

**WASFAA Executive Council Meeting**  
**April 9-10, 2002**  
**Boise, Idaho**

**Attendees:**

Executive Council: Catherine King-Todd, Addalou Davis, Kate Peterson, Colin Randolph, Peter Miller, Steve Herndon, Eric Nemoto, Tami Sato, Tracy Reisinger, Pat Peppin, Linda Bisesi, Johnetta Scott, Lana Walter, Marsha Dupree, Barb Alm, Wendy Olson (for Mary Edington)

Committee Chairs/Liaisons: David Allen, Peggy Crawford, Don Black, Jim White, Kay Soltis, Kate Bligh, Lupita Murphy, Marianna Deeken, Laurie Franklin, Laura Whitelaw, Pam Doerner, Ken Souza, Sun Ow

Guest: Charlie Bruce, NASFAA National Chair-elect

Absent: Yvonne Hicks

Catherine King-Todd introduced Charlie Bruce, NASFAA National Chair-elect. Charlie encouraged folks to submit NASFAA volunteer forms by April 16. He indicated that the committees normally meet twice a year and that expenses are covered by NASFAA.

TO DO: Submit NASFAA volunteer forms by April 16, if  
you are interested in being a volunteer.

Catherine King-Todd called the meeting to order at 12:50 p.m. After welcoming everyone, she announced that the 2003 Summer Institute is to be chaired by Elizabeth Bickford, University of Oregon.

**MOTION:** Addalou Davis moved that we accept Yvonne Hicks as segmental representative-at-large for 2002-03.  
Colin Randolph seconded.

The motion passed unanimously.

**MOTION:** Addalou Davis moved that we approve all committee chairs.  
Marsha Dupree seconded.

The motion passed unanimously.

Catherine King-Todd introduced people who were not present at the transition meeting. She reviewed the voting protocol. State presidents may send a representative to the Executive Council meeting if they are not able to attend, and that representative may vote. Elected officials may vote. Committee chairs/liaisons may not vote.

Catherine King-Todd is working with Peter Miller on getting the updated Policies & Procedures on the web. Once that is done, she will send an e-mail to everyone so that we can go to the web and read and print a copy.

TO DO: Catherine King-Todd/Peter Miller to get updated Policies  
& Procedures on the web.

TO DO: Catherine King-Todd to e-mail Executive Council and committee chairs/liaisons when it's on the web so that we each can print out our own copy.

TO DO: All members of the Executive Council should read and understand the Policies & Procedures. Committee chairs are to read and understand their parts of Policies & Procedures that affect their committee's duties/ responsibilities.

Addalou Davis encouraged everyone to bring the updated copy to each Executive Council meeting.

The WASFAA calendar was briefly discussed. Linda Bisesi indicated the CASFAA conference is December 16, 17, and 18 in San Diego.

TO DO: Everyone should review the WASFAA calendar on the web and get all updates to Peter Miller, including the dates of all of the state conferences.

Charlie Bruce then talked about NASFAA. He indicated that the NASFAA chair tries to attend each regional meeting and the largest state conferences. He is eager to participate in some of the smaller state conferences. The state must pay for his attendance (NASFAA won't cover it).

TO DO: State presidents should let Charlie Bruce know right away if you'd like him at your state conference.

Catherine King-Todd then distributed the volunteer list. Catherine will update the list with new names and will re-distribute.

TO DO: Catherine King-Todd to provide updated volunteer list to committee chairs.

Catherine King-Todd reminded folks that committee members must be WASFAA members. Barb Alm recommended changing the volunteer form to include past committee involvement so that some screening could be done to ensure new folks are involved, and also to provide some contact information to ensure that the previous volunteers were active members on those committees.

TO DO: Committee chairs are to provide in writing names of all committee members to Catherine King-Todd and to Steve Herndon by May 3, 2002.

TO DO: Catherine King-Todd is to forward committee members' names to Travel Creations if travel is involved in the committee's activities.

Sun Ow encouraged us to look at volunteer forms and to tap those people (some people have told her they have volunteered in the past but were never contacted).

There is a listserv that Executive Council/committee chairs can use to communicate with each other. There is one for voting members, and one for voting/non-voting members. Peter Miller will be adding everyone to the appropriate listserv(s).

**Membership Committee:** Pam Doerner has entered the 2002-03 WASFAA members into the web database. She will be reviewing the electronic membership form and will be creating a campaign to encourage WASFAA membership.

