

WASFAA Executive Council Meeting
February 6-7, 2003
Portland, Oregon

Thursday, February 6, 2003

Attendees:

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

Committee Chairs/Liaisons: David Allen, Jim White, Wendy Olson, Leonard Walker, Pam Doerner, Rod Dunn, Elizabeth Bickford, Kate Bligh, Laurie Franklin, Kay Soltis, Sun Ow, Peggy Crawford, Don Black, Jennifer Freimund

Guests: Chris Zuzack, President-elect, EASFAA

Catherine King-Todd called the meeting to order at 12:40 p.m. She introduced guest Christine Zuzack, EASFAA President-elect.

MOTION: Addalou Davis moved that the minutes from the November Executive Council meeting be approved.
Mary Edington seconded.

Motion passed unanimously.

Steve Herndon presented the Treasurer's report (see attached report). He summarized the reporting he does. Steve provides monthly written reports to the Fiscal Planning Committee. The Fiscal Planning Committee has held a meeting before each Executive Council meeting. Steve had also distributed the end of year 2002 report electronically to the full Executive Council (see attached report). He indicated that he cancelled the contract so that we are no longer paying a monthly credit card equipment charge (was a "To Do" from the last Fiscal Committee meeting). Jordan Company (Pocatello) will be charging about \$1000 for the biennial fiscal review that must be done per our by-laws in years of transition with the Treasurer position. Steve has provided all of the documentation to them to review. Steve ended his report by explaining the conference accounting (he had provided a listing of the expenses of the past two conference as part of his report; see last page of his report for details). Even though the conferences have shown a negative balance, he asked that we remember that the conference is a major fund raiser and that the income raised as part of the sponsorship of the conference is in the Fund Development Committee's budget rather than in the Conference Committee's budget.

David Allen commended the committee chairs for watching the budget so carefully this year. Concern was expressed by several committee chairs about their inability to attend Executive Council meetings because of the fiscal limitations. The committee chairs felt disconnected from the WASFAA Executive Council proceedings this year as a result of the need to limit attendance at the Executive Council meetings.

A brief overview was given by David Allen re: our T-bills.

MOTION: Barb Alm moved that before the \$100,000 T-bill becomes due on March 6, 2003, that Steve Herndon, David Allen, and Catherine King-Todd be given the authority to determine how to reinvest those funds based on projected expenses.
Addalou Davis seconded.

Motion passed unanimously.

Kate Bligh wanted to know more about how the decision was made about the committees' budgets (she wanted to start image storage on CD ROM and that request was not approved). David Allen explained the budget for 2003 was based on input from the current committee chairs and also on the need to be fiscally conservative, because of the unknowns of the Hawaii conference. After the income and expenses of the Hawaii conference are tallied, there may be a chance for budget adjustments. The uncertainty about the Hawaii conference centers around the budget issues the states/schools are facing.

Jim White then provided the Site Selection Committee's report. He indicated Leonard Walker is taking a primary role since Jim is now President-elect-elect. Jim presented a summary of the hotels in Anaheim (where our 2007 conference is to be held). Catherine King-Todd requested that for future reports, exhibitor space information be included. Jim did have that information available and shared it with Executive Council (both hotels have adequate vendor space.)

MOTION: Peter Miller moved that we look at the Hyatt Regency Orange County for our 2007 WASFAA Conference.
Tracy Reisinger seconded.

Motion passed unanimously.

Linda Bisesi shared the following information: CASFAA will be in Ontario in 2006 and in San Deigo 2010.

Jim White then moved the discussion to the summer institute. The 2003 summer institute will be in Boise. San Diego cannot host the institute in 2004. Jim White suggested that we hold the 2004 summer institute at Seattle University.

MOTION: Tracy Reisinger moved that WASFAA hold the 2004 summer institute at Seattle University.
Pat Peppin seconded.

Motion passed unanimously.

The next site selection discussion centered on the Management and Leadership Institute (MLI). The dates being seriously considered: November 3-5, 2003.

TO DO: The Site Selection Committee will explore having the 2003 MLI in Seattle, possibly at a “retreat center”. Jim White will e-mail the possibilities to the Executive Committee at the end of February or early March.

Suggestions for other spots in the future for MLI include California, Reno, and Alaska.

