

WASFAA Executive Council Meeting, November 6-7, 2003

President Kate Peterson began the meeting at 1:07 p.m.

Present: Kate Peterson, Jim White, Steve Herndon, Pat Peppin, Teresa Yslas, Clara Capron, Ena Hull, Tamara Hornbuckle, Ted Malone, Jim Eddy, Tracy Reisinger, Kathreen Silva, Frank Silva, Renee McCloud, Don Black, David Allen, Lana Walter, Doug Severs, Peter Miller, Wendy Olson, Catherine King-Todd, Tami Sato, Leonard Walker, Marsha Dupree, Jacquie Carroll,

Present November 7 Only: Brad Honious, Marianna Deeken, Kate Bligh

Not Present:, Peggy Crawford, Kay Soltis, Judy Field

Motions approved between this meeting and the meeting of June 5<sup>th</sup> and 6<sup>th</sup>:

MOTION: The motion to approve the minutes was approved by e-mail vote June 23, 2003.

MOTION: Catherine King-Todd moved and Jim Eddy seconded the following motion on June 30, 2003, that Jim White, as chair of Site Selection for 2003-2004, be given the authority to sign appropriate contracts that have been reviewed by President Peterson to expedite the delivery of those contracts. The motion passed by e-mail on October 17, 2003.

Introductions and housekeeping information was shared.

Announcement: Jim Eddy initiated a letter to the editor of a New Jersey newspaper and now WASFAA is also writing a letter related to concerns about financial aid workshops that tell people how to beat the system. Members can sign the letter if they so choose as it circulates during the meeting.

Treasurer's Report: Lana Walters explained that expenses are down and income is up for 2003. See written report. Membership is remarkably up. Ena Hull reported that California community colleges are sending more people to training, which is probably affecting membership numbers.

Fiscal Planning: Steve Herndon said that the fiscal health of the organization is good for 2003. The Fiscal Planning Committee has a proposed, balanced budget for 2004 that was based on committee chairs' requests and last year's information. The total income anticipated for 2004 is \$365,075 and the expense total is the same. See handout of proposed budget with the following modifications: Income, Dues 2004-5 - \$31,000; Income, Man./Lead. Inst. 2004 - \$18,000; Expense, Conference 04 - \$95,540; Expense, Restoration Asset Reserves - \$23,960. Discussion followed about the level of asset reserves WASFAA wishes to have.

MOTION: Catherine King-Todd moved that we accept the proposed budget. Marsha Dupree seconded the motion. The motion passed. The budget for 2004 is approved as amended.

TO DO: The Fiscal Planning Committee may want to review past budget history and review how much we should have in reserve and want to further clarify what one year's budget in reserve means.

Liability insurance coverage could be provided at the annual cost of \$5,495 for \$1,000,000 of coverage. It does not cover events. Our commercial crime policy covers us for fiscal improprieties. The Fiscal Planning Committee will be seeking legal advice on the proposed liability policy.

WASFAA must account for in-kind services. Lana will be sending out a request to committee chairs to report back any of the in-kind gifts that the committee has benefited from.

Dave Allen shared a tiered-sponsorship proposal for fund development. Vendors would be solicited only once for their support each year. The level of their support would determine the types of benefits the vendor would receive. See handout on proposed tiers. Clarity of what the benefits are is important. Oregon and California have used this model for the past few years. Vendors will want to know what the value to them

is. Vendors are looking for ways to get recognition. Catherine discussed how give-aways, shirts, etc. for events should be budgeted for the events.

**MOTION:** Jim White moved that Fund Development adopt the strategy for tiered sponsorship and consult with the various states' fund development committee chairs that use this method. Steve Herndon seconded the motion. The motion passed.

**TO DO:** State presidents should have their fund development chairs contact Dave Allen or Judy Field by the end of next week, November 15<sup>th</sup>, with their information on their tiered sponsorship strategy.

**MOTION:** Catherine King-Todd moved and Jim White seconded the motion that Jacquie Carroll be approved as the segmental representative-at-large. (The previous e-mail vote of her approval in June was not conducted correctly.) The motion carried.

**MOTION:** Jim White moved and Jim Eddy seconded the motion, that we approve the Treasurer's report. The motion carried.

State Reports:

*Alaska*—See electronic report.

*California*—See electronic report. They now have 300 new financial aid employees in California Community Colleges. 1200 people are planning to attend the CASFAA conference in Monterey. CASFAA will be conducting focus groups with their members to see what their needs are related to the CASFAA services. 12000 students in Los Angeles will be a part of the Free Cash for College event that involves 51 CASFAA members. I'm Going to College information is available as a PDF on CASFAA's web site.

