

IASFAA Executive Council Meeting  
 September 14, 2023: 10 am to 12 pm  
 Zoom: <https://boisestate.zoom.us/j/7152560950>

Meeting called to order at 11 a.m.  
 Meeting adjourned at 12 p.m.

In attendance: Kelley Christianson (President), Laura Hughes (Past-President), Kait Chase (Secretary-Treasurer), and Sylvia Turley (Representative-at-Large)

<p>Secretary-Treasurer to-do items</p>	<ul style="list-style-type: none"> <li>–Need to file IRS <a href="#">990-N (for 2022)</a></li> <li>–Need to renew with Idaho Secretary of State by Sept 30, 2023</li> <li>–Minutes from the August meeting?</li> </ul>	<p>Kait and Kelley will meet to fill out the IRS form in the next few weeks.</p> <p>Kait will get minutes to Kelley to post to website before the conference</p>
<p>Wells Fargo</p>	<ul style="list-style-type: none"> <li>–CD maturity date: Sept 24 (7 day grace period)</li> <li>–Update Key Executives &amp; Address</li> <li>–Checking: \$6,130.23</li> <li>–Savings: \$7,579.18</li> <li>–CD: \$35,700.21</li> </ul>	<ul style="list-style-type: none"> <li>–Do we need to break out funds for the conference?            Kelley: We won't need to use funds from CD, we have enough funds in check/savings to cover costs.</li> <li>Reviewed budget and costs, as of today, we don't have enough attendees to cover the cost for the conference. We use funds from checking/savings to cover this year.</li> <li>Should we be looking at changing CDs for higher interest? If we want to do something with it, we need to do it before the conference. Kelley will contact Wells Fargo to see what our options are (3-month, 6-month).</li> <li>–Paperwork provided is sufficient; need to update in person</li> <li>–Need to update address at</li> </ul>

		<p>the same time. Need an “agreement” with Boise State that shows conducting business from this address. Discussed having an agreement that will allow IASFAA to do business out of Boise State address or updating address to home address of one of the key executives. Kelley will pursue with Boise VP office.</p> <p>Laura suggested using a template that can then be used for future changes to allow IASFAA to operate out of the President's institution.</p>
<p>Conference</p>	<p>Registration as of 9/14          –Registrants: 31          –Vendors: 4 + 1          –Guests: 2 + 1          –Add'l communication?          –When to close registration?          –<a href="#">Room layout</a>          –<a href="#">Linen colors</a>          (tablecloth/napkins)          –Power for vendors (\$60)          –<a href="#">Deli Buffet choices</a> (pg 17)          –<a href="#">50% event charges due</a>          –May have to shift the agenda          –Room block closed</p>	<p>EC will meet at 9 a.m. to go over logistics and make packets.</p> <p>Expecting a total of at least 5 vendors.</p> <p>Guests: we will be comping their registration (total 3)</p> <p>Kelley will send out another email to the directory. Kelley will close registration after the 25th.</p> <p>Linen colors - Decided white tablecloth with black napkins</p> <p>Agreed that no power strip will be purchased (\$60 extra) for vendors</p> <p>Deli Buffet: Chicken tortilla and tomato basil soup, simple mixed green salad, and ancient grains.</p> <p>Reviewed costs from Boise Centre. Kait will write a check for half of the cost, \$2275.59</p>

		<p>to be paid today.</p> <p>May need to shift the agenda due to one of the presenters' flight.</p> <p>Room block closed. We won't be charged.</p>
<p><u>Business Meeting</u> Planning</p>	<ul style="list-style-type: none"> <li>-Summary of past activities</li> <li>-Treasurer Report</li> <li>-Budget</li> <li>-Discuss Wells Fargo CD</li> <li>-24-25 Election</li> <li>-Other agenda items</li> </ul>	<p>Will have a business meeting during the conference. Kelley started an agenda.</p> <p>Treasure report for the current year.</p> <p>Proposed budget for the year.</p> <p>Membership-future of IASFAA. Collaborate with Nevada?</p> <p>Baskets/gifts for silent auction. Will need a table or two inside the room. Close bids at the end of reception on Monday.</p>
<p>To Do Items</p>	<p>-Follow up with Boise Centre</p>	<p>-Kelley</p>