

WASF AA Executive Council Meeting

February 11, 2004

Parliament Room, Benson Hotel, Portland, Oregon

Present: Leonard Walker, Site Selection Chair, Jim White, President-Elect, Kate Peterson, President, Catherine King-Todd, Past-President, Steve Herndon, Vice President, Lana Walter, Treasurer, Judy Saling Field, Fund Development Co-Chair, Dave Allen, Fund Development Co-Chair, Doug Severs, Summer Institute Chair, Don Black, Training Chair, Jim Eddy, OASF AA President, Tracy Reisinger, MLI Co-Chair, Wayne Mahoney, for Ena Hull, CASF AA President, Tami Sato, Federal Issues Chair, Teresa Yslas, Membership Chair, Kate Bligh, Archives Chair, Clara Capron, WFAA President, Jacquie Carroll, Segmental Representative-at-Large, Kathreen Silva, IASF AA President and Newsletter Co-Chair, Frank Silva, PacF AA President, Renee McCloud, EDAC Chair, Marsha Dupree, NAF AA President, Tamara Hornbuckle, ALASF AA President, George Chin, National Chair-Elect for NASF AA, Ted Malone, Awards Chair, Pat Peppin, Newsletter Co-Chair, Peter Miller, Electronic Services Chair, Wendy Olson, Secretary

Not Present: Peggy Crawford, Graduate and Professional Chair, Kay Soltis, MLI Co-Chair, Brad Honious, AASF AA President, Marianna Deeken, Department of Education Liaison

Motions That Occurred By E-Mail Between the November and February Meetings:

MOTION: Catherine King-Todd moved and Jim White seconded the motion that the revised ballot be approved as proposed. Kate Peterson reported that the motion passed on December 2, 2003

MOTION: Renee McCloud moved and Jim Eddy seconded the motion that the Westin in Seattle be approved as our 2008 conference site. Kate Peterson reported that the motion passed on December 19, 2003.

MOTION: Frank Silva moved and Brad Honious seconded the motion that the minutes from the November, 2003, meeting be approved. Kate Peterson reported that the motion passed on January 8, 2004.

President Kate Peterson called the meeting to order at 1:40 p.m. She mentioned revisions to the agenda.

Treasurer's Report

Reminder: For those in a single room, WASF AA covers ½ the cost.

Fiscal Year 2003 – We have done well at bringing in income and holding down expenses. See written report. The Vanguard Accounts have been increasing in value so that they are headed back to their initial value.

Fiscal Year 2004 – See written report. The Treasury Bill in the amount of \$150,000 that matures tomorrow will be reinvested into a 26-week Treasury Bill. The figure at the bottom of the Treasurer's written report has been corrected from \$356,075 to \$365,075.

Lana Walter will have the taxes done by Jordan & Company, the same organization that did them last year.

Steve Herndon, in his role as Vice President, has reviewed the bank statements and reconciliations and they are satisfactory.

MOTION: Steve Herndon moved and Jim Eddy seconded the approval of the Treasurer's report. Motion carried.

Fiscal Planning Committee

Steve Herndon reported on the Fiscal Planning meeting that took place this morning. The 2003 budget showed that the income was about 13% higher than budgeted. Expenses were under budget by 19%, so we are in good shape.

The Policies and Procedures will now clarify what our asset reserves should be. It is recommended that the average of the last three years budgets be used for setting the level of asset reserves. The asset reserves currently exceed \$441,000.

MOTION: Frank Silva moved and Marsha Dupree seconded the motion that we use as a guide the average of the last three years operating budgets to assist in setting the level of asset reserves. Motion carried.

E-Commerce was considered for use by WASFAA. The state presidents were asked about their usage of e-commerce for their associations. California uses Gomerchant.com. ATAC is familiar with them and uses them extensively. There are quite a number of different types of fees involved. Peter Miller provided information about our previous year's activity registrations and determined what the cost would be if people used Gomerchant.com. We should figure an expense of about \$5.00 per member for this service. With Gomerchant.com members would be able to go out and register on WASFAA's website and then select a box on the webpage to pay electronically. Wayne Mahoney reported that CASFAA will be allowing their vendors to provide their support via this method. They will increase their charges by 5% to cover the fees related to using this method of payment. This method will be great for training events when people register on the day of the training. This method of receiving payment will also help with our cash flow. The database is automatically kept current as well. Jim Eddy asked about the security and risk of this process. The Treasurer needs to go out every day to batch the transactions so that the funds get moved into WASFAA's account.

TO DO: Steve Herndon and Peter Miller will be getting more information on security and the risk WASFAA would be exposed to if we use Gomerchant.com.