*Idaho*—Idaho had a record number of attendees at their conference. See electronic report.

*Nevada*—The conference will be held next week in Reno. They are considering having a College Goal Sunday like Arizona. See electronic report.

*Oregon*—See electronic report. Oregon public broadcasting will be featuring financial aid programs in December. Their members want more one-day or half-day intense training on one topic.

*PACFAA*—See electronic report.

*Washington*—See electronic report.

**Announcement:** Thanks to the Westin for providing our breaks, reception and breakfast, as well as a reduced room fee.

President-Elect: See handout. Jim White said that we will be at the Hyatt in Anaheim, May 4-9, 2007. Future conference sites are posted on the web site.

Bylaws Committee: Catherine King-Todd sent out proposed bylaws corrections. The second correction listed on her handout is on hold until Catherine gets more history on it. The tracking document is a good idea.

**TO DO:** Catherine King-Todd will ask Kate Bligh for information on the use of the word "administrating" in Bylaws, Page 1, Article III, Section 2.

Policies and Procedures: Detailed information will be in the appendices. See electronic spreadsheets that Catherine King-Todd prepared.

**MOTION:** Jim White moved and Wendy Olson seconded the motion, that we approve the proposed changes to Policies and Procedures. The motion passed.

**TO DO:** All officers and committee chairs need to review their sections of the Policies and Procedures and let Jim White or Catherine King-Todd know of proposed updates by January 15, 2004.

**TO DO:** Catherine King-Todd will add a definition of "mail" in the Policies and Procedures so that it is clear that it includes e-mail.

The committee recessed at 4:30.

November 7, 2003

President Kate Peterson reconvened the meeting at 8:30 a.m.

NASFAA Announcements and Updates: Jim White, Kate Peterson, Doug Severs and Catherine King-Todd will be attending the upcoming NASFAA board meeting. Kate asked us to think about issues that should be brought to NASFAA and what training we would like. Kate also asked the executive council about how our schools use the NASFAA Encyclopedia. The cost of the encyclopedia subscription may eventually be a part of the membership fee. The Best Practices Symposium Topics will be: Student Speak: How to Speak Their Language, The Data Driven Financial Aid Office, and Promoting the Financial Aid Office. Tentative dates are February 27-28, in Boston; March 19-20, in San Diego; and April 16-17, in Dallas. The cost is \$175 and the meeting begins noon Friday and ends on Saturday. The Leadership Conference will be at Hamilton Crown Plaza, Washington D.C., March 7-9, 2004. A sheet was passed around to obtain who may be attending the Leadership conference from our region. State presidents should write down when elections will take place if the leadership positions are not yet filled. July 18-21 is when the NASFAA Conference will take place in Minneapolis at the Convention Center. Materials for NASFAA training cost \$50 this year. WASFAA is subsidizing it so that the costs are less to WASFAA members. Suggested training topics for the future were: Return to Title IV, The Financial Aid Office Working With the Fiscal Office, Satisfactory Academic Progress, How to Assist Students to Meet Deadlines, Non-Traditional Programs, Fraud, and Military Untaxed Income. Ted Malone would like to have more of the federal training take place in Alaska.

TO DO: State presidents and Kate Peterson will each write a letter to the Department of Education person in charge of training to request further training on non-traditional programs. Marianna Deeken will provide the name and address for the letter via e-mail.

Arizona Report—See written report. Arizona now has automated their tribal financial need analysis on a secure web site. They are developing a student advocacy piece to share with legislators and agencies in the state. They also hope to have a higher education day at the capitol.

Conference Committee: Catherine King-Todd asked if state presidents wanted to hold a meeting for their state's members at WASFAA. One of the best MLI sessions may be a concurrent session at the WASFAA conference. There will be a one-day fee for the conference this year. The hotel rate is \$129 plus 11.6% tax for the DoubleTree Paradise Valley in Scottsdale. See the WASFAA web site for more information. Reservations can be made by calling 1-877-445-6677. The president's reception will take place at the Wrigley mansion. Family information will be posted on the web.

Electronic Services: See written report. Electronic payments would cost the association 3%. CASFAA has used Go E-Merchant.com. with a \$50 annual service fee and a monthly fee.

TO DO: Fiscal Planning will gather more data about using e-commerce.

