

WASFAA Executive Council Meeting

Reno, Nevada
June 6-8, 2002

Attendees:

Executive Council: Catherine King-Todd, Peter Miller, Lana Walter, Steve Herndon, Yvonne Hicks, Barb Alm, Colin Randolph, Eric Nemoto, Pat Peppin, Johnetta Scott, Tami Sato, Tracy Reisinger, Marsha Dupree, Connie Barton for Linda Bisesi.

Committee Chairs/Liaisons: David Allen, Genevieve Watson, Jerry Sims, Laura Whitelaw, Sun Ow, Jim White (also represented state of Washington for Mary Edington), Don Black, Karen Dowdall.

Catherine King-Todd called the meeting to order at 12:30 p.m. She thanked Jerry Sims for facilitating the meeting set-up.

Catherine King-Todd indicated that electronic reports were provided by all of the state Presidents and 50% of the conference chairs before the start of the EC meeting. The intent is that all reports be submitted electronically before each EC meeting, so that EC members can read through all of them before they arrive for the meeting.

Catherine King-Todd shared information about Paul Phillips. He and his wife are working with an AIDS project in Uganda. Catherine will be asking Paul for an article for the newsletter about his experience.

Barb Alm presented the minutes of the previous Executive Council Meeting in Boise.

MOTION: Tracy Reisinger moved to accept the minutes as presented.
Colin Randolph seconded.

Motion passed unanimously.

Lana Walter (last year's secretary) indicated that she had sent to last year's Executive Council the minutes of the final 2001-02 Executive Council meeting held in Boise before the WASFAA conference. She will be making corrections and then will submit to the current Executive Council for approval. This will be done via e-mail.

TO DO: Lana Walter to e-mail this year's Executive Council the final minutes from last year's EC for approval.

Steve Herndon presented the treasurer's report. See written report for full details. Some highlights: For the current WASFAA fiscal year (January 1 – December 31, 2002), the Executive Council has approved a balanced operating budget of \$407,125 in total income and expenses. WASFAA assets total \$430,573.36. One of the biggest difficulties is that the \$200,500 initially invested in the stock market has decreased in value by \$32,669.22 to a current value of \$167,830.78.

MOTION: Tami Sato moved that the treasurer's report be approved as presented.
Jim White seconded.

Motion passed unanimously.

Dave Allen gave the fiscal report. See electronic report.

MOTION: Barb Alm moved that we move \$75,000 from the current checking account balance to a 26-week T-bill.
Tracy Reisinger seconded.

Motion passed unanimously.

MOTION: Jim White moved that before the \$125,000 8/1/2002 T-bill becomes

due, that Steve Herndon, Dave Allen, and Catherine King-Todd be given the authority to determine how to reinvest those funds based on projected expenses. Colin Randolph seconded the motion.

Motion passed unanimously.

Dave Allen continued his fiscal report. He has reviewed the projected budget for the rest of the year with the fiscal planning committee. In order to conserve money, recommendations from that meeting included:

- A look at holding the Management & Leadership Institute less often
- Consider offering the WASFAA/NASFAA fall training at a cost of \$55 per member and \$95 for non-members.
- Consider eliminating an in-person fall Executive Council meeting
- Start using electronic newsletters rather than mailing paper ones
- Determine whether the WASFAA President should attend all of the state meetings, or whether other WASFAA members could represent WASFAA at the state meetings

MOTION: Tracy Reisinger moved that Steve Herndon, Dave Allen, Peter Miller, Laura Whitelaw, and Sun Ow explore and bring a recommendation to the fiscal planning committee about reducing costs of the newsletter by doing it electronically. Assuming the newsletter would then cost less to produce, the fall Executive Council meeting costs would be added back to the budget so that an in-person meeting could be held. The fiscal planning committee will make the final determination about this potential cost savings measure. Jim White seconded.

Motion passed unanimously.

TO DO: Steve Herndon, Dave Allen, Peter Miller, Laura Whitelaw, and Sun Ow to recommend to fiscal planning committee repercussions (financial as well as PR-wise for vendors) of moving to an electronic newsletter.