Peter Miller reported that he is working with ATAC regarding the timeline for the update of our database and website.

MOTION: Jim White moved that the Fiscal Planning Committee research and adopt Gomerchant.com as the e-commerce tool for WASFAA, if the committee feels it is right for WASFAA. Catherine King-Todd seconded the motion. The motion carried.

In-Kind support was defined by our accountant as any item or service the organization would have to pay for, if it was not donated.

TO DO: This year we will have the Fiscal Planning Committee monitor any singular in-kind donations that are in excess of \$2000. Fund Development will report this information to the Fiscal Planning Committee with the assistance of the Treasurer.

Give-aways (such as conference bags) – We will leave the policy as it stands at this time. These types of items should be built into the budget for each of the various activities and events.

The use of credit/debit cards for the association was discussed, but no decision has been made. More information will be gathered first by Steve Herndon and Peter Miller during the NASFAA Leadership Conference.

Fund Development Committee

See written report. The committee has already received \$40,000, with two sponsors paying at the highest level.

State Reports

Alaska – See written report. The conference speaker on communication was excellent.

California – Wayne Mahoney reported for Ena Hull. 1200 people attended their conference in Monterey, in December. Elections were held. Lifetime membership awards were given to Donna Palmer and John Anderson. The Distinguished Service Award was presented to the family of the late Jerry Sims. Addalou Davis was retired for four days and is now working as interim director at CSU San Marcos. CASFAA will be updating its policies and procedures.

Idaho – See written report.

Nevada – See written report.

Oregon – See written report. OASFAA just finished their annual conference. Over 180 people attended. Dave Allen is the president-elect for OASFAA this year. A number of awards were given at their conference.

Pacific Association – See written report. PacFAA has now been incorporated and has submitted non-profit status documentation to the IRS. They would like to host WASFAA again in Hawaii.

Washington – See written report.

Arizona – Pat Peppin gave a report for Arizona. They have finished their seventh year of College Goal Sunday. They will have training this spring. Arizona will not have a conference this spring due to WASFAA being held in Arizona.

Ethnic Diversity Action Committee

See written report. Renee McCloud is asking the Executive Council for permission to attend the PacFAA conference as a session presenter. This is considered part of the EDAC current year budget.

President-Elect

See written report. Jim White will be going to a SASFAA board meeting to share ideas with the leadership there. April 1st and 2nd will be the dates of the transition meeting for 2004-5 and will take place in Seattle. At the conference there will just be a short (12-3) working lunch meeting. Jim needs a representative-at-large from the community college sector, as there is no voting member on the Executive Council.

ByLaws

The last official Bylaws that have been located have a date of 1991. The document itself will be updated. Any items that are changed that need to be approved by the membership will be sent out for a vote. There are a number of Executive Council meetings that do not have minutes archived. Kate Bligh has requested assistance in completing the records.

Policies & Procedures

Please send your updates to the Policies & Procedures Manual by March 1st to Catherine King-Todd, so that it will be current for Jim White's transition meeting in April. See written report.

MOTION: Jim Eddy moved, and Jim White seconded the motion, to accept the changes to the Policies & Procedures Manual that Catherine King-Todd has outlined in her written report. Motion carried.

TO DO: Steve Herndon and Catherine King-Todd will update the Policies & Procedures Manual, Section 8-1-C under "Management of Funds", F.

TO DO: Each member of the Executive Council needs to report any changes (or that there are no changes) to the Policies & Procedures Manual to Catherine King-Todd by March 1st.

Training

See written report. Don Black asked state presidents if they would be willing to assist in finding the sites where the training can take place for spring. Spring training will be based on customer service topics. The Department of Education's Region IX and Region X may provide more basic financial aid training in California to address the needs of the new financial aid staff being hired by the community colleges. Jim Briggs has obtained partial sponsorship from CHELA to help cover the expenses of his presentation on 1040 review and could be another resource for training in the future. Business office staff may be interested in attending the spring training as well. There is strong support from the Executive Council that we do have spring training.

TO DO: State presidents need to report to Don Black the dates and locations of where and when they would like spring training to take place in their states, by February 20. The dates should be no earlier than March 20th and end by the end of June.

TO DO: Don Black will investigate the possibility of having Jim Briggs as a trainer in the WASFAA region in the future.

The meeting recessed for the day at 4:30 p.m. The reception will begin at 5:00 p.m. this evening in Kate's room (#920).

The meeting was reconvened at 8:33 a.m. on Thursday, February 12, 2004 by Vice President Steve Herndon.

Not Present for the Second Day: President Kate Peterson, Don Black, Renee McCloud

The changes in the agenda for today were mentioned.