TO DO: State presidents send name of state membership chair to Pam Doerner.

Catherine King-Todd asked that the membership goal for this coming year be 1100. Pam Doerner requested that it be adjusted to 900, due to the budget constraints faced by many of the states within our region. Catherine agreed.

The membership database on the web has two sections: one is anyone who has ever been a member since the database was put on the web; the other are current members. At this point, names in the first section (cumulative list of members) are not being removed.

TO DO: Pam Doerner needs to give to Dave Allen a projection of how many of the 900 will pay the \$30 membership fee and how many will pay the new \$40 fee.

**Conference 2003 Committee:** Ken Souza provided a list of financial concerns Mary San Agustin had prepared (see written report). Discussion followed about some ways that we could encourage attendance and/or save money. Some of the ideas: (1) ask the states to help subsidize attendance, (2) coordinate a roommate matching service so that room costs could be shared (but would this then negatively affect our room night guarantee?), (3) register and pay now for the conference (out of this year's fiscal budget, since some schools have more money in their budgets now but next year's budget will be cut), (4) get web site up now (don't wait until September), (5) hold fewer in-person committee meetings.

Catherine King-Todd asked that the recipients of the awards at the 2002 WASFAA conference be listed in the minutes. They are as follows:

Committee of the Year:

Federal Relations, Tami Sato, Chair

Distinguished Service:

Ted Malone, University of Alaska – Anchorage

Lifetime Membership:

Howard "Buck" McKeon, U.S. House of Representatives

Meritorious Special Award:

Mona Concha-Buckheart, Truckee Meadows Community College

Judith Lewis Logue, University of San Diego

George Urzdik, Sonoma State University

NASFAA Regional Leadership: (Awarded 2001 but presented 2002)

Dan Davenport, University of Idaho

President's Special Award:

Steve Herndon, California State University, Bakersfield

Catherine King-Todd, Thunderbird – The American Graduate School  
of International Management

Jerry Sims, retired

WASFAA Special Recognition:

Marianna Deeken, U.S. Department of Education

Peter Miller, Alaska Pacific University

A listing of all recipients of the WASFAA awards is being put on the web, so that there is a correct, comprehensive list available. Barb Alm has given Peter Miller a list of what she received from Sister Dale. Kate Bligh has some updates she will be providing Peter Miller.

TO DO: Kate Bligh to give Peter Miller what she has re: award recipients.

TO DO: Peter Miller to put on the web a listing of all WASFAA award recipients, along with a description of what each award category means.

Catherine King-Todd talked about the need to be fiscally conservative this year.

**MOTION:** Addalou Davis moved that we update Policies & Procedures to require the people attending Executive Council meetings to share rooms, and any person not wishing to share will pay the difference.  
Linda Bisesi seconded.

Motion carried; 2 abstentions.

TO DO: Jerry Sims needs to update Policies & Procedures with this change (sharing rooms).

Another way WASFAA will be reducing expenditures is reducing the number of committee chairs who will be attending the Executive Council meetings. Most committee chairs will be invited to some, but not all, Executive Council meetings. Committee chairs were reminded that they must submit a written report for the Executive Council meeting even if they are not in attendance. Addalou Davis reminded state presidents that they should send a state representative to each Executive Council meeting if they are not able to attend themselves. Invitees are asked to plan to attend the entire meeting.

**Newsletter:** Laura Whitelaw indicated the newsletter is set up to be published 6 times/year. She reminded everyone that it is totally dependent upon contributions from members.

TO DO: State presidents should arrange to add Laura Whitelaw to your state's listserv, if she has not already been added.

TO DO: State presidents should provide Laura Whitelaw names of the people in your state who coordinate your state's newsletter.

Laura Whitelaw indicated that cubby kits were given out at the conference. The deadline for submissions to the newsletter is the first of every other month starting in July. For May, the deadline is May 8<sup>th</sup>. Becky Cady will do beltway editorials. The guarantee agencies have been good in the past about providing articles. There will be wine articles by George Urdzik. Doug Severs has been asked to write Shorty articles.

Catherine King-Todd indicated that we can't drop our newsletters from 6 to 4 this year because fund development has already made commitments for 6 issues this coming year. One idea presented was to do 4 paper and 2 electronic editions.