Concern was expressed about the vendor response because they've already been told there would be a paper newsletter.

TO DO: Sun Ow and Kay Soltis to contact vendors to gather reactions to an electronic newsletter by June 23.

Further discussion occurred about the fiscal budget presented by Dave Allen.

MOTION: Jim White moved that approval be given to the changes to the line items as discussed at this meeting, with the objective of creating a balanced budget. The fiscal planning committee should bring that budget back to the Executive Council for final approval. Peter Miller seconded.

Motion passed unanimously.

TO DO: Fiscal planning committee to adjust the budget as soon as they receive the information from Sun Ow and Kay Soltis and to present the final budget to the Executive Council as soon after that as possible.

Don Black indicated that he was having difficulties locating inexpensive housing for the fall Management and Leadership Institute. Concern was expressed about being able to break even. With the budget issues most states are experiencing, attendance was also an unknown.

MOTION: Colin Randolph moved to cancel the Management and Leadership Institute this year and change it to an every-other-year opportunity. Tracy Reisinger seconded.

Motion passed unanimously.

Fall training was discussed. With the fiscal issues WASFAA is facing, it is not feasible to offer the training at no cost to members. WASFAA will no longer be covering costs of refreshments at the fall training.

MOTION: Peter Miller moved that the WASFAA/NASFAA training fee be \$55 for members and \$95 for non-members. Jim White seconded.

Motion passed unanimously.

The conference 2003 budget was then discussed. The hotel contract does have a provision for adjustments due to governmental issues. Some states may be in a fiscal situation where their state government will not allow out-of-state travel. The Executive Council asked Jim White to talk to IMF (the folks who help us negotiate our hotel contracts) and the Hilton.

TO DO: Eric Nemoto will e-mail Ken Sousa and Mary San Agustin and let them know Jim White was given the OK to talk to IMF and the Hilton about our contract.

TO DO: Catherine King-Todd to do a survey of WASFAA members & previous WASFAA members re: attending the conference in Hawaii so that we can get a sense of how many people might be attending. In her survey she will include information about when conference registration will be available on the web.

Discussion was held about the conference fee for Hawaii. Issues included the thoughts that conference fees won't cover the costs of the conference, but raising the conference fee might hurt attendance.

MOTION: Peter Miller moved that conference fees be set at \$255 (on time registrants/payers) and \$305 for late registrants/payers. Added to those figures would be a \$40 membership fee, so the total conference fees would be either \$295 or \$345. Tracy Reisinger seconded.

Motion passed unanimously.

TO DO: Dave Allen is to e-mail Mary San Agustin and ask for a new budget based on projected attendance of 400, with 350 folks paying \$255 and 50 folks paying \$305. Dave will ask Mary to submit an updated budget without the potential room guarantee problem addressed since this is a separate budget issue.

TO DO: Eric Nemoto is to let Mary San Agustin know that the total conference budget was currently approved at \$104,500.

Barb Alm raised the issue of people who had registered electronically for the Boise conference, but who had not paid. This will be discussed by the fiscal planning committee (in particular, people who register, who do not pay, and who do not attend the conference).

TO DO: Peter Miller to contact Ann Klein, UC - San Diego, re: CASFAA's

policy on following up on unpaid registrations.

Catherine King-Todd then went through the TO DO list from the transition meeting and last Executive Council meeting. The ones still needing to be done are listed on the TO DO list at the end of these minutes. The discussion resulted in some new TO DO's.

TO DO: Once the EDAC scholarship recipients are listed on the web, Tami Sato is to ask WASFAA folks to review the list and see if all of the names are listed.

TO DO: Jim White is to let WASFAA folks know where to send the books for the NASFAA conference (for the folks who are not able to attend the conference).

TO DO: Catherine King-Todd to contact Pam Doerner to do an immediate e-mail to prior/current WASFAA members re: the dues increase going into effect July 1, 2002.

Catherine King-Todd reviewed the volunteer list with the committee chairs.

