

WASFAA Executive Council Meeting
November 4-5, 2002
Anaheim, California

Attendees:

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

Committee Chairs/Liaisons: David Allen, Jim White, Kay Soltis, Sun Ow, Suzanne Bartels (Great Lakes)

Catherine King-Todd called the meeting to order at 1:05 p.m.

Barb Alm indicated that the minutes of Reno had been approved by e-mail vote. Catherine King-Todd indicated the minutes from the Boise 01-02 Executive Council meeting (their final meeting) had been approved by an e-mail vote. Catherine King-Todd also indicated that the revised budget for 02-03 had been approved by e-mail vote.

Steve Herndon presented the Treasurer's report. He indicated that some internal controls have been put into place as a result of the review done by the accounting firm at the end of the last treasurer's transition. In particular, the checking account statement now goes to the Vice President (Peter Miller) before it is sent to Steve for monthly reconciliation. Once the monthly reconciliation is done, it is then sent back to Peter to review. A second change is that a monthly fiscal report is sent to the Fiscal Planning Committee. Steve then went through the budget figures for 2002 (see written report). Steve expressed concern about the amount we are paying to have our tax returns prepared (\$1,050), particularly since the firm continues to delay in getting them prepared each year.

TO DO: Addalou Davis is to see if the retired business manager from McGeorge School of Law (who is a CPA) can do WASFAA's tax returns at a lesser cost.

TO DO: Peter Miller will be coordinating the biennial audit requirement. He will be contacting the auditors we used two years ago (the Jordan Company, a firm in Pocatello, Idaho.)

Tracy Reisinger clarified that the audit is really a review of fiscal policies, procedures, and internal controls rather than a full-fledged audit.

Other topics covered during Steve Herndon's update: (1) training is still being subsidized by WASFAA, even though we are charging \$55/person for this fall's training. (2) Currently, there are 636 members. We anticipate increased membership as a result of the fall training. (3) The summer 2002 institute brought in a positive income stream of

about \$8,225. (4) We have pulled \$79,131.61 out of asset reserves during the last two years to help support WASFAA activities (examples are the fall/spring training that is done and the special projects where we helped states fund some special projects for their members). (5) The decline in the stock market has greatly affected our asset reserves (by almost \$80,000).

MOTION: Addalou Davis moved to accept the Treasurer's report.
Peter Miller seconded.

Motion passed unanimously.

Jim White, Site Selection Committee, reported that he is in the process of signing a contract with the Nugget in Reno for our WASFAA conference in 2006. The summer institute in 2003 will be in Boise. Jim suggested that perhaps other sites in the north be looked at in the future for the summer institute, such as Seattle University. Barb Alm indicated Boise was willing to continue to be the host, if WASFAA decided to choose Boise as a site every other year. Peter Miller indicated they'd like to see a summer institute in Alaska.

TO DO: Jim White to contact Judy Lewis Logue at the University of San Diego about hosting the summer institute in 2004.

Jim White indicated that the next Executive Council meeting is scheduled to be in Portland on February 6 & 7, 2003 (if a decision is made to hold a meeting. Catherine King-Todd has not yet made that decision). Executive Council members would fly in on Thursday morning and fly home Friday afternoon/evening. No decision has been made yet about when/if a fiscal planning committee meeting will be held.

The last discussion on sites was possible locations for future WASFAA conferences. The schedule to date is:

- 2003 Hilton Hawaiian Village, Honolulu, HI
- 2004 Doubletree Paradise Valley, Scottsdale, AZ
- 2005 Doubletree Lloyd's Center, Portland, OR
- 2006 The Nugget, Reno, NV
- 2007 possibly the Hyatt, Anaheim, CA

Some thoughts for 2008 and after were: Sacramento, Anchorage, or Seattle.

Tami Sato briefly discussed the activities of the Ethic Diversity Action Committee (see written report for full details). EDAC is preparing an interest session for the WASFAA Conference. Tami reiterated a request to have state conferences include at least one session on diversity.

TO DO: Tami Sato will remind EDAC scholarship recipients to reserve their rooms at the Hawaii conference.

TO DO: Tami Sato will coordinate with the WASFAA conference program committee to ensure there is a slot saved for them for their interest session.

