

WASFEE Executive Council Transition Meeting

April 1 & 2, 2004
Seattle University
Seattle, Washington

Attending: Jim White, President-Elect; Kathy Campbell, 04-5 Awards Committee Chair; Kate Peterson, President; Lana Walter, Treasurer; Judy Saling Field, Fund Development Committee Co-Chair; Rick Sinclair, President-Elect, Washington; Dwight Berreth, President-Elect, Idaho; Jacquie Carroll, President-Elect, Nevada; Teresa Yslas, Membership Committee Chair, 04-5 Representative-at-Large; Frank Silva, President, PacFAA, 04-5 Representative-at-Large for the Ethnic Diversity, 04-5 Ethnic Diversity Action Committee Chair; Kathreen Silva, President, Idaho, Newsletter Committee Co-Chair; Tami Sato, Federal Issues Committee Chair; Wayne Mahoney, President, California; Kay Soltis, Jerry Sims Management and Leadership Institute Committee (MLI) Co-Chair, 04-5 Vice President; Catherine King-Todd, Past-President, Conference Committee Co-Chair, Bylaws Committee Chair, Nominations & Elections Committee Chair, 04-5 MLI Committee Co-Chair; Leonard Walker, Conference Committee Co-Chair & Site Selection Committee Chair; Peter Miller, Electronic Services Committee Chair, 04-5 Treasurer-Elect; Frank Green, President-Elect, PacFAA; Paul Krull, 04-5 Conference Committee Co-Chair; Tracy Reisinger, MLI Co-Chair, 04-5 Conference Committee Co-Chair; Mike Johnson, 04-5 MLI Committee Co-Chair, Dave Allen, Fund Development Committee Co-Chair, 04-5 President, Oregon; Kathie Anderson, Secretary-Elect; Steve Herndon, Vice President, Fiscal Planning Committee Chair, 04-5 President-Elect, Peggy Crawford, Graduate and Professional Issues Committee; Marianna Deeken, Department of Education Liaison (able to attend only for lunch); Wendy Olson, Secretary, 04-5 Membership Committee Chair; Kate Bligh, Historical Archives Committee Chair; Doug Severs, Summer Institute Committee Chair (joined second day)

The meeting was brought to order at 8:55 by President-Elect, Jim White.

President-Elect White explained what the day's agenda would look like and also the contents of the notebook that has been provided to each member. The purpose of WASFAA was read, from the Policies and Procedures. The major focus of WASFAA is communication and training. The mission statement was reviewed as well. The next meeting will take place from 12:30-3 at the end of the WASFAA Conference in May. Jim forewarned us of how he likes to run meetings. Committee reports should be submitted electronically a week before the meeting and should be read by all, prior to the start of the meeting. When a president of a state is not able to attend, the president for the state should ask their president-elect or past-president to represent their state at the meeting. The Policies and Procedures were reviewed. Steve Herndon proposed that we review the membership make up and discuss the role of associate members in WASFAA.

TO DO: WASFAA may want to consider if there should be a voting representative on the Executive Council from the associate members.

TO DO: Review the membership database to determine numbers of members in the associate vs. active categories.

TO DO: Review membership requirements for holding office to consider if associate members should be considered for elected positions.

TO DO: State Presidents and committee chairs need to report their state's or committee's future events to the Vice President so that the information can be posted on the web calendar.

TO DO: State Presidents need to report their state conference dates to Jim White as soon as possible so that he can plan his participation in their conferences.

TO DO: Add to Policies and Procedures that the Secretary will take minutes at the Fiscal Planning Meetings.

TO DO: Committee chairs should make sure that their committee members are members of WASFAA and that there is good regional, ethnic and segmental representation.

TO DO: Executive Council members must be sure to turn in reimbursement requests to the Treasurer within 30 days of when the expense occurred.

TO DO: The various committees' membership should be reported to Jim White and Lana Walter as soon as the committee make up has been determined.

Concerns about the various WASFAA listservs were voiced. A number of items are not getting out as they should have. There are three different listserv addresses. One is for all WASFAA members. Two are tied to the current year's executive council: voting members only and then everybody that sits on the council.

TO DO: Peter Miller will find out what ATAC can do to make sure that the listservs are working properly.

TO DO: State presidents should add WASFAA's President, President-Elect, and Newsletter Chair onto the state's listserv so that they can stay current with the state's activities.

Agenda Item for May: How can we as an association communicate better? The focus will be to look at communication between Executive Council members and also between the Executive Council and the general membership.

This year's goals will be to focus on good and relevant training and on building on our solid fiscal footing.