Marsha Dupree and Laura Whitelaw ended the meeting by welcoming us all to Reno.

The Executive Council participated in the banquet and presentation of certificates for the 2002 Summer Institute at the University of Nevada, Reno.

Friday, June 7, 2002

Executive Council: Catherine King-Todd, Peter Miller, Lana Walter, Steve Herndon, Yvonne Hicks, Barb Alm, Colin Randolph, Eric Nemoto, Pat Peppin, Johnetta Scott, Tami Sato, Tracy Reisinger, Marsha Dupree, Connie Barton for Linda Bisesi, Addalou Davis

Committee Chairs/Liaisons: David Allen, Genevieve Watson, Jerry Sims, Laura Whitelaw, Sun Ow, Jim White (also represented state of Washington for Mary Edington), Don Black, Kay Soltis.

Guest: Ron Lee (EdFund)

Catherine King-Todd called the meeting back into session at 8 a.m.

We began by reviewing the electronic reports (see attached). Catherine King-Todd had asked everyone to submit the electronic reports before the Executive Council meeting, so that everyone would have a chance to read them before coming to Reno. Discussion was held after several of the reports.

Genevieve Watson (Federal Relations) asked about surveying members about whether there is consent regarding an increase in aggregate and annual loan limits for undergraduate and graduate students. Barb Alm indicated Boise State University would like WASFAA to explore supporting a concept of a school being able to award the same amount of Direct Loans/FFELP Loans at all undergraduate grade levels (freshmen and seniors would receive the same amount; perhaps \$4,000/year, rather than the tiered level currently used). Genevieve also asked for information from states re: coordination of the WASFAA federal relations issues with the states' federal relations committees. A suggestion was made that the state's federal relations representatives serve on the WASFAA committee.

TO DO: State presidents to provide to Genevieve Watson with the name of their federal relations chair (if the states have such a committee).

A suggestion was made that at the beginning of general e-mails sent to WASFAA folks, that the first sentence inform people who is receiving the e-mail (i.e., This e-mail is being sent to the WASFAA Executive Council; or This e-mail is being sent to all current WASFAA members; or This e-mail is being sent to state presidents).

TO DO Federal Relations Committee is to draft a letter of support for issues concerning the 30 day delay and two disbursement rules. The letter is to be drafted and given to Catherine King-Todd.

TO DO: Don Black asked Federal Relations Committee to insure that Studies Abroad provisions will still allow a one-time disbursement.

Connie Barton would like the alternate Pell calculations removed.

Steve Herndon explained the "no consensus" concept, where the letter from WASFAA can explain pros and cons of each issue since it is hard for all segments to agree on many issues.

Marsha Dupree questioned the age of 24 for independent status. She wondered whether that issue should be re-opened for discussion.

After the Fund Development report, the Executive Council discussed how we were soliciting funds from donors. The thought was that perhaps we should do an overall budget based on sponsorship dollars. It was proposed that sponsorship be based on tiered levels rather than for specific events, with support being recognized in several ways (at the conference, in newsletters, etc.). Nevada and Arizona do this. Oregon is starting this process. No decision was made about whether we should try this.

Discussion then centered around advertising on our WASFAA web site. Topics of discussion included whether sponsorship income would increase or decrease and the location of ads/banners.

MOTION: Jim White moved that we ask the Fund Development Committee to move forward with a plan to advertise electronically in a way that is visible to vendors and WASFAA members, but not overwhelming to the web site.
Steve Herndon seconded.

The motion passed unanimously.

TO DO: Fund Development Committee to design a proposed plan on how to advertise on the web by mid July.

A question was raised from the Graduate/Professionals Committee report. A request was made that there be a grad/prof choice on the web site (so that grad/prof members could be identified easily.) Peter Miller indicated that he could provide grad/prof members labels, if needed, and that the grad/prof folks were in the list of current members.

The next committee report that resulted in discussion was the Newsletter Committee.

TO DO Executive Council members were asked to write an article for the next newsletter (deadline July 1). Catherine King-Todd suggested that each committee chair provide a brief synopsis of their activities.

