

WASFAA Executive Council Meeting
June 5, 2003 & June 6, 2003

Present: Judy Field (formerly Saling), David Allen, Don Black, Frank Silva, Kathreen Silva, Marsha Dupree, Renee McCloud, Clara Capron, Tami Sato, Teresa Yslas, Pat Peppin, Brad Honious, Jim Eddy, Tracy Reisinger, Wendy Olson, Peter Miller (also representing Tamara Hornbuckle), Lana Walter, Steve Herndon, Catherine King-Todd, Kate Peterson, Jim White, Peggy Crawford

Not Present: Marianna Deeken, Tamara Hornbuckle, Ena Hull, Ted Malone, Kate Bligh, Doug Severs

Guest: Karen Dowdall-Gumin

The meeting came to order at 12:35 p.m.

President Peterson shared some of the thank you notes from the students who received donated books from our Hawaii conference.

Treasurer's Report:

Lana Walter was Treasurer-Elect last year and has now taken on the full treasurer's responsibilities. WASFAA does cash-basis accounting and uses QuickBooks Pro. One of WASFAA's goals is to have one year's operating budget in asset reserves. We are working at getting our asset reserves back up to that level. Lana reviewed her written report. Monthly reconciliation takes place when the Vice President reviews the processed checks and forwards the account statement on to the Treasurer. Lana asked that reimbursements and check requests clearly indicate the line item that it should be paid out of.

Training Committee:

Don Black reminded us of the purpose of the WASFAA Training Committee. Don requested that his committee members be approved. Approval was then granted by Kate Peterson. Don would like to have a representative from every state on his committee.

TO DO: State presidents can help supply names of possible committee members for the Training Committee from states not yet represented.

Four of the members listed on Don's report are trainers. Brad Honious suggested Carmen Dominguez as a member representing Arizona, although she is not from a school. Trainers are required to go to NASFAA's training of the trainers for the NASFAA training. There will be a meeting at the NASFAA conference regarding NASFAA training that Don plans to attend.

Kate Peterson encouraged the Training Committee to communicate early and frequently about the training opportunities. There may be a WASFAA member serving on the NASFAA Training Committee that could help with communication from NASFAA about their plans.

For the training budget, no spring training was planned, so the income and expense numbers for the budget should be based on fall training only. Don anticipates that the numbers will be low again this fall. Last November, Catherine King-Todd asked NASFAA if a school could purchase a single set of materials rather than for each attendee (to keep costs down). A decision has not been made yet on whether or not this will be possible in the future. Don suggests that we budget for 300 attendees with 11 sites maximum for fall training and 290 attendees for spring, 2004.

Regional guarantors are willing to assist with training. Their materials and expertise in developing training will be very helpful. This spring the Training Committee will use the guarantor materials for training support staff. It is important that this training does not duplicate existing training opportunities that guarantors already provide. The guarantors are willing to develop the curriculum based on what our needs are. There would be no cost for materials, so this would keep expenses down significantly. WASFAA would cover the cost of the trainers. Guarantors are also willing to provide training in their venues on

topics that we suggest.

The expense budget for training for 2003 should be \$27,000. The income for training is estimated to be \$10,500. (Note: This number is revised later in the meeting after the motion below was approved.)

MOTION: Jim Eddy moved that we charge \$25.00 for the WASFAA/NASFAA fall training and the rest of the costs be subsidized by WASFAA. Marsha Dupree seconded the motion. Vote tabled to have discussion on fiscal planning, prior to vote on the motion. After the fiscal planning report, this motion was approved.

Fiscal Planning:

Four items were discussed at the fiscal planning meeting this morning. Steve Herndon, chair, mentioned that the goals of the committee/organization were discussed. Another item was how to handle in-kind gifts. The tax preparer has to gather data on in-kind services received, because it has tax implications (when it exceeds \$5000). This will be documented for the policies and procedures manual in the future. A third item was the \$60,000 Treasury bill that will mature in July.