**Summer 2002 Institute:** Kate Peterson gave Leonard Walker's update. The Summer Institute information is on the web. Some registrations have been received (Kate Peterson thought 18 had been received). Faculty will be: Julie Arthur, Marsha Dupree, Jack Millis, Andy Promsiri, Kay Soltis, Elizabeth Bickford, Addalou Davis, Lupita Murphy, Doug Severs, Christopher Stevens.

Rooms are \$35/day. Meals are \$17.50/day. The Executive Council will be at the banquet Thursday night as part of their Reno Executive Council meeting.

TO DO: If registrations for the summer institute are low, Leonard Walker should advertise on some other organizations' listservs (Leonard should see Addalou Davis for that information).

**Ethnic Diversity Action Committee:** See Tami Sato's written report. There was a suggestion to start putting the names of the EDAC scholarship recipients on the web. Jannine Oyama has a list of some of the recipients. When putting on the recipients from the 2002 conference, do not

include Carmen Simmons (she is listed in the conference program as being a recipient; she was chosen for the scholarship but ended up not attending the conference).

TO DO: Tami Sato to work with Peter Miller to get EDAC scholarship recipients listed on the web.

David Allen reminded us that all scholarship winners should register themselves for the event they are attending.

**Strategic/Long Range Planning:** Don Black and Catherine King-Todd are working on reviewing the 1996-97 Long Range Planning information with the plan to update it including revisiting the mission statement for WASFAA and to build more collaboration with the states. The hope is to have a final product by the end of the year with Reno having the kickoff meeting. The Past President will be encouraged to look at it on an annual basis (it is going to be put in Policies & Procedures).

**Electronic Services:** Peter Miller reported that the registration form for the Summer 2002 Institute is on the web. The 2002 conference information will be removed this next month. He announced that some states are moving their information to the WASFAA web site. Other projects include working closely with the membership committee. He is also moving some of the archived information to the web so that there is a partial history of WASFAA on the web.

TO DO: Peter Miller will find out the cost of developing and providing a standard on-line evaluation for all activities.

**Site Selection:** Fiscal Planning will have a meeting in June before the Executive Council meeting (they will meet Thursday, June 6, a.m.). The Executive Council will meet Thursday afternoon (attendees need to arrive by noon). The Executive Council will continue to meet all day on Friday. The meeting will end by 2 p.m. on Saturday.

The fall Executive Council meeting is tentatively scheduled for October 24 & 25 or November 7 & 8 in Anaheim.

The spring Executive Council meeting is tentatively scheduled for February 6 & 7 in the Portland area. It might end up being a conference call, because of fiscal issues.

NASFAA is challenging regions to bring books to the NASFAA Conference in July (there will be a regional competition).

TO DO: If you are attending the NASFAA Conference, bring books for the book drive and encourage other WASFAA members to do so too.

A written report was provided by Jim White re: the WASFAA event insurance. Jim is asking David Levy some questions about the insurance, and the potential liability for WASFAA officers.

TO DO: Jim White contact David Levy re: insurance.

The meeting was adjourned at 4:45 p.m.

**April 10, 2002**

Attendees:

Executive Council: Steve Herndon, Tami Sato, Peter Miller, Lana Walter, Tracy Reisinger, Linda Bisesi, Pat Peppin, Marsha Dupree, Colin Randolph, Eric Nemoto, Johnetta Scott, Kate Peterson, Catherine King-Todd, Addalou Davis, Barb Alm, Wendy Olson (for Mary Edington).

Committee Chairs/Liaisons: David Allen, Peggy Crawford, Don Black, Laurie Franklin, Kay Soltis, Tami Sato, Kate Bligh, Lupita Murphy.

Absent: Yvonne Hicks

The meeting resumed at 8:35 a.m. with the state reports.

**California:** Linda Bisesi will be providing to the Executive Council a list of CASFAA contacts and a list of the California meetings. Some highlights of CASFAA activities: new mentoring program (ambassador program) where they are matching newcomers with seasoned people; they consciously solicited volunteers and have developed a tracking system; their fiscal committee has established a budgeting calendar and will be holding a fiscal meeting before each CASFAA Executive Council meeting; CASFAA is going with ATAC on their web site. Linda suggested that the states who are using ATAC get together as a user's group to share ideas and to learn from each other.