TO DO: Laura Whitelaw asked that the state presidents think of someone within their state who could be highlighted in an article for the next newsletter (deadline September 1).

Laura Whitelaw is shipping reporter kits to the state presidents by October 1, so that each state can provide something for the WASFAA newsletter re: their fall state conferences.

WASFAA's Policies & Procedures were then discussed. The 2001-02 Executive Council spent a lot of time updating and revising the information.

TO DO: Peter Miller or Catherine King-Todd will notify the Executive Council when the final version of Policies and Procedures is on the web.

At the end of Policies and Procedures will be a history of the changes that were made, and the dates the changes were made.

One change made to Policies and Procedures this year was the requirement that the WASFAA Executive Council members share rooms at the EC meetings.

MOTION: Marsha Dupree moved that the wording of the shared rooms policy be: If a member chooses not to share a room, the member shall be responsible for paying anything greater than what the association would have paid had the person shared a room.
Tracy Reisinger seconded.

Motion approved, with one "nay".

MOTION: Peter Miller moved that the award recipients be listed in a separate location on the web site rather than being in Policies and Procedures. That location would also include the description of each award.
Lana Walter seconded.

Motion passed.

Information about the Research Committee is missing from Policies and Procedures and needs to be added, including a statement that research is not a primary focus of WASFAA.

TO DO: Jerry Sims to draft a section to Policies and Procedures re: the Research Committee.

The report from the Training Committee was discussed. We agreed that we needed clarification from California about their paying \$15 for the training materials (California wanted a second training location offered, and indicated they would pay \$15 per training materials used).

TO DO: Training Committee to clarify the agreement with California re: the fall WASFAA/NASFAA training.

Barb Alm reported on Conference 2002. There are 32 leftover vests that will be advertised and sold at a price of \$25. Lana Walter thanked the Conference Committee for the conference in Boise.

The Executive Council toured the Nugget Hotel.

The Executive Council then began a strategic planning session, led by Ron Lee and Don Black. The rest of the afternoon was spent on looking at WASFAA's mission and activities. Out of that discussion, the following motion was made. Note that the substance of the mission statement was not changed; the only change was to re-word the sentence below that starts with "As such,..."

MOTION: Tracy Reisinger moved that WASFAA's Mission Statement be revised as follows:
The Western Association of Student Financial Aid Administrators

(WASFAA) is an organization of professional individuals in the Western region of the United States (including territories) who advance access and choice to higher education through the administration of financial aid programs.

As such, WASFAA's mission is to provide professional and personal development for its members in order to promote student financial aid and educational opportunities for students.

Addalou Davis seconded.

Motion passed unanimously.

Leonard Walker arrived at the Executive Council meeting at the conclusion of the Summer Institute. There were 115 attendees. A suggestion was made that next year's Summer Institute committee review the core materials because they might be too detailed (e.g., cash management). They did add a diversity session this year. Steve Herndon expressed appreciation to Leonard Walker and to Andy Promsiri for their prompt handling of the fees and invoices.

The meeting was adjourned for the day.

Saturday, June 8, 2002

Executive Council: Catherine King-Todd, Peter Miller, Lana Walter, Steve Herndon, Yvonne Hicks, Barb Alm, Colin Randolph, Eric Nemoto, Pat Peppin, Johnetta Scott, Tami Sato, Tracy Reisinger, Marsha Dupree, Connie Barton for Linda Bisesi, Addalou Davis

Committee Chairs/Liaisons: David Allen, Genevieve Watson, Jerry Sims, Sun Ow, Jim White (also represented state of Washington for Mary Edington), Don Black, Kay Soltis, Marianna Deeken

Guest: Ron Lee

The meeting reconvened at 8:00 on Saturday. Catherine King-Todd reminded state presidents to send payments for their summer institute scholarship winners. Payments should be sent to Steve Herndon.

TO DO: Catherine King-Todd to send a reminder e-mail next week to state presidents to send in summer institute scholarship winners registration payments to Steve Herndon.