Elizabeth Bickford then provided information about the summer 2003 institute (to be held at the Boise State University campus). This will be the 20th anniversary of the WASFAA summer institute! She has lined up 10 faculty and wants to find a couple of small group leaders. May 1 is the registration deadline. The institute is June 1-6, with faculty arriving May 31. The cost will be the same as last year: \$450 for a person who stays on campus. The commuter rate will be \$360.

TO DO: Elizabeth Bickford will contact Boise State University to see about the possibility of having the Executive Council stay on campus during their June EC meeting. If that housing is not available, Jim White will find something else for the EC.

TO DO: Elizabeth Bickford will e-mail Catherine King-Todd a list of the summer institute faculty.

Tami Sato provided the EDAC report (see attached report). Included with her report was “A Guide for Setting Ground Rules” which is a guide for facilitating discussion on multicultural issues.

Peggy Crawford provided the Graduate/Professional report (see attached report).

Addalou Davis provided the Nominations & Elections report (see attached report). There was a 50% response rate for the election (higher than usual).

Addalou Davis indicated there was no report from the By-Laws Committee.

Ron Dunn provided the Research Committee report (see attached report). There will not be a Research Committee for the coming year because (1) fiscal issues caused the Executive Council to have to prioritize goals of WASFAA and research was determined to be a lower priority, and (2) NASFAA does provide research opportunities.

Kate Peterson, President-elect, indicated she is working on finalizing the committee chairs for next year. 30 volunteer forms have been received so far. Those forms, plus any others that are received, will be shared with committee chairs. Her chairs will need

to let Kate know whom they contacted; Kate will follow-up with the volunteers not contacted.

- TO DO: Kate Peterson's committee chairs need to let Kate know which volunteers they contacted.
- TO DO; Kate Peterson needs to follow-up on the volunteers who did not end up with a committee assignment.

Kate Peterson indicated that the transition meeting will be from 4-6 p.m. on Saturday, April 12. The outgoing Executive Council will be meeting with the new Executive Council during that time. Then the new Executive Council will meet again Tuesday afternoon and Wednesday morning; the meeting will conclude by noon on Wednesday.

- TO DO: Next year's committee chairs to provide names of committee members to Kate Peterson.

Kate Peterson sees her main challenges as keeping abreast of reauthorization and keeping WASFAA expenditures down.

Steve Herndon reported that as of February 3, 165 people had registered for the conference and 55 payments had been received. Over 1000 room nights have been committed, which easily meets our hotel room night obligation.

Peter Miller then provided the Electronic Services Committee report. EDAC has a new page; Peter would like to develop pages for the various committees. He would also like to use photos on the web.

- TO DO: Next year's committee chairs and next year's Executive Council should send their photos to Peter Miller to put on the web.
- TO DO: Catherine King-Todd asked Peter Miller to look at the Electronic Services Committee section of Policies & Procedures and to provide updates to Catherine.

Peter Miller indicated that conference registration is available on the web. They are still working on the vendor spot. He is planning on having training registration on the web next year.

Peter Miller is on the Technology Issues Committee for NASFAA. He discussed using PDAs (personal data assistants) by using BlueFish, which involves beaming information (wireless technology.) We could take the conference content and anything else put on paper and beam to the PDA and people would use their PDAs rather than a paper conference program. Folks could do their evaluations and beam back to the server. Cost to have BlueFish at our conference would be about \$7100.

Peter Miller will be talking with the Oregon association and ATAC about Oregon's job bank on the web site. Peter feels that WASFAA should not also have to pay for the development of the job bank if Oregon has already had one developed.

Discussion at the fiscal committee resulted in the decision that the chair of the Electronic Services Committee would maintain the breakdown of the expenses each committee incurs to have things put on the web. The expenses would still be part of Electronic Services, but we wanted to examine the cost of putting things on the web.

TO DO: Peter Miller to provide a breakdown of web expenses at each Executive Council meeting.

Laurie Franklin then gave the Federal Relations report. She indicated that it looks like reauthorization is being pushed further out. She said Genevieve Watson wants to know if WASFAA should respond to President Bush's proposal to eliminate the FCC for the Perkins Loan program. The decision was to provide a message that no cut is acceptable and to emphasize how it affects students.