TO DO: Eric Nemoto is to see if a question can be added to the conference registration form to help find prior EDAC scholarship recipients.

Johnetta Scott brought up a dilemma that is currently being faced. Many schools are going to a one-stop shop concept and titles/responsibilities of financial aid administrators are being changed. When a person's title is Enrollment Dean, or Enrollment Manager, or something similar – are they considered to be active members in WASFAA? Discussion resulted in the thought that it depends on the school and the person's actual responsibilities.

Sun Ow reported that the Fund Development Committee has signed the drayage contract for the Hawaii conference. They have space for 62 vendors but do have an overflow site if more attend. The Fund Development Committee is getting ready to send out the sponsorship brochure in late December.

Peter Miller reported on the Electronic Services Committee (see written report). The WASFAA web site has good traffic on it. Peter indicated the Fiscal Planning Committee discussed taking credit card payments and opted to not do them at this time due to the costs involved.

Peter Miller also indicated that the newsletter is going on the web. It can be pdf format (printable) or can be a series of web pages. The decision was to make the newsletters that are being done from now until March in pdf format since vendors have already designed their ads.

Catherine King-Todd summarized some of the other reports for the committees (since other committee chairs could not attend because of our need to be fiscally conservative). By-laws has no report. No report from the Archives Committee. The membership committee is hoping for 800 members (see written report). No newsletter committee report.

Yvonne Hicks reported that the Proprietary Committee has 6 members and had a teleconference call a month ago. They are discussing general proprietary school concerns and information.

TO DO: Yvonne Hicks to build a list of contacts for proprietary schools. Is also going to encourage attendance at the Hawaii conference.

Training was the next topic of discussion. The consensus was to not hold the WASFAA/NASFAA training in spring. State Presidents had been asked to solicit information from their members about the training topics and possible attendance. For those who responded, the input was that the topics were not strong enough to ensure a large participation of WASFAA members. The topics were: when Title IV aid is not enough (debt strategies, options, and implications); consortium agreements; and work-study community service. The decision to not hold the training was based on the cost (WASFAA would either have to subsidize the training or raise costs to a point that would negatively affect attendance), there are other opportunities for training in the

spring (including the Hawaii conference), and NASFAA is in the west this summer (in Salt Lake City).

MOTION: Peter Miller moved that we not hold the spring 2003 WASFAA/NASFAA training.
Addalou Davis seconded.

Motion passed unanimously.

TO DO: A request that the Training Committee look at alternative training activities that have a positive income stream. Some suggestions, including recommended speakers were customer service (Jim Smith), review tax returns (Jim Briggs), ethics (Michael Jacobsen), legal aspects (Steve Morgan or Ryan Hagerman), and workplace issues.

The report from the Awards Committee was discussed. It was decided there will be no changes to the current awards. Also, names of recipients are to be taken out of Policies & Procedures and instead will be put on our web site.

Conference 2002 provided the final statistics (see written report). 387 people attended the conference.

The Summer 2002 Institute had 115 participants and 14 faculty. A net income stream of over \$8000 was generated. Steve Herndon complimented Leonard Walker and Andy Promsiri on their handling of the finances and registration.

Eric Nemoto talked briefly about our WASFAA Conference 2003 in Hawaii. The most recent activity was a committee conference call. Registrants can make hotel reservations now. Jim White/IMF coordinated the renegotiation of the hotel contract (since there was a clause in the contract re: governmental actions that might cause non-attendance. We could show that the state of Washington's travel restriction policies caused people to not attend the Boise conference). Our hotel room block was reduced to 895 room nights (from 995). The food guarantee was also reduced (the room pick up rate was moved from 85% to 80%.) The hotel is willing to give credit for anyone who has registered for the WASFAA conference, even if the person did not identify himself or herself as a WASFAA conference attendee when making their room reservation. Potential attendance at the Hawaii conference is still a big unknown factor.

The next topic was state reports. See written reports for details.

We then went through the TO DO LISTS from the prior two meetings. Any that were carried over are listed in the TO DO LIST at the end of these minutes. Peter Miller reported that the cost of developing and providing a standard on-line evaluation for all activities is about \$600.