Ron Lee and Don Black continued with the strategic planning session. They will be providing a written document summarizing the activities.

The EC then went on a tour of the Hilton hotel. Barb Alm had to leave before the tour, so Tracy Reisinger graciously took the remaining minutes.

The meeting was reconvened after lunch.

Marianna Deeken gave the federal update. Greg Woods has resigned as COO due to health reasons. September 30th is his last day. GSA has suspended Arthur Anderson as an auditor so schools need to find a new agency.

The Sunset Clause bill has been introduced in the House. The bill only includes the multiple disbursements rule, not the 30-day delay rule.

The training registration site is not working well. Marianna apologized for that and explained that it's an off-the-shelf product and it costs money to make any changes. The one thing they may be able to fix is the calendar in the corner to default the date later than a month out. She was open to more suggestions when they have money to implement it. The first day of the current training is integrity issues. The second day of the training is COD. Upcoming training for fall will be Pell reconciliation and Direct Loan reconciliation. Schools must have all prior years of Pell reconciled by the end of the year. With COD, you must reconcile every 30 days or the Department will freeze cash flow. FISAP training will come up when the FISAP on the Web is up. Changes to the FISAP Dear Colleague were just put on IFAP. Perkins due diligence training piece will be web-based.

The list of Perkins loans going into default is going up. There is concern on the part of the Department on that part of the Perkins portfolio. Reminder that new assignment procedures are out. ED would like to see old loans assigned and the aging defaults removed from school portfolios.

Neg Reg is finished. Letters should be coming out this summer. Can still accept suggestions from the community.

Regarding COD, they are doing a manual check at this point in order to get records processed; this is an interim process. There have been some implementation issues with Direct Loans.

The Initial Pell Authorization (current funding levels) are being sent to schools now.

Delivery system changes for next year: FAFSA orders – they are doing focus study groups to examine the issue from last year. They know it was not handled well last year and there are still issues that need to be addressed to reduce the number of paper FAFSAs being ordered and printed. It costs \$1.25 for each FAFSA to be printed. They are working on a FAFSA-On-The-Web pre-application worksheet that can be printed out to hand out for outreach purposes. The changes are coming to the web as well (in a month or so). The Department is under pressure to comply with the law as it applies to simplified needs test and auto zero EFC people. Will phase in on current FAFSA. If student meets current criteria, he/she can skip certain questions, however some states or schools may still require the student to complete these questions. The first phase in will be the auto zero criteria (in late June or early July). Next year's FAFSA-On-The-Web will employ the skip logic for both auto zero and simplified needs. So the questions on the FOTW will be in a different order along with an FOTW worksheet. Biggest concern is some questions that will be skipped are needed by the states (i.e. California requires assets for state grants).

The 02-03 verification guide is not out yet. There are no major changes except for the Pell Codes. The handbook is complete and at this time it is still going through clearance.

Other business: Jerry Sims clarified that for those paying for their rooms for this meeting the costs were as follows: Nugget \$28.70 half, \$57.39 full. Hilton \$27.44 half, \$54.88 full.

Jim White asked for a decision about the location of the 2006 conference. The group discussed the pros and cons of each site (the Nugget or the Hilton, both in Reno).

MOTION: Steve Herndon moved that the 2006 conference be held at the Nugget in Reno.
Lana Walters seconded the motion

The motion passed.

Other Business:

There was nothing from the Past-President's report other than Addalou Davis asked that WASFAA look at the idea of separate costs for the conference for retirees and lifetime members.

Tami Sato from the EDAC committee said they still planned on having an EDAC session at the WASFAA conference. She also said there was an issue at some schools regarding their mascots.

Genevieve Watson (Federal Relations) asked a question of how the NASFAA products were meeting the needs of members. There was a question on the CORE materials and costs and to what extent would the states and regions share in the cost of the CORE materials. Currently there is one free to each state. If it can't provide one set free, what extent of financial support would they be willing to provide? The consensus was the training materials should be free to NASFAA members. The other question was what if the CORE materials were put on the internet.