TO DO: Federal Relations Committee to provide a response to President's Bush's proposal to eliminate the FCC.

Peter Miller asked if we wanted links to the Congressional representatives (both the House and the Senate) on the WASFAA web site. The decision was yes.

TO DO: Peter Miller to provide links to Congressional representatives on the WASFAA web site.

TO DO: Federal Relations Committee to provide info to Peter Miller to put on the Federal Relations Committee's web page; need some canned paragraphs or suggested wordings for writing letters to Congress.

Congressman Buck McKeon's Fed-Up Initiative has been reintroduced. WASFAA members are encouraged to respond to the proposals.

Kate Bligh provided an update for the Archives Committee. She indicated the information being sent to her is being filed quarterly. She wants to start scanning things on CD ROM.

Pam Doerner, chair of the Membership Committee, indicated she enjoyed being chair this year. She would like to get the training registration form on the web; she thinks it is easier to track payments that way.

TO DO: Peter Miller will change the membership application to indicate it is for 2003-04.

Pam Doerner thanked the Conference Committee for responding to questions about the conference agenda (the questions were posted on the WASFAA listserv). Pam notes that there was an increase in membership at the time of the election because people wanted to vote for someone on the ballot. She indicated we currently have 753 members.

TO DO: Membership chair is to record at the first of every month the total membership count.

Pam Doerner indicated she had two articles in the newsletter this past year. She also did an e-mail update to everyone who was a member during the last two years.

TO DO: Catherine King-Todd asked Pam Doerner to write a one page sheet for the conference packet re: the benefits of WASFAA membership.

TO DO: Addalou Davis asked Peter Miller to provide directions on the WASFAA web site on how to print a paper membership directory.

Marianna Deeken was unable to attend but provided a written report. Some highlights: the Pell Payment Schedules cannot be published until the Dept of Ed has a budget (they are operating on a continuing resolution). Travel funds have been severely limited; we need to request ED speakers as early as possible. The current training series is Student Eligibility – Basics and Delivery System. Registration is also open for EDEXpress Application Processing. DL/Pell training will be late spring. Coming this summer or next fall will be Cash Management. Non-traditional Program training will probably move to next spring. ED is currently working on guidance for the students who are being called up for military action. Currently these students are subject to R2T4. More guidance is coming.

We then went through the “To Do” list from the last meeting. See the “To Do” list at the end of these minutes for a summary of “To Do’s” in progress or still need to be done.

The meeting recessed for the day.

Friday, February 7, 2003

Attendees:

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

Committee Chairs/Liaisons: David Allen, Jim White, Wendy Olson, Pam Doerner, Rod Dunn, Kate Bligh, Laurie Franklin, Lupita Murphy, Kay Soltis, Sun Ow, Peggy Crawford, Don Black, Jennifer Freimund, Ken Sousa

Guests: Chris Zuzack, President-elect, EASFAA

The meeting reconvened at 7:40 a.m.

Sun Ow and Kay Soltis reported on Fund Development. There will be a progressive dinner at the WASFAA conference in Hawaii on Monday night. It is not a sit down dinner. Attendees will be encouraged to go to the dinner; it will give vendors a chance to visit with folks they normally do not see. It will also help the food expenditure requirement at the hotel. It also helps attendees manage their food costs.

Sun Ow and Kay Soltis have the beginning of a draft proposal to hand off to the next Fund Development Committee (see attached). It uses the Oregon and Arizona models. A suggestion was made to add one more category at \$5,000 and to add vendor booths to the proposal, perhaps as a comped item based on a certain donor level. They also are recommending an increase in the newsletter ad costs to be more in line with what other organizations are charging (they are recommending the prices be doubled).

MOTION: Tracy Reisinger moved that we increase the ad prices as recommended by the Fund Development Committee.
Lana Walter seconded.

Motion passed unanimously.

TO DO: Pat Peppin to send Arizona sponsorship levels to Sun Ow.

Ron Dunn suggested a second e-mail be sent each time the newsletter is posted on the web to ensure people remember to read the newsletter. The reminder could be part of the President's update e-mail.

Discussion centered around the need to provide an equal opportunity for all vendors to have the chance to sponsor all activities (such as bags or T-shirts).