**Oregon:** Tracy Reisinger reported their election was just held. Jim Eddy is the new President-elect. They are looking at their fund development activities and are thinking about having tiered levels of support, with the donor solicitations occurring all at once at the beginning of the year. They are considering moving their web site to WASFAA's site. There are two new ad hoc committees: for Oregon's 35<sup>th</sup> year, there will be a committee working on researching (and listing) all Oregon award recipients as well as their Executive Councils throughout the years; the second committee is archives. They are expanding their outreach to newcomers. At their next conference they will be having newcomers collect business cards of other attendees, and on the back of those business cards write one fact about the person they just met. Newcomers will also be reporter cubs where they must take a picture of the person they spoke with; those with the most pictures and information will win, and the pictures will be sold at the conference.

**Idaho:** see Colin Randolph's written report.

**Washington:** Wendy Olson provided the report for Mary Edington. Washington is doing a transition meeting in June. Their President-elect is Marla Skelley, the Evergreen State College. Washington instituted the Rookie of the Year Award.

**Arizona:** see Pat Peppin's written report.

Catherine King-Todd asked that state presidents look at the calendar of all of the states' conferences and to spread the conferences out, if at all possible. Steve Herndon questioned the expectation that the WASFAA President go to each state meeting. He suggested considering having other elected officers represent WASFAA. Catherine King-Todd and Addalou Davis both responded that they thought it was a good way for WASFAA to have a presence at each state conference.

**Alaska:** see Johnetta Scott's written report.

**Pacific Islands:** See Eric Nemoto's written report. He reported that Lori-Ann Nakata, Hawaii Pacific University, is their new secretary.

TO DO: Catherine King-Todd is to do a letter on volunteerism and participation and will be giving it to Eric Nemoto.

TO DO: Eric Nemoto to send information on what he's developed on student conduct to the Executive Council.

**Nevada:** Marsha Dupree indicated Nevada is trying to encourage participation from the southern part of the state, so are looking at a member-at-large from the southern part of the state to serve on their Executive Council. She is asking for each committee chair to provide a written report to their Executive Council every 3 months about committee activities, which they hope will provide accountability.

It was decided that it would be helpful for the state presidents to get together at each WASFAA Executive Council meeting.

TO DO: Catherine King-Todd will ensure that there is a table reserved at one of the meals at each Executive Council meeting for the state presidents to meet.

**Conference 2002:** Barb Alm thanked the Executive Council for their support in allowing Idaho to host the first-ever WASFAA conference in Idaho. The final budget figures will be provided at the June Executive Council meeting.

**Fund Development:** Kay Soltis indicated the Fund Development Committee had sent out the sponsor brochure in early February. They will be going out again with a nudge highlighting other opportunities to contribute. The vendor logos were used on the pictures shown at the conference (before the meals). Kay suggested that there is a possible way to increase vendor revenue by including vendor information/ads on the WASFAA web site. Fund Development will be sending thank you notes to vendors in about a month, to thank them for their support and to remind them about the Hawaii conference.

Tami Sato indicated she liked the idea of having folks sign the vendor posters at the conference. Kay Soltis indicated this was Ron Noborikawa's idea.

**MOTION:** Peter Miller moved that Fund Development, along with Electronic Services, explore looking into putting vendor banners, logos, and links on the WASFAA web site.  
Addalou Davis seconded.

Motion carried.

Discussion included possibly starting with a "thank you to xxx for ...". Reservations in doing that (when discussed by prior Executive Councils) included whether it would really increase revenue, or just move it from one type of sponsorship (i.e., newsletter) to the web.

Kay Soltis expressed appreciation to Catherine King-Todd and Addalou Davis for the time they spent visiting with each vendor and giving them their gifts. Peggy Crawford echoed Kay's sentiments.

**Graduate/Professional:** See Peggy Crawford's written report.

**Federal Relations:** See Laurie Franklin's written report. Peter Miller and Lupita Murphy indicated they would like WASFAA to support the LEAP program. Barb Alm indicated that one of the issues listed in Laurie's report (increasing loan amounts) may not be supported by all of the WASFAA members because of on-going concern of the large amounts students are borrowing. Barb asked that WASFAA look at the idea of establishing a standard loan Direct Loan/Stafford amount for freshmen through seniors, rather than using the current graduated levels. Costs for

freshmen are just as high (if not higher) than those of seniors, so in that sense it does not make sense to limit freshmen to \$2625 and allow seniors to have \$5,500. Boise State University asked as part of their experimental site proposal to be allowed to use a standard Direct Loan sub/unsub amount of \$4,000/student. It was not approved because loan limits are established by federal regulations.