Fiscal Planning & Guidelines

Fiscal planning and guidelines were reviewed. The following Treasurer's reports were discussed: WASFAA Treasurer's Report, the WASFAA Budget for 2003-4, the Budget vs. Actual through March 29th Report, and the reimbursement form. WASFAA has two different checking accounts, operating and maximizer. In addition, WASFAA has three 26-week T-Bills and two Vanguard accounts. The Treasurer's Report dated March 29, 2004 was corrected in item number four from \$356,075 to \$365,075. Budgeted numbers can be revised if needed for the 2004 year. The committee chair would need to bring his/her request for an adjustment to the committee's budgeted line item to Jim White, who will then share the information with the Fiscal Planning Committee and ultimately the Executive Council. The 2005 budget will be established and approved in the fall. Our membership year is May 1- April 30. The fiscal year is the calendar year. The two differing calendars sometimes make things confusing for new chairs. Our asset reserves should equal, generally, the average expenditures for the past three years.

Agenda Item for May: Review WASFAA's level of asset reserves.

TO DO: The Fiscal Planning Committee will clarify the Policies and Procedures and the reimbursement form regarding ground transportation, especially in relation to ground transportation that is not by personal auto use and the need for a receipt.

TO DO: The Fiscal Planning Committee will review what should be included in the travel reimbursement policy related to meal expenses.

Fund Development

It is important that the Fund Development Committee be involved with any fund development that may be desired by a committee. Judy Saling Field reminded the Executive Council that with the tiered level of support that is now in place there should not be any further requests to our supporters for additional funds. Committee expenses should be built into the committee's budget, for example the cost of conference tee shirts. In-kind donations that do occur and are greater than \$2000 must be reported to the treasurer and fund development chair. Committee expenses that are absorbed by committee members or their institutions and that are less than \$2000 should be indicated on the committee's report so that future committee chairs have a realistic expense number for future planning. The format of the budget may need to be revised to allow for this change in policy related to how in-kind gifts are tracked.

Tracking WASFAA's Physical Assets

WASFAA may want to have an inventory of WASFAA's physical items, which would be maintained by the Treasurer, as SASFAA has done. The inventory would include the item, the person using the item and the purchase date of the item. Jim White suggested that we consider purchasing walkie-talkies and a digital camera for the association. SASFAA also has on-line banking, which means that the bank account information is available to a number of executive council members. Their account also has automatic bill paying and electronic funds transfer.

Proposed Meetings

All the meetings take place on Thursday and Friday. The October meeting is a little bit earlier than usual. This may impact budget planning and the nominations process.

WASFAA's Website

Jim White would like to have Executive Council members' pictures on the website. A group shot of voting members would be satisfactory.

The meeting recessed for lunch and reconvened at 1:00 p.m. Peter Miller demonstrated some of the new features available on our website.

Committees Review

Bylaws Committee: WASFAA may want to consider revising the bylaws so that authorization can be given to certain executive committee members to approve reinvestment of WASFAA's funds.

Ethnic Diversity Action Committee: Possible goal - Compile information about what WASFAA's members are doing to enhance participation of the under-represented.

Executive Committee: This committee is for emergency action.

Nominations and Elections Committee: Goal – Have a great ballot with good representation of states, ethnicity, and school types.

Strategic Planning Committee: Goal – Outline the strategic plan. Additional goal (which may be turned over to the Fiscal Planning Committee) - Determine what expenses the dues cover (for explanation to members) and what dues structure is best for WASFAA and its members. Also determine if the increase in membership charges was ever approved by membership. Finally, the timing and what year the membership dues are applicable to needs to be clarified.

Jerry R. Sims Management and Leadership Institute (MLI) Committee: This will be an annual event. November 6-9 (Saturday – Tuesday) will be the next time that it will be held. The location will be the Thunderbird campus in Arizona. Goal - Provide an exceptional opportunity for members to grow and develop professionally. Consider more break-out sessions in the future.

Awards Committee: Goal – None specified.

TO DO: Under Section 4-4 of the Policies and Procedures, include a reference to section 11 for descriptions. The actual listings of recipients should be removed and the website referenced as the source of this information.

Conference Committee: Possible considerations – Include more Department of Education sessions, provide a place to check e-mail, provide one-day participation. On-site access to the web can also assist with last minute registration.

Electronic Services Committee: Goals – Expand the committee so that there will be people who can take over leadership of the committee when Peter Miller becomes Treasurer. Continue to explore e-commerce for WASFAA, as well as other things we can do electronically.

TO DO: Consider where else the Electronic Services Committee should be involved in WASFAA, such as the Fiscal Planning Committee.