David Allen, who is co-chairing Fund Development next year, suggested that perhaps we should have more than one option for vendors re: sponsorship. Kate Peterson emphasized the need for all fund development activities to go through Fund Development. Kate also asked that there be a place to donate at levels other than silver, gold, and platinum and still receive some type of recognition/visibility. Tracy Reisinger suggested that David visit vendors in Hawaii and survey them then about sponsorship levels. There needs to be a balance so that vendors can sponsor innovative ideas but we need to be careful that it doesn't lessen their contribution to other events.

Chris Zuzack then talked about how similar the EASFAA Executive Council meeting is/was to ours. Chris was participating in the interregional visitor program for President-elects (her transportation was covered by her regional association).

Catherine King-Todd briefly talked about the newsletter in Laura Whitelaw's absence. Laura was thanked for her work in getting it up and running; it was moved from a paper copy to the internet for the first time! A couple reports were submitted but were not in the newsletter. Catherine will be touching bases with Laura about those reports.

Catherine King-Todd then covered NASFAA issues. She has asked NASFAA if, for the WASFAA/NASFAA training, we can have folks attend without each person buying a set of materials (perhaps buy one set for each institution). We believe the training would reach more people that way. She also talked to NASFAA about rotating the sessions where the trainers are trained – so that we do not continually have to fund trips to the east coast. She has not yet heard back from Dallas Martin or NASFAA about these topics.

Jim White reminded us that the NASFAA conference is in Salt Lake City in July. If anyone is interested in moderating a Dept of Ed session, let Jim know. Kate Peterson said when she moderated it was a positive experience because she was able to give feedback on the subject discussed. The one drawback for her was that she had to moderate the session twice – so she lost the opportunity to attend another session.

TO DO: Jim White is going to check to see if moderators will be obligated to moderate more than one session (if the session is being offered more than once).

Peter Miller indicated he was going to be doing a session on PDAs at NASFAA.

There was a suggestion that we consider having PDA vendors as sponsors of our conference.

Lupita Murphy then talked about the Training Committee. She thanked Rod Dunn and Bert Logan for their extra assistance this year. There were challenges getting the sites set up. She believes more coordination with the state presidents needs to be done and that we need to be sure to take into consideration the budget cuts. This year we ordered 400 sets of materials and used 158. About a third of the fall training attendees were WASFAA members; two thirds were not current WASFAA members. A positive experience was that people could register on the web, although she recommended paper registration also be available. She found that many people went to the NASFAA web site first to find information about the training; she encouraged people to go to the WASFAA web site first.

TO DO: Everyone who has leftover training materials should e-mail Lupita Murphy and let her know how many sets they have left. Also mail her the evaluations.

Barb Alm volunteered to coordinate the selling of the leftover training materials (she will advertise training materials from prior years in addition to the materials left over from the fall training).

Don Black and Lupita Murphy then presented a training proposal. They are proposing that we seek to partner with vendors to offer some alternative low-cost training opportunities. The vendors have already developed training materials that could be used. If WASFAA decides to do this, the approach would be to not make it a “sales” event. Don and Lupita would like to survey membership to determine training topics. The pros are that this could be a low-cost training opportunity taking advantage of the vendors’ experience in training. As nonprofit organizations, the guarantors have the charge of providing training. One con is that WASFAA needs to have a strong role (needs to stay “in charge” of the training). Ron Dunn expressed concern about FFELP vendors providing the training. The above proposal does not eliminate the NASFAA training; it would just supplement it with other opportunities. Close partnering with the states is also needed.

MOTION: Peter Miller moved that WASFAA proceed with the recommendation from the Training Committee to move on to the next level of research with the Training Committee bringing a full proposal to the Executive Council meeting in April.
Colin Randolph seconded.

Motion passed unanimously.

TO DO: The Training Committee is to bring a full proposal re: partnering with outside vendors to the Executive Council meeting in April.

Catherine King-Todd asked that outgoing committee chairs and Executive Council members share written information/materials with subsequent chairs/EC members.

We then spent time reviewing Catherine King-Todd’s recommendations to changes to Policies & Procedures (see attached listing).