**TO DO:** Barb Alm is to provide Laurie Franklin a copy of Boise State's experimental site proposal re: establishing one yearly loan amount for undergraduate students.

**Awards Committee:** Wendy Olson reported that her goals include: e-mailing state presidents for suggestions for a state representative to be on the awards committee, and compiling a complete list of award recipients and a description of each award. She indicated that selection for the awards should be based on WASFAA activities as the primary focus for the nomination. Kate Bligh expanded that to indicate that one of the awards is "service to the profession" so is not limited to WASFAA activities. As Wendy compiles the descriptions of each award, she will bring any ambiguities to the Executive Council for discussion.

**Management and Leadership Institute:** Don Black is currently exploring sites for the institute which is to be held in October/November. The goal is for 40 attendees and to come in at or under budget, with a cost of \$35-\$45/night.

**Archives:** Kate Bligh indicated the goals have expanded since coming to Boise. During this next year, she will be identifying gaps in the archived information and will be resolving those gaps.

**Fiscal:** Dave Allen reminded committee chairs that their budgets are due May 15. (See transition meeting minutes for details). In August/September, we will begin the budget process for 2003.

**By-laws:** Addalou Davis indicated some by-law changes were discussed last year. She will bring them to this Executive Council first. She also will be looking for nominees for WASFAA elected positions.

**Training:** Lupita Murphy was able to meet with most of the state presidents. There is an April 15 deadline to decide whether we want to offer the NASFAA training series this fall. The topics are: additional resources and packaging considerations; prepaid tuition; state scholarship programs; 529 plans; alternative loans; fellowships and assistantships; ethnical and operational issues as well as the federal requirements; how to put procedures in place to make sure the institution is in compliance with the federal programs; strategies for resolving potential overawards; and resources for additional information about state programs. The cost of materials is \$45/set. The training will be offered from October 1 through December 13.

Discussion was held about whether we should offer the training as well as how it should be funded. The consensus was the training should be offered since it is one of WASFAA's missions. It is less expensive for the schools if WASFAA offers the decentralized training, and it encourages WASFAA membership. Suggestions about how to fund the training included asking for vendor support; another option was to ask states to participate, either by providing a set amount or by subsidizing their state attendees' registration fees (similar to what IASFAA did for the Idaho members who attended the WASFAA conference in Boise).

**MOTION:** Tracy Reisinger moved that WASFAA offer the decentralized WASFAA/ NASFAA training with a \$45 registration fee (the cost of the materials). Peter Miller added a friendly amendment, which Tracy accepted. The final motion was: WASFAA offer the decentralized WASFAA/ NASFAA training with a \$45 registration fee (the cost of the materials) with the fiscal

committee making the final recommendation of costs after they have a chance to review the WASFAA budget for this coming year.  
Seconded: Peter Miller.

Motion approved.

**President-elect:** Kate Peterson's primary focus this next year is to learn from and to assist the President and Past President. The President-elect serves on a number of committees. She hopes to have committee chairs for 2003-04 in place by the fall Executive Council meeting, in sync with the budget process. She is also interested in learning what services, training, and professional development opportunities the membership would like to have WASFAA make available in the next two years.

**Past President:** Addalou Davis will be addressing the issue of the large number of NASFAA visitors who choose to come to the WASFAA region at the next NASFAA regional President's meeting. The reason this is an issue is because WASFAA ends up footing the bill for those people's lodging.

Johnetta Scott asked that a summary be provided of how WASFAA expenses are reimbursed, and what expenses are reimbursed.

TO DO: Catherine King-Todd/Steve Herndon to provide a summary of the WASFAA reimbursement policy to the Executive Council.

**Old business:** none

**New business:** Peter Miller reminded folks that a dues increase was approved by last year's Executive Council and will be effective July 1. Barb Alm asked how members were going to be notified. Pam Doerner will be handling this notification as membership chair.

TO DO: Pam Doerner to notify membership of dues increase.

TO DO: All reports from committee chairs and others on the WASFAA agenda should be electronically mailed to Catherine King-Todd and to Barb Alm.

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**MOTION:** Wendy Olson moved to adjourn the meeting.  
Tracy Reisinger seconded.