Discussion followed related to student access and Tom Mortenson's report on Pell Grant recipient levels at various institutions. Tom Mortenson is a researcher, who publishes a publication called Opportunity. Jim White told the Executive Council about his recent trip to Nicaragua.

Federal Relations: Goal – Get more committee members from states not yet represented.

During the WASFAA conference, Executive Council members will be able to meet with Jeff Baker and ask him any questions that members wish. The time is 11:15 on Monday. The location is still to be determined.

Fiscal Planning Committee: Goal – To maintain fiscal integrity and be good stewards of the association's money. As stated under Electronic Services, consider including the Electronic Services chair as a permanent member of this committee.

The council recessed at 4 p.m.

The meeting reconvened at 9:10.

All who attended the first day were present for the second day except for Marianna Deeken, Kate Peterson, and Michael Johnson. Doug Severs, Summer Institute Committee chair joined the meeting just prior to lunch.

Fund Development Committee: Report - Dave Allen gave information about the sponsorship levels. They have sold 51 booths for the conference and were planning on 40. \$144,000 has been committed in support this year and it may grow slightly more. While this system gives our supporters some "free" items like ads in the newsletter and complimentary registration for the conference, some sponsors are upgrading their ad size or bringing more staff to the conference. The expenses for the Fund Development Committee are anticipated to be less than budgeted, due to lower cost for drayage. The complimentary registration expense may need to appear in the Fund Development expense for a better understanding of the budget. Dave Allen thinks that there will be even more support next year. Fund development supports the whole association, not just a specific event. It pays for administration of the association and helps offset expenses that exceed revenue. The website has information about the different tiers of support. Goal – Review the tiered approach, analyze its success and adjust it as needed.

Graduate Professional Issues Committee: Report – Now there will be an interest session for this group at WASFAA on a regular basis. Membership on the committee has also improved. Goal – To engage the graduate and professional school members in discussion on pertinent issues. Have someone from each state participate on the committee. Have a representative on the NASFAA committee.

TO DO: Committees that would like to have a role in the conference (such as an interest session) should be sure to get in contact with the Conference Co-Chairs.

Historical Archives: Report – Archiving is much easier now that reports are all electronic. Kate Bligh continues to work on electronic storage. She is electronically copying Business Meeting minutes and developing indexing to start with. This system is not capable of a retrieval search. The next step will be the minutes of the Executive Council and then the treasurer's reports. Kate Bligh is limited by how much funding is available for the task. The long term goal is to at some time have it available on the web. When WASFAA was founded there were several regional associations created at the same time. The gavel that was presented to WASFAA was handmade. More information about this history will be appearing in the newsletter. Kate likes to have the secretary's and the president's notebooks at the end of each year for

historical archiving. Goals – Create an index on the web of what is in our archives. Share a list with membership of areas where she needs more information. Tracy Reisinger suggested that another goal would be to create a spreadsheet of names of people who have served WASFAA in the various positions throughout the years and post it on the web. Steve Herndon wants there to be more direction given to this committee in Policies and Procedures. Dwight Berreth suggested that Kate Bligh might want to share some intriguing information from the archives in the newsletter. The emphasis is more on historical record keeping, rather than archiving. Peter Miller would like to see the retrieval capabilities improved. He suggested that the Fiscal Planning Committee should review what the goals should be for this committee and what costs the organization is willing to absorb. Kate Bligh is not sure that there is a significant need for an extensive retrieval process and is concerned about the costs that would occur when implementing the process. Kate may want to increase the size of her committee so that she can get some assistance.

TO DO: Have historical archives be a part of the strategic planning for the organization.

Membership Committee: Goal – Remind people to review their membership data on our website. Review the whole membership database to make sure that it is clean. Increase the number of members through outreach efforts and consider surveying those that don't renew.

Newsletter Committee: Report – Newsletter articles should be sent to both co-chairs, Pat Peppin and Kathreen Silva. Articles are due every other month on the fifth of the month. The WASFAA website's calendar has these dates marked. The editors are open to articles on various topics and it may be that some of the states' newsletter articles could also be published in WASFAA's newsletter. Kathreen would like the newsletter to be published quarterly rather than every other month. Further discussion on this will take place at the next meeting. The newsletter is formatted by a man named Barry Age and then submitted to ATAC by Peter Miller for posting to our website. Leonard Walker suggested that they have "cub reporters" at the conference and Summer Institute to write articles for the newsletter. Dwight Berreth suggested that the co-chairs encourage people to take their digital cameras to the conference and submit their pictures. Article ideas: Nicaraguan needs analysis, student interest stories, sister organizations activities or honors, "Pea Soup for the Financial Aid Soul." Kathreen will request budgetary consideration to buy a camera for the association. The camera should have 4-5 megapixel capabilities.

