference app.
- b. Motion to approve changes to constitution – Karen Lee Murphy (Broward) made a motion to approve, seconded by Chris Bibbo (Pasco Hernando). All in favor, none opposed and none obtained. Motion passes.
- c. Motion to approve changes to by-laws – Alton Austin (CF) made a motion to approve and seconded by Chris Bibbo. All in favor, none opposed and none obtained. Motion passes.

6. Recognitions

- a. A big thank you to:
 - i. Jackie Carter, AACRAO President
 - ii. Ed Trombley, SACRAO Representative
 - iii. Our session presenters
 - iv. Our Lunch and Business Meeting Sponsor, Processmaker
- b. Diana also recognized the current FACRAO Executive Board and thanked them for their commitment. Each member receives a plaque to thank them for their service this year:
 - i. Diana Hull, President
 - ii. Andrew Konapelsky, President Elect
 - iii. Ed Trombley, Immediate Past President
 - iv. Tanesha Davis, Treasurer
 - v. Jay Hoying, Treasurer Elect
 - vi. Taylor Gomez, Secretary
 - vii. Alton Austin, VP Professional Development
 - viii. Angela Brill, VP Communications and Member Relations
 - ix. Vacant, VP Emerging and Specialized Programs
 - x. Helen Gonzalez, VP Information Technology
 - xi. Bridget Szrzelecki, Corporate Sponsor Liaison
 - xii. Chris Bibbo, FCRAO Chair

7. Transition of Officers

- a. Ed as Immediate Past President and Chair of the Nominations Committee presented the new slate of officers for 2023-2024:
 - i. Andrew Konapelsky, President
 - ii. Chris Bibbo, President Elect
 - iii. Diana Hull, Immediate Past President
 - iv. Jay Hoying, Treasurer
 - v. Vacant Until 2024, Treasurer Elect
 - vi. Crystal Runyan, Secretary
 - vii. Colin McKinney, VP Professional Development
 - viii. Angela Brill, VP Communications and Member Relations
 - ix. Latisha McCray, VP Emerging and Specialized Programs

- x. Taylor Gomez, VP Information and Technology
 - xi. Dulce Beltran, Corporate Sponsor Liaison
 - xii. Beth Hoodiman, FCRAO Chair
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- b. Ed called for nominations from the floor. No additional nominees or volunteers were presented.
 - c. Ed turned the slate of officers for 2023-2024 over to Diana for a motion to approve.
 - d. Diana asked for a motion to accept the slate of officers for 2023-2024. Karen Lee Murphy (Broward) motioned to approve, seconded by Mike Hutley (Sante Fe). All in favor, none opposed and none obtained. Motion is approved.
 - e. Diana turned the meeting over to Andrew Konapelsky as the new President of FACRAO for 2023-2024.

8. Remarks from the Incoming President, Andrew Konapelsky

- a. The 15th Annual Higher Education Summit will be held June 2-6, 2024 at the Hilton St. Petersburg Bayfront. There will be many things to do between conference sessions!
- b. Thanks again to our sponsors. We hope everyone will return next year.

9. New Business Items and Open Forum

- a. Andrew asked if there were any questions or new business items from the floor. No questions or comments from the floor.
- b. Raffle prizes

10. Adjournment

- a. Motion to adjourn the meeting by Ed Trombley; seconded by UF.
- b. The meeting was adjourned at 1:28 p.m.