TO DO: Send calendar updates to Peter.

Kate Peterson gave a brief report as President-elect. She is in the process of getting committee chairs in place for the 03-04 year.

Dave Allen then presented a report on behalf of the Fiscal Planning Committee (the committee met Sunday from 3 p.m. to 9:30 p.m.). The first topic was the newsletter and putting it on the web. Included in that discussion was banners on our WASFAA web site.

MOTION: Peter Miller moved to proceed with advertising on the web.
Lana Walter seconded the motion.

Motion passed unanimously.

Further discussion ensued re: the newsletter. We want to ensure people continue to read the newsletter, even though it's going to be on the web. One suggestion was to use an e-mail to notify WASFAA members each time the newsletter is produced, with the e-mail containing a link to the WASFAA web site. That way, we can track the number of times it's downloaded (since it will be in pdf format).

The Fiscal Planning Committee recommended two ideas to the Executive Council. One had to do with giving authority to a smaller group of folks to make minor line item changes to the budget. Currently, to change line items in the budget, a budget revision with a vote by the Executive Council is required. An example might be one committee's expenses running somewhat higher than budget but another committee may not be spending their whole budgeted amount. We do not have a simple process to adjust line items, while staying within the overall budget.

MOTION: Lana Walter moved that we allow counter balancing of line item adjustments in the budget, for up to \$1500, with the approval of all persons/committees involved in the transaction. Requests for such adjustments shall be to the Fiscal Planning Chair and approval given by both the President and Treasurer.
Kate Peterson seconded.

Motion passed unanimously.

The second proposal is a result of realizing that Travel Creations (the travel agency WASFAA uses) does not always offer the least expensive mode of travel. Our current Policies & Procedures information states: "The official WASFAA Travel Agency is: Travel Creations, phone #1-800-843-2620."

MOTION: Barb Alm moved that we add to that statement: "However, WASFAA encourages members to use web or other resources to find travel arrangements that may be less expensive."
Marsha Dupree seconded.

Motion passed unanimously.

TO DO: Jerry Sims to update Policies & Procedures with this new wording.

One of our treasury bills matures in December.

MOTION: Barb Alm moved that before the \$75,000 12/26/02 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.
Addalou Davis seconded the motion.

Motion passed unanimously.

Steve Herndon outlined how time consuming it is to process refunds when people pay their WASFAA membership fees more than once. Because of improvements in tracking membership, Pam Doerner and Peter Miller are finding a few of these. It takes Steve over an hour to do each refund. In fact, Steve took one full day off of work to process refunds recently.

MOTION: Barb Alm moved that due to the time and effort involved in generating a refund, refunds of membership fees are done only upon the request of the member or institution if membership dues are paid more than once. The money must be refunded or transferred to another person; it cannot be rolled forwarded to the next year.
Tami Sato seconded.

Motion passed unanimously.

Dave Allen distributed the revised proposed budget for 2003 and asked Executive Council members to review overnight. (See attached budget).

The meeting recessed for the day.

Tuesday, November 5, 2002

Attendees:

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

Committee Chairs/Liaisons: David Allen, Jim White, Kay Soltis, Sun Ow, Peggy Crawford, Suzanne Bartels

The meeting reconvened at 8:05 a.m.

Review and discussion of the proposed 2003 budget took place.

MOTION: Peter Miller moved to accept the proposed budget for 2003.
Kate Peterson seconded.

Motion passed unanimously.

TO DO: At next June's Executive Council meeting, review the budget to see about the possibility of adding EDAC scholarships for the Management and Leadership Institute.

NASFAA issues were the next topic of discussion. Steve Herndon is on the NASFAA nominations and elections committee. We discussed the importance of having a WASFAA member run for the National Chair-elect. Steve is also providing a name for the NASFAA Regional Representative-at-large. Catherine King-Todd indicated that WASFAA does a poor job in voting and volunteering at the national level; she encouraged WASFAA participation.

At the spring Executive Council meeting, we need to discuss our nomination for the NASFAA Leadership Award. Regionally we provide input but the final decision is left to NASFAA. Ted Malone will be receiving the plaque at the next WASFAA conference but the award announcement was this past July at NASFAA.