EDAC Report: Renee McCloud shared that it is costly to have a lot of committee members and get them to meet in person, so she suggested that next year's committee have fewer members. A goal for the WASFAA conference is to have more than 30 people attend the EDAC sponsored session.

Federal Issues: See electronic report. Tami Sato shared about the College Cost Survey and the change in the aid formula related to tax tables. Lana Walter's school's previous student's case against the state of Washington will be before the U.S. Supreme Court in December.

Federal Report: Fall training is on cash management this year. Attendance has been good. Computer based training on COD is available on line. Delivery system changes, and processing student data are the topics scheduled for spring training. There is still no budget for the Department of Education. They are on a

continuing resolution that is to expire today. There will still be a Pell shortfall. The IRS data-match bill is still in Congress, but they do not know what the bill will look like when it finally passes. The Department of Education has revised the FAFSA in preparation for the approval of the match. Dear Colleague letters that are due out shortly are on: "generic" disaster relief information, use of electronics in communicating to students, and "Volume II" of Return to TitleIV Common Questions. Better compliance with the transfer monitoring list needs to take place. A fine may be imposed against those schools who have not complied. Enrollment reporting is also not occurring, as it should be, either. Other issues are Pell cash management and credit balance disbursements. Read GEN 03-31 about the new Department of Education web site for students. The printed handbook is coming and will be mailed on November 22. There is a lot of information in the loan chapter that was not there last year.

Newsletter Report: Pat Peppin requested articles for the WASFAA Newsletter. Pictures are welcome as well. The next deadline date is December 5<sup>th</sup>. Kate Peterson suggested that EC members ask their staff to write up something about what they have been working on in their offices. It would be good professional development for staff members. The October/November issue still has not been published but should be out soon.

TO DO: Pat Peppin will check with the newsletter designer to see what his time line is like for production and share that information with the Executive Council.

Nominations & Elections: Catherine King-Todd shared an electronic report. The proposed ballot will be submitted to the voting executive council members.

MOTION: Lana Walter moved and Jim Eddy seconded the motion that the executive council go into executive session. The motion passed.

During the executive session, the ballot was approved to present to membership.

MOTION: Lana Walter moved and Brad Honious seconded that we go out of executive session. The motion passed.

Training Committee: Don Black said that numbers have increased this year for training participation and attributes it to good topics. Most people are registering well in advance. All advertising was sent out electronically. See written report. Spring training will focus on customer service with assistance from some of our guarantors. The NASFAA bill for materials will be between \$21,000 to \$24,000.

Awards Committee: See the electronic report. It is hard to honor retirees because some may be missed and it is hard to define what a "retired financial aid person" is. Ted Malone and Kate Bligh feel that this should remain at the state level. The Rookie of the Year award should remain at the state level as well. The Meritorious Achievement award may provide an opportunity to honor an "unsung hero." Arizona is thinking about acknowledging an organization itself rather than an individual.

TO DO: Executive Council members should be thoughtful about nominating people for the awards that we have. The form is on the web site.

Management and Leadership Institute: Tracy Reisinger reported that there are 40 registrants, which is well beyond what was anticipated. The income will probably exceed the expenses. See electronic report. Discussion took place about honoring the memory of Jerry Sims by renaming the Management and Leadership Institute. Kate Bligh suggested that if the motion is adopted that a bio about Jerry Sims be included in printed or electronic materials about the Management and Leadership Institute. Funds donated in Jerry's name will be used to assist members to attend the MLI or perhaps pay for an outside speaker at the institute.

TO DO: Discuss at the February Executive Council meeting, if MLI should take place every year or every other year.

MOTION: Catherine King-Todd moved and Frank Silva seconded the motion, that the Management and Leadership Institute be known as the Jerry R. Sims, WASFAA Management & Leadership Institute. The motion was passed.

Summer Institute: See electronic report. Doug Severs would like the core emphasis to be customer service this year. The Summer Institute will take place June 20-25<sup>th</sup> at Seattle University. States that provide scholarships for the Summer Institute should be aware that this year there are variable rates for the rooms.

Site Selection Committee: See written report. The next Executive Council meeting will be at Salishan February 10<sup>th</sup>-11<sup>th</sup>. Careful coordination will be critical so that there is only one van needed to take people to Salishan from the airport and vice versa. Andy Promisori has been very helpful in gathering information about the possibility of having the Summer Institute at UCLA in 2005.

MOTION: Steve Herndon moved and Jim Eddy seconded the motion, that the Summer Institute for 2005 take place at UCLA. The motion passed.