MOTION: Jim Eddy moved, and Catherine King-Todd seconded, that the Fiscal Planning Chair, the Treasurer and the President have the power for this executive council year to be able to analyze WASFAA's available assets (checking accounts and the treasury bills that mature during the year) and reinvest the funds as they see fit and report back to council with decision. Motion passed.

TO DO: The Bylaws committee will review Peter Miller's proposal to allow the Treasurer, Fiscal Planning Committee Chair and the President to make investment decisions related to available assets beyond just the current year.

Steve provided copies of the handout titled "WASFAA Committee/Activity Budget Revision Responses" that indicates requested adjustments to budgets that he received from the committee chairs. This was the last main topic that was discussed at the Fiscal Planning Committee meeting this morning. He explained that our budget year is a calendar year and so when chairs assume their duties some of the budgeted funds have been expended by the previous chair. Following is a list of items that were considered for an adjustment to the budget.

Our budget shows income and expenses. Some of the "income" items are actually subsidized by WASFAA as seen when the "expense" items are reviewed for the same items. The conference budget was subsidized in such a way, but the committee did well in keeping their costs down and increasing their income. It appears that it may have generated as much as \$11,000+ in net income. Some charges may still need to be processed, though. Dues were budgeted based on 650 members, but current membership is 423 members plus 55 recent new members. It is unlikely that we will have 650 members as planned. Membership number was amended to 600 which reflects a \$2000 reduction in income. Fund development is our strongest income stream. The Management and Leadership Institute (MLI) was projected to bring in \$2000 net income and the Summer Institute with a \$10,000 net income. The MLI income line was reduced by \$2000 and the expense line was increased by \$2000; MLI will now be subsidized due to these adjustments. The Summer Institute income was reduced from \$50,000 to \$35,000 and the expense side was reduced from \$40,000 to \$35,000 due to the lower number of participants. The Summer Institute is now considered a break even activity. Training is critical because it is highly subsidized (\$8000) and will affect the balancing of the budget.

The WASFAA Committee/Activity Budget Revision Responses handout was discussed further. Steve shared the rationale behind the adjustment requests. The EDAC adjustment request of \$500 for the committee was denied, the EDAC annual conference scholarship line item was reduced by \$500, the EDAC Summer Institute was increased by \$500, and the EDAC MLI scholarship was denied. (Note: These decisions were reversed later.) Fund Development de-obligated \$8000, because drayage and printing expenses were less than anticipated. Historical Archives was granted an increase of \$1000. Fiscal planning can de-obligate \$1000. Training is still to be determined.

The second handout for today shows the budget with proposed revisions. Jim Eddy's motion would require a subsidy of \$19,500.

Jim Eddy's motion to charge \$25 per person for WASFAA/NASFAA fall training was approved at this point in the meeting.

Steve proposed that we use the funds that we have gained based on the overall income and expenses adjustments today to grant EDAC's requests for the EDAC MLI scholarship of \$1000 and \$487.65 would be used for the EDAC annual conference scholarship (anticipating that more expense reimbursements will be received soon).

MOTION: Jim White moved, and Peter Miller seconded, that we accept the budget as amended. Motion carried.

Fund Development:

Dave Allen, Co-Chair, reviewed his written report. Fund Development is going to a tiered sponsorship. Judy Field, Co-Chair, explained that WASFAA will offer certain opportunities to vendors based on specified levels of giving. They will be getting further input on this proposal and then meet to discuss it. They will ask for approval of the Executive Council by e-mail, after the Fiscal Planning Committee reviews it.

TO DO: WASFAA Executive Council members from Arizona will share the fund development model that they use with Dave Allen and Judy Field. Comments from all are welcome as well.

Secretary's Report:

April 12th minutes, April 15th & 16th minutes and the TO DO list remaining from 2002-3 were passed out for review.