TO DO: Executive Council members are to bring names of two NASFAA Leadership Award nominees to the February Executive Council meeting.

The NASFAA Leadership Conference will be March 2-4 in Georgetown. We can send up to 3 people. We discussed the importance of our Federal Relations Committee during the current reauthorization process.

MOTION: Barb Alm moved that we send the President-elect and one person from next year's Federal Relations Committee to the NASFAA Leadership Conference.
Tracy Reisinger seconded.

Motion passed unanimously.

Kate Peterson and Catherine King-Todd will be going to the NASFAA meeting in Savannah. Some issues we discussed that we'd like them to take to the meeting: (1) The NASFAA training materials are expensive and cause us to have to offer training at a higher cost than we'd like. Is there anything to prevent us from allowing WASFAA members to attend the training without having to purchase the training materials? (Can we have a school purchase just one set of materials and have a number of people from that school attend? Or perhaps could we let two people share one set of training materials?).

(2) Can the training of the trainers (for the WASFAA/NASFAA training) be done at a less expensive location other than Washington, D.C.?

(3) We are still interested in finding a better way to limit the amount of money we have to spend to cover regional visitors as part of the interregional visitation program.

WASFAA is a popular region to visit; since WASFAA has to pick up much of these costs, we are being hit with a disproportionate share of the costs. [Kay Soltis asked that we confirm that indeed we are exceeding the typical number of visitors before we raise this issue at the NASFAA meeting.]

Elections and nominations were the next topic of business.

MOTION: Tracy Reisinger moved that we go into Executive Session.
Lana Walter seconded

Motion passed unanimously.

A closed-door session was held to decide upon candidates for the upcoming election.

MOTION: Tracy Reisinger moved that we leave Executive Session.
Kate Peterson seconded.

Motion passed unanimously.

The following people will be on our next ballot:

President-elect:	Peter Miller Jim White
Vice President:	Cheryl Anderson Steve Herndon
Secretary:	Crisanne Werner Wendy Olson
Rep-at-large:	Renee McCloud Teresa Yslas

TO DO: Addalou Davis to get the ballot out so that voting may occur by the end of December.

TO DO: Kate Peterson will notify the winners and non-winners.

Catherine King-Todd reviewed the expense reports and reminded people, when booking flights for the Executive Council meetings, to book early and to shop for bargains.

Old Business

TO DO: Committee chairs need to send committee members' names to Catherine King-Todd and also to Kate Peterson.

New Business

Peter Miller is on the NASFAA Technology Issues Committee this year. They will be e-mailing members to find technology issues that need to be brought to the national committee's attention.

Steve Herndon asked if we needed to review the definitions of who is an active member, an associate member, and who can be elected as an officer with the new enrollment management hierarchy that is appearing as part of the focus on Enrollment Services at many schools.

TO DO: Addalou Davis is to draft a proposal for Policies & Procedures for the next meeting to address the above issue.

Peggy Crawford reported that the Graduate/Professionals Committee has put together a list of 8-10 people active in the graduate/professional role.

At the February Executive Council meeting, topics to be covered are a federal update and policies & procedures.

TO DO: State Presidents to bring to the February meeting a written report of their roles and responsibilities to the WASFAA Executive Council so that we can use that information to update Policies & Procedures.

TO DO: Other committee chairs need to look at Policies and Procedures to see if anything needs to be updated. Bring recommendations to the February meeting.

TO DO: Steve Herndon and Lana Walter need to look at Policies & Procedures to see if any information needs to be added/changed re: the treasurer-elect's position.

MOTION: Peter Miller moved to adjourn the meeting.
Pat Peppin seconded.

The motion passed unanimously.

