

Virginia AHPERD Board of Directors Meeting

March 8, 2024

Call to Order Danielle Christian, President  
President's Comments Danielle Christian, President  
Robert's Rules of Order Mark Brandenburger, Parliamentarian  
Approval of [1/19/24 BOD Minutes](#) Danielle Christian, President

- Dance Division section merger, approved (RA: passed 1/20/24)
- AHA Coordinator and OC, removed (RA: passed 1/20/24)
- Associate membership fee defined (RA: passed 1/20/24)
- Updated membership fee structure (RA: to vote 3/9/24)

Approval of Today's Agenda Danielle Christian, President

Board Reports:

- President Danielle Christian
- Past President Donna Wilbur
- President Elect Sean Niehoff
- Executive Director Maria McKeown
- Dance Division Victor Spadaro
- General Division Lei Dunn
- Health Division Dani Werner
- Physical Education Division Patrick Noel
- Recreation Division Raymond Crowell
- Convention Report Megan McLaughlin

Old Business:

- Motions brought forth.
  - Status report on....
    - Motion (from Lei Dunn): To direct the board to direct the awards committee to REVIEW THE ELIGIBILITY AND POOL OF APPLICANTS PROCESS FOR individuals nominated for annual awards aiming to create a more simplified process to increase applications. Second: Jessica Bayliss. Motion carried.
    - **Referred to Awards Committee** to bring a recommendation to the March 2024 BOD.
  - ~~New motion from the Awards Committee before the BOD? or, from the floor?~~
    - ~~Motion: \_\_\_\_\_~~
    - ~~Second: not needed, from committee~~
    - ~~Article XII Awards~~
      - ~~524 The Association may honor individuals for meritorious service. The awards shall be~~
      - ~~525 presented during the annual convention or at such other time or location as determined by the~~
      - ~~526 Board of Directors.~~
    - ~~Discussion For/Against~~
    - ~~Vote (aye/no) to add the addendum and send before the RA on 3/9/24~~
    - ~~Passed: \_\_\_\_\_ Not Passed \_\_\_\_\_~~
  - Left on the floor in RA on 1/20/24, to be brought to RA on 3/9/24:

- Motion from the General Division (via Lei Dunn): I move to strike number 2 of Section 4 from the Site Selection Committee operating code. Motion carried, **referred to Structure & Function** for code revisions to be brought to RA for approval during Jan 2024 LDC. Approved by S&F, language prepared for RA.
    - No action required by BOD, RA to vote on 3/9/24.
  - o Jessica Bayliss -
    - The finance committee moves to amend the update the Virginia AHPERD Membership cost structure over the next 3 years, effective June 1, 2024 as seen in the [Membership Dues Change](#)
    - Rationale: being that our processing company charges us fees for each transaction. Raising our rates helps to combat this loss. Additionally, the continued tiered pricing increases will account for increased costs of the association and are based on rates of inflation in item/services the organization utilizes.
    - Second: not needed, from committee
    - Article VII, Section 7: Duties and Responsibilities of the Board of Directors
      - 346 f) *Determine Membership dues and convention fees*
    - Discussion For/Against
    - Vote (aye/no) to add the addendum and send before the RA on 3/9/24
    - Passed: Yes Not Passed \_\_\_\_\_
- o Ad-Hoc committee to review organizational structure of the association (Summer Davis).
  - o [3/5/24 Ad Hoc \(reorganization\) Committee Report.docx](#)
  - o [Org Chart Draft D.docx](#), following feedback reviewing [Org Chart Draft C.docx](#)
  - o Hear a motion to refer draft to Structure and Function for credibility and identification of necessary changes in Bylaws and OC? Support team and meeting time?
  - o Motion from Ad Hoc Committee asking for recommendation from S&F to review and propose re-organization and realignment. Second not required.
  - o Discussion For/Against: including discussion regarding student chair term and purpose
  - o Vote (aye/no) to the motion.
  - o Passed: yes \_\_\_\_\_ Not Passed \_\_\_\_\_

New Business:

- Advocacy issues and concerns: HB98 passed and is heading to the Senate.
- Motion from Structure & Function regarding Convention Cancellation Policy (Amanda)
  - o [Cancellation Policy Motion1.docx](#)
  - o *“Registrants who cancel up to 30 days prior to the convention will receive a full refund minus transaction fees. Cancellations three weeks (21 days) prior to the convention will receive a half refund. No refund for cancellation within 14 days of the convention.”*
  - o Second: not needed, from committee
  - o Article VII, Section 7: Duties and Responsibilities of the Board of Directors
    - 346 f) *Determine Membership dues and convention fees.*
  - o Discussion For/Against
  - o Vote (aye/no) Passed: yes \_\_\_\_\_ Not Passed \_\_\_\_\_ to report to the RA 3/9/24
- Update to BOD Officers - esp. new board members (Mark Brandenburger)
  - o Article IV, Section 3a Nominating and election of Officers
    - 69 *“The Nominating Committee shall prepare a slate of up to two nominees for President*
    - 70 *Elect and Division Vice Presidents-Elect. Additional candidates, with their written*

- 71 approval and who meet eligibility requirements, may be nominated from the floor,
  - 72 only if the Nominating Committee has not submitted a candidate.”
- Article VII, Section 5 Attendance at meetings:
  - 315 1) Members of the Board of Directors shall attend a minimum of four (4) regular
  - 316 meetings of the Board of Directors per term.
  - 317
  - 318 2) Following the first missed regular meeting, the Executive Director shall send
  - 319 the board member written notice that forfeiture of office shall occur upon the
  - 320 next missed regular meeting.
  - 321
  - 322 3) When a second regular meeting is missed, the President shall send a
  - 323 formal dismissal notification, thanking them for their service. This action is
  - 324 separate removal from office for cause
  - 325
  - 326 4) Exceptions to the Attendance Policy for extenuating circumstances may be
  - 327 approved by the Board of Directors by a 2/3 vote.
- Article IV Section 6g Succession of Officers
  - 188 “Should a vacancy occur in the office of Vice President-Elect; the Vice President shall
  - 189 submit a nominee to the Board of Directors. The Board of Directors may confirm the
  - 190 nominee or request another submission. If confirmed, the person will serve the
  - 191 remainder of the Vice President-Elect term and continue through the normal
  - 192 progression of Vice President.”
- Member clicks – Star Chapter information from Finance Department [Comparison of Membership Management Database Programs.pdf](#)
- Motion to use StarChapter as our membership tracking (Donna Wilbur):
  - Second: Summer Davis
  - Discussion for/against:
  - Vote: YES, passed
- Budget Approval [2024 - 2025 Proposed Budget.xlsx](#)
  - Motion: Donna Wilbur \_\_\_\_\_
  - Second: n/a From Finance Committee
  - Article VII, Section 7: Duties and Responsibilities of the Board of Directors
    - d) Approve an annual budget and related financial matters as specified in the
    - 341 Association’s Investment Policy Statement.
  - Discussion For/Against
  - Vote (aye/no) Passed: \_Yes\_\_\_ Not Passed\_\_\_\_\_ to present to the RA 3/9/24
- Executive Session - Executive Director Performance Evaluation (Danielle)
  - <https://forms.gle/92GWfw5j8BYqmZ326>

Motion to adjourn Jessica Bayliss  
 Second Victor Spadado  
 Passed

Date	Event	Location	Time	Attendance
March 8	BOD Budget Meeting	<b>Glen Allen High School</b> <b>10700 Staples Mill Rd, Glen Allen, VA 23060</b>	7pm	Board of Directors

March 9	LDC & RA	<b><i>Glen Allen High School</i></b> <b><i>10700 Staples Mill Rd, Glen Allen, VA 23060</i></b>	8:30 Meet and Greet 9am Start	BOD & RA
End of March	SHAPE America National Convention	Cleveland, OH		Anyone
June 12-14	SAM LDC	Colorado Springs, CO		Pres. Elect & ED
July 7-10	HPAI	JMU Harrisonburg, VA		Anyone
July 23-24	BOD Convention Planning Meeting	Virginia Beach, VA	5:30 pm	BOD and ED
July 15-16	Southern States LDC	Orlando, FL		Pres., Pres. Elect & ED
Nov. 8-10	Virginia AHPERD	Virginia Beach, VA Founders Inn		Anyone
Nov. 7	Pre-Convention BOD Meeting	Virginia Beach, VA	TBD	BOD
Nov. TBA	Representative Assembly	Virginia Beach, VA	TBD	RA
Nov. TBA	Post-Convention BOD Meeting	Virginia Beach, VA	TBD	BOD