

Discussion Agenda

***Conference Call for AVAP Executive & Conference Planning Committee***

**Monday, February 20, 2017**

**11:30 – 12:30 p.m. Pacific Standard Time**

**Dial: 866-740-1260**

**Passcode: 7540398#**

**Members Present:** Cheryl Cobbs, Gretchen Morgan, Danielle Ford, Chad Rolfs, Susan Xiofaridou, Lynne Haley, Jo Ann Winn, Karen Johnson, Joe Montgomery

The Meeting commenced at 2:32 PM EST

**Old Business:**

1. **Minutes- Jo Ann -** minutes from the January 23 meeting were approved as presented.
2. **Treasurer’s report- Lynne Haley:**

* Updates on account closure and transferring money.
* Still seeking actual account balance in original bank account
* Paid 3rd installment to K-State for the Chris Gruber scholarship
* Unable to change admin names on pay-pal
* Estimated balance from pay-pal, Wells Fargo, and old bank account over $20K
* Plans to finalize tax exemption and close old bank account

1. **2017 Conference- Chad Rolfs, Susan Xiofaridou and Cassandra Clore**
   * Presented conference agenda for review
   * Approached IU School of Philanthropy to offer workshops
   * Suggestions for Lynne Wester, to present on donor relations
   * Will finalize contracts for Wester and IU
   * Needs help to design registration page on pay-pal
   * Hotel contract to be signed – Downtown Sheraton Hotel
2. **NAVC**- **Gretchen Morgan** Tabling experience feedback

* Gretchen was unable to attend NAVC so Jo Ann Winn reported for her.
* Participants need better communication with alumni about tabling dates
* Some schools expressed positive experiences, others not successful
* Joe at K-State reported that Ashley has a positive experience
* Gretchen will reach out to NAVC to have tabling for the 2018 conference

1. **New Business**

* Listserve request: CE events- JoAnn
* UGA requested to share CE flyer among the membership to forward to share residents
* Discussion was held concerning appropriate content to share with members.
* Consensus was if content was not directed to development/fundraising/alumni affairs/or communications, it should be disregarded.

**Future meetings:**

* + **March 20, 2017**
  + **April 17, 2017**
  + **May 15, 2017**
  + **June 19, 2017**
  + **July 19-21, 2017- AVAP conference “Racing Toward Success”**

The next meeting will be Monday, March 20 via phone conference

With no further business to attend, the meeting adjourned at 3:22. PM

**ATTACHMENTS:**

* Treasurer’s report attached
* NAVC tabling experience