- TO DO: Addalou Davis is to research section 1-1, page 6 of Policies & Procedures.
- TO DO: Kate Bligh and Wendy Olson to modify the history of the wording of the Meritorious Service & Creative Achievement Awards.
- TO DO: Don Black and Kate Peterson are to write a section on the Management and Leadership Institute for Policies & Procedures.
- TO DO: Pam Doerner to add the segment a WASFAA member represents and the student information computer system used to the membership application on the web.
- TO DO: Peter Miller to add segmental information and student information computer system used to the membership list on the web.
- TO DO: Peter Miller is to reverse the award recipients list, so that the most recent recipients are listed first.

MOTION: Peter Miller moved to accept the changes to Policies & Procedures as discussed.

Pat Peppin seconded.

Motion passed unanimously.

Appreciation was expressed to Catherine King-Todd for all her work in reviewing and updating Policies & Procedures.

Don Black then reviewed the strategic planning process that occurred at the June Executive Council meeting in Reno (see attached report). Colin Randolph suggested that at each transition meeting, a review of WASFAA's strategic plan be done and an assessment be done, evaluating how well we achieved the goals during the prior year.

Kate Bligh emphasized the need to get the names of award recipients in the minutes.

The Executive Council expressed appreciation and kudos to Don Black and Ron Lee for leading this strategic planning process. Catherine King-Todd would like each subsequent Executive Council to continue the strategic planning process. Kate Peterson recommended that a Strategic Planning Committee be a permanent WASFAA Committee. Peggy Crawford suggested there be a chair and a chair-elect.

MOTION: Colin Randolph moved that the Strategic Planning Committee be made a permanent standing committee and that it be presented to the WASFAA membership as a by-laws change.

Marsha Dupree seconded.

Motion passed unanimously.

Ron Dunn suggested that the President-elect be the co-chair of the committee. No decision was made about that suggestion.

TO DO: Addalou Davis to post this by-laws change for an e-mail vote.

The various state presidents then gave their state reports.

Colin Randolph said that IASFAA (Idaho) is having ATAC develop the IASFAA web site (it will be connected to WASFAA's web pages). IASFAA provided one \$1000 scholarship for an IASFAA member to go to the Hawaii conference. Their next IASFAA conference will be in Moscow on October 6-8.

Johnetta Scott presented Alaska's report (see attached).

Mary Eddington presented Washington's report (see attached). Their fall conference will be October 22-24 in Leavenworth.

Pat Peppin presented Arizona's report (see attached). The Arizona association is sending 9 people to Hawaii. Their fall conference will be the end of October.

Linda Bisesi presented California's report (see attached).

Frank Silva presented the Pacific Islands report (see attached).

Marsha Dupree presented the Nevada report (see attached). Their fall conference will be in Reno November 12 & 13.

Tracy Reisinger presented the Oregon report (see attached).

MOTION: Kate Peterson moved that the Executive Council go into Executive Session to decide upon award recipients.

Lana Walter seconded.

Motion passed unanimously.

Executive Session: Wendy Olson provided a list of nominees for awards for Executive Council consideration. Decisions were made re: Meritorious Achievement, Distinguished Service, Lifetime Membership, and Honorary Lifetime Achievement.

MOTION: Kate Peterson moved that the Executive Session be adjourned.

Lana Walter seconded.

Motion passed unanimously.

The regular Executive Council meeting resumed. Ken Sousa presented the Conference Committee report (see attached report written by Mary SanAgustin).

TO DO: Peter Miller to send reminder re: the February 28 early registration deadline.

A suggestion was made for future conferences: to require people to pay for one night's lodging when they book a room. This might help us more accurately forecast attendance at the conference. Right now, the number of conference registrants and the hotel reservation numbers are far apart (many more hotel nights than conference registrations). Ken Sousa asked for clarification on the projected attendance (for budget purposes). Catherine King-Todd said to plan on 300 on-time attendees and 50 late registrants. Catherine reminded Executive Council members and committee chairs/committee members that they should attend the Newcomer's Reception on Sunday, from 11-noon.

TO DO: Executive Council members/committee chairs/committee members should bring extra business cards to the Newcomer's Reception.

TO DO: Everyone should bring a book to give to kids as part of Project Starfish. Look at the WASFAA web site for details.

TO DO: Ken Sousa will be sending out a request to the Executive Council for back-up moderators and for help at the conference itself.