Graduate & Professional

Peggy Crawford was not able to join us but she provided an extensive written report that Steve Herndon briefly reviewed with Executive Council.

Conference

The final Executive Council meeting will take place on the Saturday afternoon prior to the start of the conference at 4 p.m. for approximately 2 hours. The 04-05 Executive Council will meet on Tuesday for lunch and will be finished by 3 p.m. There will be a book drive again this year. There should be sufficient rooms in the hotel for all conferees. Catherine King-Todd will let us know when we need to sit at the head table etc. Plan on being part of the newcomers' reception Sunday morning, as well as attending a small reception in President Peterson's suite on Saturday evening. There will be some representatives from NASFAA joining us for part of the conference. The early bird fees for the conference will be \$295. "Back to Basics: Access for Everyone" is the theme for the conference.

Electronic Services

See written report. There has been pretty good traffic on the website as Peter Miller's statistics show. The site conversion should occur over a weekend. Jim Eddy recommended that we not allow listserv postings that include attachments, to make it more secure. The new site will allow banner ads, a job bank, e-commerce, and has some very nice automation features.

TO DO: If you have anything for the web calendar, please give Steve Herndon (as Vice President) this information so it can be included on our website.

TO DO: State presidents should let Jim White know when state conferences will take place so that he can plan for 04-05.

TO DO: Membership committee should think about a way to get members to update their profiles on the web when they change positions. A newsletter article would be one way to do so.

NASFEE Chair-Elect George Chin

NASFEE is looking for volunteers to fill the committees. It has been a fairly quiet year for NASFEE this year with reauthorization on a slow track. There have been the usual budget rumblings. The one issue that keeps coming up is the non-filing family having income that could be considered conflicting information. Also there is concern about the financial aid administrators' responsibility when two parents (no longer married) both file as head-of-household. The 2004 conference planning is coming along well for the Minneapolis site. The 2005 conference will take place in New York City at the Hilton over the July 4th weekend. The New York Sheraton will also house conferees. Susan Murphy will be on the ballot this year for National Chair-Elect. WASFEE has the second smallest number of NASFEE members.

TO DO: State presidents should encourage members to vote during the NASFEE election.

Deadline for NASFEE awards nomination, including regional leadership, is coming up February 20, 2004.

Federal Issues

See written report. Tami Sato will be attending the NASFEE Leadership Conference in her role with CASFEE and will also represent WASFEE views during her hill visits. She has an appointment with Buck McKeon during her time in Washington D.C. Tami corrected an item in her written report. Under "Current Federal Issues," \$2000 should be \$1000. She also corrected 2004 to 2005 on the top of page three related to the guarantee fee implementation by EdFund. There is less than 58 days for this congressional session. March 22-26 is education week.

Summer Institute

See written report. June 20-25 are the dates for this year's Summer Institute in Seattle. (The executive council will meet in Seattle June 24-25.) People are very interested in WASFEE's Summer Institute and Management and Leadership training this year and next year as well. Members want to register early and make payment early while they have funding in their budgets.

Membership

See written report. The Action Item related to membership reporting was revised by Kate Peterson to occur just at the executive council meetings rather than having monthly reports of membership levels. There is always a challenge of reconciling Membership's information and the Treasurer's information. Teresa Yslas inputted information that she received from Don Black related to membership.

Newsletter

Please submit articles to Pat Peppin as soon as possible. Once the articles are submitted it takes just five days for the newsletter to be published on the web.

Nominations & Elections

See written report.

MOTION: Jim White moved and Lana Walter seconded the motion to destroy electronic ballots from our most recent election. Motion carried.

Site Selection

See written report. Leonard Walker and Jim White are looking for schools in Southern California to host next year's Summer Institute. Asilomar near Monterey was a suggestion.

Jerry R. Sims Management & Leadership Institute

See written report. The site was great for MLI. Tracy Reisinger feels like the demand is there to do it every year. Having it every year keeps the numbers small enough for the session to work well.

MOTION: Jim White moved and Jim Eddy seconded the motion that we have the Management & Leadership Institute every year, rather than every other year. Motion carried.

Historical Archives

See written report. We now have an account with Kit's Camera to assist in scanning our documents.

Strategic Planning

See written report of the survey results. Twenty-six people responded to the survey that was sent out to the e-mail list of members and the listserv. The next step is action planning.

TO DO: The Secretary should send out a reminder on the listserv that the Executive Council's minutes are available on our website.

TO DO: The Fiscal Planning Committee should address what the dues cover and share that information with the membership.

TO DO: The Training Committee and Conference Committee should consider offering a training the trainers session prior to the conference in 2005.