Approved. The meeting was adjourned at 11:00 a.m.

Respectfully submitted,  
Barb Alm, Secretary

## MOTIONS:

- Addalou Davis moved that we accept Yvonne Hicks as segmental representative-at-large for 2002-03.  
Colin Randolph seconded.  
Motion passed.
- Addalou Davis moved that we approve all committee chairs.  
Marsha Dupree seconded.  
Motion passed.
- Addalou Davis moved that we update Policies & Procedures to require the people attending Executive Council meetings to share rooms, and any person not wishing to share will pay the difference.  
Linda Bisesi seconded.  
Motion passed. Two abstentions.
- Peter Miller moved that Fund Development, along with Electronic Services, explore looking into putting vendor banners, logos, and links on the WASFAA web site.  
Addalou Davis seconded.  
Motion passed.
- Tracy Reisinger moved that WASFAA offer the decentralized WASFAA/ NASFAA training with a \$45 registration fee (the cost of the materials).  
Peter Miller added a friendly amendment, which Tracy accepted.  
The final motion was: WASFAA offer the decentralized WASFAA/ NASFAA training with a \$45 registration fee (the cost of the materials) with the fiscal committee making the final recommendation of costs after they have a chance to review the WASFAA budget for this coming year.  
Peter Miller seconded.  
Motion passed.
- Wendy Olson moved to adjourn the meeting.  
Tracy Reisinger seconded.  
Motion passed.

TO DO LIST from April 9-10 Executive Council Meeting:

- Submit NASFAA volunteer forms by April 16, if you are interested in being a volunteer.
- Catherine King-Todd/Peter Miller to get updated Policies & Procedures on the web.
- Catherine King-Todd to e-mail Executive Council and committee chairs/liaisons when it's on the web so that we each can print out our own copy.
- All members of the Executive Council should read and understand the Policies & Procedures. Committee chairs are to read and understand their parts of Policies & Procedures that affect their committee's duties/ responsibilities.
- Everyone should review the WASFAA calendar on the web and get all updates to Peter Miller, including the dates of all of the state conferences.
- State presidents should let Charlie Bruce know right away if you'd like him at your state conference.
- Catherine King-Todd to provide updated volunteer list to committee chairs.
- Committee chairs are to provide in writing names of all committee members to Catherine King-Todd and to Steve Herndon by May 3, 2002.
- Catherine King-Todd is to forward committee members' names to Travel Creations if travel is involved in the committee's activities.
- State presidents send name of state membership chair to Pam Doerner.
- Pam Doerner needs to give to Dave Allen a projection of how many of the 900 will pay the \$30 membership fee and how many will pay the new \$40 fee.
- Kate Bligh to give Peter Miller what she has re: award recipients.
- Peter Miller to put on the web a listing of all WASFAA award recipients, along with a description of what each award category means.
- Jerry Sims needs to update Policies & Procedures with this change (sharing rooms).
- State presidents should arrange to add Laura Whitelaw to your state's listserv, if she has not already been added.
- State presidents should provide Laura Whitelaw names of the people in your state who coordinate your state's newsletter.
- If registrations for the summer institute are low, Leonard Walker should advertise on some other organizations' listservs (Leonard should see Addalou Davis for that information).
- Tami Sato to work with Peter Miller to get EDAC scholarship recipients listed on the web.

- Peter Miller will find out the cost of developing and providing a standard on-line evaluation for all activities.
- If you are attending the NASFAA Conference, bring books for the book drive and encourage other WASFAA members to do so too.
- Jim White contact David Levy re: insurance.
- Catherine King-Todd is to do a letter on volunteerism and participation and will be giving it to Eric Nemoto.
- Eric Nemoto to send information on what he's developed on student conduct to the Executive Council.
- Catherine King-Todd will ensure that there is a table reserved at one of the meals at each Executive Council meeting for the state presidents to discuss issues.
- Barb Alm is to provide Laurie Franklin a copy of Boise State's experimental site proposal re: establishing one yearly loan amount for undergraduate students.
- Catherine King-Todd/Steve Herndon to provide a summary of the WASFAA reimbursement policy to the Executive Council.
- Pam Doerner to notify membership of dues increase.
- All reports from committee chairs and others on the WASFAA agenda should be electronically mailed to Catherine King-Todd and to Barb Alm.