Ken Sousa explained that Gail Koki and Barbara Hall-Bellows are coordinating the finding of moderators. The Program Committee is also looking for a presenter re: dealing with budget cuts in an office.

TO DO: Kate Peterson is going to try to help find a presenter for the session re: dealing with budget cuts in an office.

Peter Miller reminded Executive Council members and committee chairs that they can e-mail each other by using the following e-mail address: wasfaaexec@wasfaa.org.

TO DO: Conference Publicity Committee to send information about the Hawaii Conference to either the state presidents or to Catherine King-Todd (and she'll get out to the state presidents).

TO DO: Conference Publicity Committee to post information about the Hawaii Conference on finaid-1.

Old Business – there was no old business.

New Business – Executive Council members who come in Friday night for the conference will have 50% of their room costs covered by WASFAA (if they share a room with another WASFAA Executive Council member, the costs will be covered 100%). Remember the Saturday transition meeting from 4-6 p.m.

TO DO: Everyone on the Executive Council is to provide an electronic year-end report to Catherine King-Todd. She will send out an e-mail reminding everyone and will provide the due date in that e-mail.

MOTION: Peter Miller moved to adjourn the meeting.
Tracy Reisinger seconded.

Motion passed unanimously.

The meeting was adjourned at 2:55 p.m.

Respectfully submitted,

Barb Alm, WASFAA Secretary

MOTIONS:

- Addalou Davis moved that the minutes from the November Executive Council meeting be approved.
Mary Edington seconded.
Motion passed unanimously.
- Barb Alm moved that before the \$100,000 T-bill becomes due on March 6, 2003, that Steve Herndon, David Allen, and Catherine King-Todd be given the authority to determine how to reinvest those funds based on projected expenses.
Addalou Davis seconded.
Motion passed unanimously
- Peter Miller moved that we look at the Hyatt Regency Orange County for our 2007 WASFAA Conference.
Tracy Reisinger seconded.
Motion passed unanimously.
- Tracy Reisinger moved that WASFAA hold the 2004 summer institute at Seattle University.
Pat Peppin seconded.
Motion passed unanimously.
- Tracy Reisinger moved that we increase the ad prices as recommended by the Fund Development Committee.
Lana Walter seconded.
Motion passed unanimously.
- Peter Miller moved that WASFAA proceed with the recommendation from the Training Committee to move on to the next level of research with the Training Committee bringing a full proposal to the Executive Council meeting in April.
Colin Randolph seconded.
Motion passed unanimously
- Peter Miller moved to accept the changes to Policies & Procedures as discussed.
Pat Peppin seconded.
Motion passed unanimously.
- Colin Randolph moved that the Strategic Planning Committee be made a permanent standing committee and that it be presented to the WASFAA membership as a by-laws change.
Marsha Dupree seconded.
Motion passed unanimously.
- Kate Peterson moved that the Executive Council go into Executive Session to decide upon award recipients.

Lana Walter seconded.
Motion passed unanimously.

- Kate Peterson moved that the Executive Session be adjourned.
Lana Walter seconded.
Motion passed unanimously.
- Peter Miller moved to adjourn the meeting.
Tracy Reisinger seconded.
Motion passed unanimously.

TO DO's:

Leftovers from prior meetings:

- Jerry Sims was to draft a section for Policies & Procedures re: the Research Committee. This was changed in Portland – Ron Dunn is now to provide this information to Catherine King-Todd.
- Jim White to contact Davy Levy re: insurance. Jim was waiting for a copy of the tax return. He's now waiting on training numbers. This is still in progress.
- Tami Sato will remind EDAC scholarship recipients to reserve their rooms at the Hawaii conference. This is in progress.
- Addalou Davis is trying to find someone else to do WASFAA's tax returns. (She had contacted the retired business manager from McGeorge School of Law but he is unable to do this project for us.)
- Eric Nemoto was to see if a question could be added to the conference registration form to help find prior EDAC scholarship recipients. This was done – but there is a request that the question be re-worded.
- Yvonne Hicks to build a list of contacts for proprietary schools. Yvonne was not at the Portland meeting so this is a carryover to the next EC meeting.
- Jerry Sims was to update Policies & Procedures with the new policy re: booking travel through Travel Creations. Catherine King-Todd will now do this update.
- 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. In progress.
- Committee chairs need to send committee members' names to Catherine King-Todd and also to Kate Peterson. Still need to do.
- Addalou Davis is to draft a proposal for Policies & Procedures re: who is an active member, an associate member, and who can be elected as an officer with then new enrollment management hierarchy that is appearing as part of the focus on Enrollment Services at many schools.