TO DO: Executive Council members and committee chairs should send electronic reports to the Executive Council listserv and Wendy Olson so that they are a part of the official minutes that will be posted on the WASFAA website and stored by the Historical Archives Committee.

MOTION: Jim White moved that the minutes from April 12th be approved. Peter Miller seconded the motion. The motion was approved.

MOTION: Jim White moved and Marsha Dupree seconded that the April 15th and 16th minutes be approved as presented. Motion approved.

TO DO: The Secretary will fix the incorrect item on April 15th's Business Meeting minutes, page 1 last paragraph, so that they will be clean for approval at next year's Business Meeting.

State Reports:

Alaska – Tamara Hornbuckle was not able to attend. Peter Miller has been acting as a voting member on her behalf during this meeting. A written report was provided. The Alaska conference will take place in Fairbanks in November.

Arizona – Brad Honious presented his written report and mentioned that their membership numbers are increasing.

California – Tami Sato gave the report for CASFAA president, Ena Hull. Ena is well but could not attend. The CASFAA conference will be in Monterey, December 14-16. They are trying to keep costs down to reduce the registration fee. They expect that less members will be able to attend due to budget cuts. CASFAA is not having the mini-conferences this year but will offer the popular 1040 Review workshops

at multiple sites. CSAC has a new director, Diana Fuentes-Michal, who is supportive of access for low-income students.

Idaho – Kathreen Silva reported that they recently had elections. The Idaho Executive Committee is well represented now from various parts of the state. They will try and have more involvement with the proprietary sector. The items that will be focused on this year are the bylaws and keeping fiscally sound.

Nevada – Marsha Dupree reviewed her written report. They are trying to get more people involved and plan to update their bylaws.

Oregon – Jim Eddy submitted a written report. He highlighted for us, some of his key points in his written report. In addition to his written report, he mentioned that they plan to create a physical archive by renting a storage space for OASFAA. They will have a scholarship for MLI this year.

PACFAA – Frank Silva said thank you for having WASFAA in Hawaii and hopes that we come again. He provided a written report. Frank was recently appointed to the NASFAA Diversity and Multicultural Issues Committee for 2003-4. Congratulations to Frank.

Washington – Clara Capron became President to replace Marla Skelley who took a position with NELA. Clara was just elected as President-Elect so she will not have a year of preparation for her presidency. A written report was provided. The fall conference is in Leavenworth, a Bavarian town in the mountains.

Announcement:

Don Black mentioned that Dana Young is moving on to Wyoming.

NASFAA Issues:

Catherine King-Todd shared that at the NASFAA board meeting in November concerns were mentioned related to NASFAA training costs. NASFAA still has not addressed these concerns. CORE materials will cost associations \$600. The leadership conference will now cost \$250. Membership dues have gone up this year as well. Regional presidents met and shared information about insurance for organizations. They also found that gifts given to the board members by the regions are no longer required. Steve Herndon sits on the NASFAA Nominations Committee and will work to see more WASFAA members on the ballot. States that are doing something innovative should consider submitting the information to NASFAA for a state award. Reauthorization was addressed by NASFAA early and well. Over 150 different items were submitted by NASFAA to Congress. January and February of 2004 is when reauthorization is expected to get very serious. Thank you notes were received from our NASFAA visitors who joined us at our previous meetings. Catherine asked for any issues that should be brought forward to NASFAA. None were mentioned.

President-Elect:

Jim White contacted insurance companies that California and EASFAA use. Professional liability is not hard to obtain but general liability is harder to get because we are multi-state, large geographically, and our region has more litigation than other areas of the country. We may need to continue to get general liability for specific events, because then it will be state specific. Policies cost from \$1000-\$2000 per event. Currently, our Executive Council meetings have not been covered. Jim was hoping to have a proposal from a company, but it may be that it only covers professional liability. Jim will report on this in November. Steve Herndon mentioned that anyone empowered by this council to represent the association in an official capacity is covered by WASFAA's bonding.