Respectfully submitted,

Barb Alm, Secretary

MOTIONS:

- Addalou Davis moved to accept the Treasurer's report.
Peter Miller seconded.
Motion passed unanimously.
- Peter Miller moved that we not hold the spring 2003 WASFAA/NASFAA training.
Addalou Davis seconded.
Motion passed unanimously.
- Peter Miller moved to proceed with advertising on the web.
Lana Walter seconded the motion.
Motion passed unanimously.
- Lana Walter moved that we allow counter balancing of line item adjustments in the budget, for up to \$1500, with the approval of all persons/committees involved in the transaction. Requests for such adjustments shall be to the Fiscal Planning Chair and approval given by both the President and Treasurer.
Kate Peterson seconded.
Motion passed unanimously.
- Barb Alm moved that we add to that statement: "However, WASFAA encourages members to use web or other resources to find travel arrangements that may be less expensive."
Marsha Dupree seconded.
Motion passed unanimously.
- Barb Alm moved that before the \$75,000 12/26/02 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.
Addalou Davis seconded the motion.
Motion passed unanimously.
- Barb Alm moved that due to the time and effort involved in generating a refund, refunds of membership fees are done only upon the request of the member or institution if membership dues are paid more than once. The money must be refunded or transferred to another person; it cannot be rolled forwarded to the next year.
Tami Sato seconded.
Motion passed unanimously.
- Peter Miller moved to accept the proposed budget for 2003.
Kate Peterson seconded.
Motion passed unanimously.

- Barb Alm moved that we send the President-elect and one person from next year's Federal Relations Committee to the NASFAA Leadership Conference.
Tracy Reisinger seconded.
Motion passed unanimously.
- Tracy Reisinger moved that we go into Executive Session.
Lana Walter seconded
Motion passed unanimously.
- Tracy Reisinger moved that we leave Executive Session.
Kate Peterson seconded.
Motion passed unanimously.
- Peter Miller moved to adjourn the meeting.
Pat Peppin seconded.
The motion passed unanimously.

TO DO's:

From Fiscal Planning:

- Steve Herndon to notify the organization that we are paying a \$31.50 monthly charge for taking credit card payments that we no longer want that feature.

From Executive Council (leftovers from last time or the time before that are still applicable and need to be done):

- 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.
- 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 for Policies & Procedures Re: the Research Committee.
- Jim White to contact David Levy re: insurance. Jim waiting for copy of tax return.
- Catherine King-Todd is doing a letter on volunteerism and participation and will be giving it to Eric Nemoto.

From Executive Council – Anaheim meeting

- Addalou Davis is to see if the retired business manager from McGeorge School of Law (who is a CPA) can do WASFAA's tax returns at a lesser cost.
- Peter Miller will be coordinating the biennial audit requirement. He will be contacting the auditors we used two years ago (the Jordan Company, a firm in Pocatello, Idaho.)
- Jim White to contact Judy Lewis Logue at the University of San Diego about hosting the summer institute in 2004.
- Tami Sato will remind EDAC scholarship recipients to reserve their rooms at the Hawaii conference.
- Tami Sato will coordinate with the WASFAA conference program committee to ensure there is a slot saved for them for their interest session.

- Eric Nemoto is to see if a question can be added to the conference registration form to help find prior EDAC scholarship recipients.
- Yvonne Hicks to build a list of contacts for proprietary schools. Is also going to encourage attendance at the Hawaii conference.
- A request that the Training Committee look at alternative training activities that have a positive income stream. Some suggestions, including recommended speakers were customer service (Jim Smith), review tax returns (Jim Briggs), ethics (Michael Jacobsen), legal aspects (Steve Morgan or Ryan Hagerman), and workplace issues.
- Send calendar updates to Peter.
- Jerry Sims to update Policies & Procedures with this new wording.
- At next June's Executive Council meeting, review the budget to see about the possibility of adding EDAC scholarships for the Management and Leadership Institute.
- Executive Council members are to bring names of two NASFAA Leadership Award nominees to the February Executive Council meeting.
- Addalou Davis to get the ballot out so that voting may occur by the end of December.
- Kate Peterson will notify the winners and non-winners.
- Committee chairs need to send committee members' names to Catherine King-Todd and also to Kate Peterson.
- Addalou Davis is to draft a proposal for Policies & Procedures for the next meeting to address the above issue.
- State Presidents to bring to the February meeting a written report of their roles and responsibilities to the WASFAA Executive Council so that we can use that information to update Policies & Procedures.
- Other committee chairs need to look at Policies and Procedures to see if anything needs to be updated. Bring recommendations to the February meeting.
- Steve Herndon and Lana Walter need to look at Policies & Procedures to see if any information needs to be added/changed re: the treasurer-elect's position.