From Fiscal Committee meeting:

- Put on April EC meeting agenda discussion about electronic banners on our web site.
- Electronic services chair will provide a breakdown of the web expenses (and what can be attributed to each committee) so that we can have a sense of what each activity costs.
- Peter Miller will research a job bank setup with ATAC and will bring back a proposal to the Executive Council.

From this meeting:

- The Site Selection Committee will explore having the 2003 MLI in Seattle, possibly at a “retreat center”. Jim White will e-mail the possibilities to the Executive Committee at the end of February or early March.
- Elizabeth Bickford will contact Boise State University to see about the possibility of having the Executive Council stay on campus during their June EC meeting. If that housing is not available, Jim White will find something else for the EC.
- Elizabeth Bickford will e-mail Catherine King-Todd a list of the summer institute faculty.
- Kate Peterson’s committee chairs need to let Kate know which volunteers they contacted.
- Kate Peterson needs to follow-up on the volunteers who did not end up with a committee assignment.
- Next year’s committee chairs to provide names of committee members to Kate Peterson.
- Next year’s committee chairs and next year’s Executive Council should send their photos to Peter Miller to put on the web.
- Catherine King-Todd asked Peter Miller to look at the Electronic Services Committee section of Policies & Procedures and to provide updates to Catherine.
- Peter Miller to provide a breakdown of web expenses at each Executive Council meeting.
- Federal Relations Committee to provide a response to President’s Bush’s proposal to eliminate the FCC.
- Peter Miller to provide links to Congressional representatives on the WASFAA web site.
- Federal Relations Committee to provide info to Peter Miller to put on the Federal Relations Committee’s web page; need some canned paragraphs or suggested wordings for writing letters to Congress
- Peter Miller will change the membership application to indicate it is for 2003-04.
- Membership chair is to record at the first of every month the total membership count.

- Catherine King-Todd asked Pam Doerner to write a one page sheet for the conference packet re: the benefits of WASFAA membership.
- Addalou Davis asked Peter Miller to provide directions on the WASFAA web site on how to print a paper membership directory.
- Pat Peppin to send Arizona sponsorship levels to Sun Ow.
- Jim White is going to check to see if moderators will be obligated to moderate more than one session (if the session is being offered more than once).
- Everyone who has leftover training materials should e-mail Lupita Murphy and let her know how many sets they have left. Also mail her the evaluations.
- The Training Committee is to bring a full proposal re: partnering with outside vendors to the Executive Council meeting in April.
- Addalou Davis is to research section 1-1, page 6 of Policies & Procedures.
- Kate Bligh and Wendy Olson to modify the history of the wording of the Meritorious Service & Creative Achievement Awards.
- Don Black and Kate Peterson are to write a section on the Management and Leadership Institute for Policies & Procedures.
- Pam Doerner to add the segment a WASFAA member represents and the student information computer system used to the membership application on the web.
- Peter Miller to add segmental information and student information computer system used to the membership list on the web.
- Peter Miller is to reverse the award recipients list, so that the most recent recipients are listed first.
- Addalou Davis to post this by-laws change (re: Strategic Planning Committee) for an e-mail vote.
- Peter Miller to send reminder re: the February 28 early registration deadline.
- Executive Council members/committee chairs/committee members should bring extra business cards to the Newcomer's Reception.
- Everyone should bring a book to give to kids as part of Project Starfish. Look at the WASFAA web site for details.

- Ken Sousa will be sending out a request to the Executive Council for back-up moderators and for help at the conference itself.
- Kate Peterson is going to try to help find a presenter for the session re: dealing with budget cuts in an office.
- Conference Publicity Committee to send information about the Hawaii Conference to either the state presidents or to Catherine King-Todd (and she'll get out to the state presidents).
- Conference Publicity Committee to post information about the Hawaii Conference on finaid-l.
- Everyone on the Executive Council is to provide an electronic year-end report to Catherine King-Todd. She will send out an e-mail reminding everyone and will provide the due date in that e-mail.