Awards Committee:

No report. No chair in attendance.

TO DO: Kate Peterson will contact Ted Malone about his proposal for new awards for WASFAA.

Historical Archives:

Kate Bligh sent a written report. Her request for an increase in funding was approved. Some states are

looking to archive their records so after some discussion about archiving, it was determined that Peter Miller will be researching with Kate, methods to archive WASFAA's records.

Federal Issues:

Tami Sato reviewed her written report. She has been doing a lot of reading on reauthorization. The IRS match is a possibility for 04-05 according to Catherine King-Todd. There are still many unknowns related to the match. Schools will be informed of discrepancies but won't be informed of what the discrepancies are. The mismatched information will not be reported until July and even then won't be official. Tami would like to get some additional committee members from states not represented on the committee. The reauthorization letter that was sent to the Senate HELP committee needed to be rushed so not all EC members were able to see it. In the future, Kate Peterson hopes to get feedback from the Executive Council prior to mailing a letter out like this.

Announcement:

Kate Peterson shared that Barb Alm has training materials and vests that are still available for purchase.

The committee recessed at 4:55.

June 6, 2003

The meeting reconvened at 8:45.

Present: Peter Miller, Catherine King-Todd, Kate Peterson, Judy Field, Dave Allen, Don Black, Frank Silva, Kathreen Silva, Marsha Dupree, Rhonda McCloud, Clara Capron, Peggy Crawford, Tami Sato, Pat Peppin, Brad Honious, Jim Eddy, Tray Reisinger, Wendy Olson, Lana Walter

President Peterson provided black folders for everyone to use for carrying papers needed for the current meeting.

Ethnic Diversity Action Committee:

Renee McCloud shared her written report. Don Black suggested that UC Davis may have contact with Chef Yan, who could be available for the EDAC diversity presentation at the WASFAA conference.

Electronic Services:

Peter will be on NASFAA's Technology Initiatives Committee again this coming year. The website is running and advertising upcoming events. Peter has a break down of website expenses by committee for the last three years. Banners on the web have been approved. Peter and Dave Allen will prepare a proposal for how to implement banners on the web. The tiered contribution proposal will encompass this. Fund Development's proposal will be submitted to Fiscal Planning by the end of next week. Currently, the newsletter is a PDF on our website. ATAC is willing to create this PDF for us. It is very expensive to post pictures on our website directly so using the PDF format is much less expensive. If we send a prepared PDF document they just charge \$25.00 for the posting. We can buy software to assist with the preparation of the newsletter. Pat Peppin and Peter will review what option for newsletter production and posting is the best for WASFAA. Pat Peppin suggested that we look at a quarterly newsletter rather than bi-monthly. Dave Allen noted that we have already received paid Newsletter ads for six issues, and suggested that we look to phasing out the six issues and reducing to four the following year. Currently, the newsletter editor gathers everything and passes it on to Barry Age to create the newsletter. It then goes back to the editor for proofing and then to Peter Miller for posting on to our website.

TO DO: Send dates of WASFAA/State events to Steve Herndon and Peter Miller for posting to the WASFAA website.

The Executive Council listserv includes elected members and committee chairs. The address is:

wasfaaexec@wasfaa.org.

Site Selection:

Leonard Walker provided a written report. The next Executive Council meeting will be at the Westin in downtown Seattle. The dates of the meeting will be November 6 & 7. The Westin is being very accommodating for our meeting. The Fiscal Planning meeting will be Wednesday evening, November 5, and perhaps Thursday morning. The Executive Council meeting's start time will be determined later.

Leonard would like to develop a form that includes information that would be helpful for planning meeting participation. He has volunteered to coordinate the logistics of the Executive Council meetings this year. Travel Creations is the official travel agency for WASFAA, but if you can make arrangements for less expense that is great.