There was also the question of NASFAA visitors to the regional meetings and who picks up the costs (the interregional visitation program). It is up to each of the regions to agree to it. If they can't afford to help pay the expenses, then they don't have to. It is up to the visitors to decide if they can afford to take it on. There are potentially six that the region covers. The group agreed that it was more important to do as President-Elect than when President even though technically not a member of the NASFAA board yet. The original intent was to visit as a representative of NASFAA and NASFAA would get the benefit. It was not intended as a benefit to the region.

There was no old business and no new business. The Fiscal Planning Committee was still reviewing the October meeting, but if one is held, Jim White is looking at sites in Anaheim with first choice dates being November 4-5 and second choice dates of October 21-22.

MOTION: Jim White moved that the meeting be adjourned.
Connie Barton seconded the motion.

The motion passed and the meeting was adjourned.

Respectfully submitted,
Barb Alm, Secretary, with able assistance from Tracy Reisinger

The following pages contain the summary of MOTIONS and summary of "TO DO's"

MOTIONS:

- Tracy Reisinger moved to accept the minutes as presented.
Colin Randolph seconded.
Motion passed.
- Tami Sato moved that the treasurer's report be approved as presented.
Jim White seconded.
Motion passed.
- Barb Alm moved that we move \$75,000 from the current checking account balance to a 26-week T-bill.
Tracy Reisinger seconded.
Motion passed.
- Jim White moved that before the \$125,000 8/1/2002 T-bill becomes due, that Steve Herndon, Dave Allen, and Catherine King-Todd be given the authority to determine how to reinvest those funds based on projected expenses.
Colin Randolph seconded the motion.
Motion passed.
- Tracy Reisinger moved that Steve Herndon, Dave Allen, Peter Miller, Laura Whitelaw, and Sun Ow explore and bring a recommendation to the fiscal planning committee about reducing costs of the newsletter by doing it electronically. Assuming the newsletter would then cost less to produce, the fall Executive Council meeting costs would be added back to the budget so that an in-person meeting could be held. The fiscal planning committee will make the final determination about this potential cost savings measure.
Jim White seconded.
Motion passed.
- Jim White moved that approval be given to the changes to the line items as discussed at this meeting, with the objective of creating a balanced budget. The fiscal planning committee should bring that budget back to the Executive Council for final approval.
Peter Miller seconded.
Motion passed..
- Colin Randolph moved to cancel the Management and Leadership Institute this year and change it to an every-other-year opportunity.
Tracy Reisinger seconded.
Motion passed.
- Peter Miller moved that the WASFAA/NASFAA training fee be \$55 for members and \$95 for non-members.
Jim White seconded.
Motion passed.
- Peter Miller moved that conference fees be set at \$255 (on time registrants/payers) and \$305 for late registrants/payers. Added to those figures would be a \$40 membership fee, so the total conference fees would be either \$295 or \$345.
Tracy Reisinger seconded.
Motion passed.
- Jim White moved that we ask the Fund Development Committee to move forward with a plan to advertise electronically in a way that is visible to vendors and WASFAA members, but not overwhelming to

the web site.
Steve Herndon seconded.
Motion passed.

- Marsha Dupree moved that the wording of the shared rooms segment be:
If a member chooses not to share a room, the member shall be responsible for paying anything greater than what the association would have paid had the person shared a room.
Tracy Reisinger seconded.
Motion approved, with one “nay”.

- Peter Miller moved that the award recipients be listed in a separate location on the web site rather than being in Policies and Procedures. That location would also include the description of each award.
Lana Walter seconded.
Motion passed.

- Tracy Reisinger moved that WASFAA's Mission Statement be revised as follows:

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As such, WASFAA's mission is to provide professional and personal development for its members in order to promote student financial aid and educational opportunities for students.

Addalou Davis seconded.
Motion passed unanimously.

- Steve Herndon moved that the 2006 conference be held at the Nugget in Reno.
Lana Walters seconded the motion
Motion passed.

- Jim White moved that the meeting be adjourned.
Connie Barton seconded the motion.
Motion passed.