TO DO: We will discuss at the transition retreat ideas to increase communication with membership. One idea would be to have a monthly teaser or reminder to the membership about events that are happening in the region. It could come from the president or the newsletter committee.

Awards

Ted Malone reviewed the process for awards and presented the Executive Council with revisions to the award definitions for the Distinguished Service Award and Meritorious Achievement Award.

MOTION: Wendy Olson moved and Catherine King-Todd seconded the motion to approve the proposed definitions for the Distinguished Service and Meritorious Achievement awards. Motion carried.

MOTION: Jim White moved and Frank Silva seconded that we go into executive session. Motion carried.

During the executive session, the Executive Council approved the award recipients to be presented at the annual conference. Ted Malone will relay the decisions to President Peterson.

MOTION: Catherine King-Todd moved and Jim Eddy seconded that we end executive session. Motion carried.

Ted Malone began a discussion on nominees for NASFAA's Regional Leadership Award. WASFAA will submit a nominee. The deadline is February 20th.

MOTION: Clara Capron moved and Lana Walter seconded the motion to approve the revised minutes from the November meeting.

Comments regarding the TO DO list: The Summer Institute will not be held in conjunction with RMA SFAA, but the Management & Leadership Institute is a possibility. Jim Swanson from RMA SFAA has or will be presenting this to his Board.

Old Business

No old business was discussed.

New Business

No new business was discussed other than a reminder of upcoming meetings.

MOTION: Jim White moved and Jim Eddy seconded the motion that the meeting be adjourned. Motion carried. The meeting was adjourned at 1:15 p.m.

Respectfully submitted,

Wendy Olson
WASF AA Secretary

COMPILATION OF MOTIONS PRIOR TO (By E-Mail) AND DURING THE MEETING OF FEBRUARY 11 & 12:

MOTION: Catherine King-Todd moved and Jim White seconded the motion that the revised ballot be approved as proposed. Kate Peterson reported that the motion passed on December 2, 2003

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MOTION: Clara Capron moved and Lana Walter seconded the motion to approve the revised minutes from the November meeting. Motion carried.

MOTION: Jim White moved and Jim Eddy seconded the motion that the meeting be adjourned. Motion carried. The meeting was adjourned at 1:15 p.m.

COMPILATION OF OUTSTANDING ACTION ITEMS:

From Previous Meetings:

1. 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.
2. Teresa Yslas will work with Kate Peterson to determine what new members should be sent at the time that they become members.
3. The Policies & Procedures Manual will be revised to reflect the changes that took place regarding the Research Committee.
4. The Federal Issues Committee will work on having canned paragraphs or suggested wordings for writing letters to congress, be posted to the web.
5. Peter Miller will post digital images of Executive Council members on to our website.
6. 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.
7. Peter Miller will work with Dave Allen to develop the banner ad revenue stream.
8. 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.

On Going Reminders:

1. 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.
2. Send dates of WASFAA/State events to Steve Herndon and Peter Miller for posting to the WASFAA website.

Current Meeting:

1. Steve Herndon and Peter Miller will be getting more information on security and the risk WASFAA would be exposed to if we use Gomerchant.com.
2. This year we will have the Fiscal Planning Committee monitor any singular in-kind donations that are in excess of \$2000. Fund Development will report this information to the Fiscal Planning Committee with the assistance of the Treasurer.
3. Steve Herndon and Catherine King-Todd will update the Policies & Procedures Manual, Section 8-1-C under “Management of Funds”, F.
4. Each member of the Executive Council needs to report any changes (or that there are no changes) to the Policies & Procedures Manual to Catherine King-Todd by March 1st.
5. State presidents need to report to Don Black the dates and locations of where and when they would like spring training to take place in their states, by February 20. The dates should be no earlier than March 20th and end by the end of June.
6. Don Black will investigate the possibility of having Jim Briggs as a trainer in the WASFAA region in the future.

7. State presidents should let Jim White know when state conferences will take place so that he can plan for 04-05.
8. The Membership Committee should think about a way to get members to update their profiles on the web when they change positions. A newsletter article would be one way to do so.
9. State presidents should encourage members to vote during the upcoming NASFAA election.
10. The Secretary should send out a reminder on the listserv that the Executive Council's minutes are available on our website.
11. The Fiscal Planning Committee should address what the dues cover and share that information with the membership.
12. The Training Committee and Conference Committee should consider offering a "training the trainers" session prior to the conference in 2005.
13. We will discuss at the transition retreat ideas to increase communication with membership. One idea would be to have a monthly teaser or reminder to the membership about events that are happening in the region. It could come from the President or the Newsletter Committee.