TO DO: Leonard Walker will send out a draft of his meeting logistics form and we can respond with our suggestions on what should be included.

TO DO: Kate Peterson will send out a current contact list of all Executive Council members. This information is also on our website. Kate will include the list of committee chairs as well.

February 11 & 12 (Wednesday, Thursday) are the proposed executive-council winter meeting dates. Salishan or Portland will be the location of this meeting. These dates follow the Oregon conference.

The budget will determine how many committee chairs will be able to attend the November and February meetings. Executive Council is the largest WASFAA expense line item that has no offsetting income line item.

Conference Committee:

Catherine King-Todd mentioned that David S. Levy's Handbook for Conference Planning will be scanned so that there will be an electronic version. It will be incorporated as an appendix document to the Policies and Procedures manual. MLI information will be prepared to be an appendix as well. The conference may have a slightly different format for its interest sessions. Brad Honious is the facilities subcommittee chair. EDAC and Federal Issues will have interest sessions at the conference.

TO DO: State presidents should let Catherine King-Todd know if they would like to have a state meeting at the WASFAA conference.

TO DO: Let Kim Naig or Howard Fisher know of any talented WASFAA members that may be participants in a talent event like American Idol.

Some other ideas would be to involve massage or cooking students at the conference, using their talents. Other suggestions related to student involvement were shared (cosmetology, mortuary science, dance, truck driving school).

Bylaws:

Catherine King-Todd will be updating the bylaws this year. Strategic Planning will be incorporated into the bylaws and some grammatical corrections will be made as well.

Summer Institute:

Elizabeth Bickford thanked David Tolman and his staff for their work hosting the Summer Institute at Boise State University. The faculty has been excellent and the students feel that they have learned a lot. Andy Promsiri said that 77 people participated. Last year there were over 100. Some participants came from areas outside of financial aid, such as enrollment services, business office and TRIO program staff. They may want to advertise to these populations in the future. Catherine King-Todd let Elizabeth know of the budget adjustments that were made yesterday. Elizabeth will be billing students that elected to have a single room. Great Lakes is contributing \$750 towards the cost of the materials for the Summer Institute. Elizabeth will summarize evaluations for her report. She hopes to have her report electronically formatted.

Proprietary students were given the special information that they needed, as part of the Summer Institute training.

Graduate Professional:

Peggy Crawford had a written report that she shared with us. Peggy's graduate professional contact list is informal at this point.

Management & Leadership Institute:

Tracy Reisinger reported that they would like to charge \$695 for resident participants and \$500 for those that will stay offsite. They can accommodate 30 resident participants and a number of non-resident participants.

MOTION: Jim Eddy moved, and Lana Walter seconded, that we plan to charge \$695 for resident participants and \$500 for those that will be non-residents. Motion carried.

Tracy will be advertising the event with a link to the conference site's website and will have state presidents assist with advertising as well. States may want to offer scholarships for this event. Tracy provided a written report with additional information.

Summer Institute for 2004:

Doug Severs is planning the event that will take place in Seattle next year.

Newsletter:

Pat Peppin provided a written report and is asking that articles be submitted by Monday, June 9. Pat will be establishing future deadlines and will send out reminders. In the future, Pat suggests that we have four issues per year. The number of issues needs to be coordinated with Fund Development. Pat needs information on how to contact Barry Age. Judy Field, a past editor, will assist Pat in getting started.

Policies and Procedures:

Management and Leadership Institute has updated its section. EDAC will be updating its section as well. Jim White has those draft updates for EDAC. They are waiting for a response from Youlanda Copeland-Morgan who was the first EDAC chair. Executive Council members are encouraged to refer to it and keep it current.

TO DO: Peter Miller will make sure that the most current version of the Policies and Procedures is on the website.

Strategic Planning:

The Strategic Planning Committee will be incorporated into the bylaws and policies and procedures. We will be going through the strategic plan during the November meeting.