TO DO LIST from June 2002 Executive Council Meeting:

- Lana Walter to e-mail this year's Executive Council the final minutes from last year's EC for approval.
- Steve Herndon, Dave Allen, Peter Miller, Laura Whitelaw, and Sun Ow to recommend to fiscal planning committee repercussions (financial as well as PR-wise for vendors) of moving to an electronic newsletter.
- Sun Ow and Kay Soltis to contact vendors to gather reactions to an electronic newsletter by June 23.
- Fiscal planning committee to adjust the budget as soon as they receive the information from Sun Ow and Kay Soltis and to present the final budget to the Executive Council as soon after that as possible.
- Eric Nemoto will e-mail Ken Sousa and Mary San Agustin and let them know Jim White was given the OK to talk to IMF and the Hilton about our contract.
- Catherine King-Todd to do a survey of WASFAA members & previous WASFAA members re: attending the conference in Hawaii so that we can get a sense of how many people might be attending. In her survey she will include information about when conference registration will be available on the web.
- Dave Allen is to e-mail Mary San Agustin and ask for a new budget based on projected attendance of 400, with 350 folks paying \$255 and 50 folks paying \$305. Dave will ask Mary to submit an updated budget without the potential room guarantee problem addressed since this is a separate budget issue.
- Eric Nemoto is to let Mary San Agustin know that the total conference budget was currently approved at \$104,500.
- Peter Miller to contact Ann Klein, UC - San Diego, re: CASFAA's policy on following up on unpaid registrations.
- Once the EDAC scholarship recipients are listed on the web, Tami Sato is to ask WASFAA folks to review the list and see if all of the names are listed.
- Jim White is to let WASFAA folks know where to send the books for the NASFAA conference (for the folks who are not able to attend the conference).
- Catherine King-Todd to contact Pam Doerner to do an immediate e-mail to prior/current WASFAA members re: the dues increase going into effect July 1, 2002.
- State presidents to provide to Genevieve Watson with the name of their federal relations chair (if the states have such a committee).
- Federal Relations Committee is to draft a letter of support for issues concerning the 30 day delay and two disbursement rules. The letter is to be drafted and given to Catherine King-Todd.
- Don Black asked Federal Relations Committee to insure that Studies Abroad provisions will still allow a one-time disbursement
- Fund Development Committee to design a proposed plan on how to advertise on the web by mid July.

- Executive Council members were asked to write an article for the next newsletter (deadline July 1). Catherine King-Todd suggested that each committee chair provide a brief synopsis of their activities.
- Laura Whitelaw asked that the state presidents think of someone within their state who could be highlighted in an article for the next newsletter (deadline September 1).
- Peter Miller or Catherine King-Todd will notify the Executive Council when the final version of policies and procedures is on the web.
- Jerry Sims to draft a section to Policies and Procedures re: the Research Committee.
- Training Committee to clarify the agreement with California re: the fall WASFAA/NASFAA training.
- Catherine King-Todd to send a reminder e-mail next week to state presidents to send in summer institute scholarship winners registration payments to Steve Herndon.

Leftover TO DO's from last TO DO list:

- 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 Policies & Procedures are on the web so that we each can print out our own copy.
- All members of the Executive Council should read and understand Policies & Procedures. Committee chairs are to read and understand their parts of Policies & Procedures that affect their committee's duties/responsibilities.
- In progress: Everyone should review the WASFAA calendar on the web and get all updates to Peter Miller, including the dates of the state conferences.
- In progress: Committee chairs are to provide in writing names of all committee members to Catherine King-Todd and 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.
- Peter Miller to put on the web a description of each award category.
- In progress: Tami Sato to work with Peter Miller to get EDAC scholarship recipients listed on the web. Tami indicated she sent it to Peter; Peter will look for it.
- In progress: Peter Miller will find out the cost of developing and providing a standard on-line evaluation for all activities.
- Jim White to contact David Levy re: insurance. (Jim had not done this because he needed more information.)
- Catherine King-Todd is to do a letter on volunteerism and participation and will be giving it to Eric Nemoto.