Membership Committee: See written report. Teresa Yslas is trying to set up some written procedures. Catherine King-Todd would like the database to show when a person was last an active member. Membership is now over 900. Steve Herndon would like to see some statistical data about the make up of the membership. Bounced e-mails are simply deleted by Peter Miller. Periodically he sends a letter to current members to obtain a valid e-mail.

TO DO: Teresa Yslas will work with Kate Peterson to determine what new members should be sent at the time that they become members.

Historical Archives: Kate Bligh provided a written report. Kate had proposed that the contract with the company that will scan some of our documents for digital archiving be under NellieMae's name so that WASFAA would receive a corporate discount. Doug Severs would like the contract with this company to be under the name WASFAA. (Peter Miller mentioned that the Alaska association has a debit card in its name. This has helped facilitate paying for things. Other states may want to consider getting a debit/credit card.)

TO DO: Kate Bligh will see if WASFAA can be considered for the 20% corporate discount with the company that will be scanning our documents and see if an account can be established with them.

Steve Herndon asked about charges related to the establishment of the conference committee listserv. Peter Miller confirmed them. The listserv for conference committee members will remain available in the future.

Strategic Planning: Catherine King-Todd reminded us about the strategic planning information that was compiled at the Reno meeting. The strategic plan should be reviewed a couple of times each year. One-half of a day will be dedicated to strategic planning at our February executive council meeting.

TO DO: Send any suggestions to the proposed strategic planning survey to Catherine King-Todd by December 15<sup>th</sup>.

MOTION: Catherine King-Todd moved that the meeting be adjourned. JimWhite seconded the motion. The meeting was adjourned at 2:20 p.m.

Respectfully submitted,

Wendy Olson  
WASFAA Secretary

COMPLIATION OF MOTIONS FOR THE MEETING OF NOVEMBER 6 & 7:

MOTION: The motion to approve the minutes was approved by e-mail vote June 23, 2003.

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#### COMPILATION OF OUTSTANDING ACTION ITEMS:

1. The Fiscal Planning Committee may want to review past budget history and review how much we should have in reserve and want to further clarify what one year's budget in reserve means.
2. State presidents should have their Fund Development chairs contact Dave Allen or Judy Field, by the end of next week, November 15<sup>th</sup>, with their information on their tiered sponsorship strategy.
3. Catherine King-Todd will ask Kate Bligh for information on the use of the word "administrating" in the Bylaws, Page 1, Article III, Section 2.
4. All officers and committee chairs need to review their sections of the Policies and Procedures and let Jim White or Catherine King-Todd know of proposed updates by January 15, 2004.
5. Catherine King-Todd will add a definition of "mail" in the Policies and Procedures so that it is clear that it includes e-mail.
6. State presidents and Kate Peterson will each write a letter to the Department of Education person in charge of training to request further training on non-traditional programs. Marianna Deeken will provide the name and address for the letter via e-mail.
7. Fiscal Planning will gather more data about using e-commerce.
8. Pat Peppin will check with the newsletter designer to see what his time line is like for production and share that information with the Executive Council.

9. Executive Council members should be thoughtful about nominating people for the awards that we have. The form is on the web site.
10. Discuss at the February Executive Council meeting, if MLI should take place every year or every other year.
11. Teresa Yslas will work with Kate Peterson to determine what new members should be sent at the time that they become members.
12. Kate Bligh will see if WASFAA can be considered for the 20% corporate discount with the company that will be scanning our documents and see if an account can be established with them.
13. Send any suggestions to the proposed strategic planning survey to Catherine King-Todd by December 15<sup>th</sup>.
14. The Policies and Procedures will be updated to include a recommendation related to the treasurer writing a check to him/herself.
15. The Policies and Procedures will be revised to reflect the changes that took place regarding the Research Committee.
16. The Federal Issues Committee will work on having canned paragraphs or suggested wordings for writing letters to congress be posted to the web.
17. The Membership chair will record at the first of every month the total membership count.
18. 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.
19. Peter Miller is to add segmental information to individual membership information stored in our database. Computer system information is stored with the institutional information.
20. Determine how often the Management and Leadership Institute should be held.
21. 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.
22. Peter Miller will post digital images of Executive Council members on to our website.
23. 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.
24. Peter Miller will work with Dave Allen to develop the banner ad revenue stream.
25. Fund Development and Fiscal Planning will create a proposal on how to handle in-kind gifts.
26. 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.
27. 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.
28. Send dates of WASFAA/State events to Steve Herndon and Peter Miller for posting to the WASFAA website.