Nominations & Elections:

Catherine King-Todd provided a written report. Treasurer-Elect will be added to the on-line nomination form. The timing of the election was discussed. The bylaws limit when the election can take place, so if it were to be pushed to an earlier time the bylaws would need to be revised. The composition of the board is taken into consideration when the elected-officer slate of candidates is prepared. All nominations are presented to the Nominations & Elections Committee. The bylaws require that there be two nominees on the ballot for each position. Executive Council approves the ballot that the Nominations & Elections Committee has prepared. The procedures and calendar require approval by the Executive Council members.

MOTION: Wendy Olson moved, and Jim White seconded, that the proposed calendar and procedures established for the Nominations & Elections Committee be approved. The motion was affirmed.

Membership:

Teresa Yslas is working with Pam Doerner to learn the membership process. She will be providing a written report. President Peterson will be sending lists of committee members to Teresa to make sure that they are all WASFAA members.

TO DO: Peter Miller will see if he can create a file of the region's schools' addresses. He will work with Teresa to help create a postcard reminder to these schools to solicit membership and advertise, MLI, Fall Training and the website. Renee McCloud will share information she has on postcard production.

To Do List Review:

See the action items list at the end of these minutes to see what to do items have been carried forward.

Old Business:

Catherine King-Todd reminded us that committee expenses cannot exceed the budgeted amount. If they anticipate exceeding the budgeted amount approval must be sought through Fiscal Planning via Steve Herndon. Lana Walter reminded members to submit expense reimbursements as soon as possible. The reimbursement form on-line will provide totals etc. automatically. Kate Peterson reminded us to review the minutes and the accompanying to do list.

New Business:

Kate Peterson thanked those who provided goals for the coming year. She will align them with association goals and share them with Executive Council members. Jim White and Kate Peterson expressed appreciation to the conference committee for an excellent job this past year.

TO DO: Catherine King-Todd will send a letter to Eric Nemoto and a letter to Mary San Agustin to express WASFAA's appreciation for the excellent conference.

TO DO: Kate Peterson and Lana Walter will re-order note cards and stationery for the organization.

Kate Peterson will be inviting a segmental Representative-at-Large from a proprietary school to join the Executive Council.

MOTION: Jim White moved that we adjourn. Frank Silva seconded the motion. Motion passed.

The meeting was adjourned at 12:50.

Respectfully submitted,

Wendy Olson
WASFAA Secretary

COMPILATION OF MOTIONS FOR THE MEETING OF JUNE 6 & 7:

MOTION: Jim Eddy moved that we charge \$25.00 for the WASFAA/NASFAA fall training and the rest of the costs be subsidized by WASFAA. Marsha Dupree seconded the motion. Vote tabled to have discussion on fiscal planning, prior to vote on the motion. After the fiscal planning report, this motion was approved.

MOTION: Jim Eddy moved, and Catherine King-Todd seconded, that the Fiscal Planning Chair, the Treasurer and the President have the power for this executive council year to be able to analyze WASFAA's available assets (checking accounts and the treasury bills that mature during the year) and reinvest the funds as they see fit and report back to council with decision. Motion passed.

MOTION: Jim White moved, and Peter Miller seconded, that we accept the budget as amended. Motion carried.

MOTION: Jim White moved that the minutes from April 12th be approved. Peter Miller seconded the motion. The motion was approved.

MOTION: Jim White moved and Marsha Dupree seconded that the April 15th and 16th minutes be approved as presented. Motion approved.

MOTION: Jim Eddy moved, and Lana Walter seconded, that we plan to charge \$695 for resident participants and \$500 for those that will be non-residents at the Management and Leadership Institute. Motion carried.

MOTION: Wendy Olson moved, and Jim White seconded, that the proposed calendar and procedures established for the Nominations & Elections Committee be approved. The motion was approved.

MOTION: Jim White moved that we adjourn. Frank Silva seconded the motion. Motion passed.

COMPILATION OF OUTSTANDING ACTION ITEMS:

1. The Policies and Procedures will be updated to include a recommendation related to the treasurer writing a check to him/herself.
2. The Policies and Procedures will be revised to reflect the changes that took place regarding the Research Committee.
3. Peter Miller will provide a breakdown of web expenses at each Executive Council meeting.
4. Catherine King-Todd will check with the Federal Issues Committee to see if canned paragraphs or suggested wordings for writing letters to congress have been prepared for posting to the web.
5. The Membership chair will record at the first of every month the total membership count.
6. Kate Bligh and Wendy Olson will modify the wording of the Meritorious Service & Creative Achievement Awards to add clarity and consistency based on past history.
7. Peter Miller is to add segmental information to individual membership information stored in our database. Computer system information is stored with the institutional information.
8. State presidents can help find possible locations for WASFAA training in their states.
9. Jim White will continue to research insurance information for WASFAA.
10. Determine how often the Management and Leadership Institute should be held.
11. Catherine King-Todd will contact Jim Swanson with the Rocky Mountain Association to discuss the coordination/frequency of Management and Leadership Institute and Summer Institute training.
12. Peter Miller will change the name of the Executive Council listserv to include the year so that there is less confusion in communication around the time when officers and chairs transition. This year's listserv name will be 03wasfaaexec@wasfaa.org.
13. Peter Miller will post digital images of Executive Council members on to our website.
14. Executive Council members will provide Peter Miller with a digital image or else have Peter take a digital picture at the next Executive Council meeting.
15. Peter Miller will continue to research the Blue Fish technology and its feasibility for WASFAA.
16. Ted Malone will bring a list and description of possible new awards.
17. State presidents need to talk with Kate Peterson about her participating in their state conferences.
18. Peter Miller will work with Dave Allen to develop the banner ad revenue stream.
19. Fund Development and Fiscal Planning will create a proposal on how to handle in-kind gifts.
20. State presidents can help supply names of possible committee members for the Training Committee from states not yet represented.
21. The Bylaws committee will review Peter Miller's proposal to allow the Treasurer, Fiscal Planning Committee Chair and the President to make investment decisions related to available assets beyond just the current year.
22. WASFAA Executive Council members from Arizona will share the fund development model that they use with Dave Allen and Judy Field. Comments from all are welcome as well.
23. Executive Council members and committee chairs should send electronic reports to the Executive

Council and Wendy Olson so that they are a part of the official minutes that will be posted on the WASFAA website and stored by the Historical Archives Committee.

24. The Secretary will fix the incorrect item on April 15th's Business Meeting minutes, page 1 last paragraph, so that they will be clean for approval at next year's Business Meeting.
25. Kate Peterson will contact Ted Malone about his proposal for new awards for WASFAA.
26. Send dates of WASFAA/State events to Steve Herndon and Peter Miller for posting to the WASFAA website.
27. Leonard Walker will send out a draft of his meeting logistics form and EC can respond with suggestions on what should be included.
28. Kate Peterson will send out a current contact list of all Executive Council members. This information is also on our website. Kate will include a list of Committee Chairs as well.
29. State presidents should let Catherine King-Todd know if they would like to have a state meeting at the WASFAA conference.
30. Let Kim Naig or Howard Fisher know of any talented WASFAA members that may be participants in a talent event like American Idol at the WASFAA conference.
31. Peter Miller will make sure that the most current version of the Policies and Procedures is on the website.
32. Peter Miller will see if he can create a file of the region's schools' addresses. He will work with Teresa to help create a postcard reminder to these schools to solicit membership and advertise, MLI, Fall Training and the website. Renee McCloud will share information she has on postcard production.
33. Catherine King-Todd will send a letter to Eric Nemoto and a letter to Mary San Agustin to express WASFAA's appreciation for the excellent conference.
34. Kate Peterson and Lana Walter will re-order note cards and stationery for the organization.