TO DO: Current Executive Council members should be sure to submit their newsletter articles in a timely fashion.

Policies and Procedures Committee:

TO DO: Executive Council members need to read through the entire Policies and Procedures document and submit suggestions for corrections or additions to Kate Peterson, especially in their area(s) of responsibility.

TO DO: Jim White will discuss with Kate Peterson, how she would like to bring awareness at the end of her meeting and also when motions are made, to indicate what corrections or additions need to be made to the Policies and Procedures.

TO DO: The secretary may want to include times when items should be completed by, when reviewing the "To Do" list at the end of meetings.

Site Selection: Report - This committee has helped with the logistics for our executive council meetings. Jim White has requested that this committee will continue to do so during the next year. Northern California, Idaho and Alaska will be considered for the 2009 conference site.

TO DO: Kate Bligh will add the themes of our conferences and numbers of participants on the site history spreadsheet, which Jim White will forward on to her. Kate will contact David Levy to obtain his statistics on our conferences.

TO DO: Review conference numbers for this May and see if the later date may have affected attendance.

The committee then had discussion about the timing of when the conference takes place. WASFAA works with a company to assist with getting bids. WASFAA tries to have an eight or nine year rotation for the states as hosts for the conference.

It is hard to find sites in California to host Summer Institute, which are reasonably priced. Leonard Walker thinks that Reno may be a good site for the next Summer Institute. Their fees are reasonable to the association. Not as many attendees are able to drive in to Reno, though. The Jerry R. Sims Management and Leadership Institute will be at Thunderbird in Arizona this year and may be at Lake Tahoe in California next year.

TO DO: Send information to Leonard Walker of good locations for potential sites for Summer Institute and Jerry R. Sims Management and Leadership Institute.

Summer Institute Committee: Report – They will be meeting today and tomorrow morning. The curriculum is purchased from NASFAA. It will be taking place at Seattle University.

Training Committee: Report – Don Black was not able to attend this meeting. Jim White reported that WASFAA links with the NASFAA fall training. We pick and send trainers and provide sites throughout the region. Attendance was excellent this fall; the topics were excellent as well. Spring training has been developed in conjunction with lenders so that the costs will be held down. We may want to consider providing training for mid-level managers and perhaps linking with another region. Training is one of our most important activities and is a core value for WASFAA. The training of the trainers could take place prior to the 2005 conference. 1040 training with Jim Briggs will be considered by WASFAA.

TO DO: Tracy Reisinger and Paul Krull will talk to Don Black about training of the trainers at the 2005 conference. Jim White will talk with Kate Peterson and Don Black about this as well.

TO DO: Committee chairs will define goals for their committees by the May meeting at the conference, on Tuesday. It will take place from 12:30-3:00 with lunch provided.

TO DO: Executive Council members should be sure to notice in their registration envelopes when they need to have special seating at events during the conference.

Jim White adjourned the meeting at 11:50 a.m.

MOTIONS: None

ACTION ITEMS:

1. WASFAA may want to consider if there should be a voting representative on the Executive Council from the associate members.
2. Review the membership database to determine numbers of members in the associate vs. active categories.
3. Review membership requirements for holding office to consider if associate members should be considered for elected positions.
4. State Presidents and committee chairs need to report their state's or committee's future events to the Vice President so that the information can be posted on the web calendar.
5. State Presidents need to report their state conference dates to Jim White as soon as possible so that he can plan his participation in their conferences.
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7. Committee chairs should make sure that their committee members are members of WASFAA and that there is good regional, ethnic and segmental representation.
8. Executive Council members must be sure to turn in reimbursement requests to the Treasurer within 30 days of when the expense occurred.

9. The various committees' membership should be reported to Jim White and Lana Walter as soon as the committee make up has been determined.
10. Peter Miller will find out what ATAC can do to make sure that the listservs are working properly.
11. State presidents should add WASFAA's President, President-Elect, and Newsletter Chair onto the state's listserv so that they can stay current with the state's activities.
12. The Fiscal Planning Committee will clarify the Policies and Procedures and the reimbursement form regarding ground transportation, especially in relation to ground transportation that is not by personal auto use and the need for a receipt.
13. The Fiscal Planning Committee will review what should be included in the travel reimbursement policy related to meal expenses.
14. Under Section 4-4 of the Policies and Procedures, include a reference to section 11 for descriptions. The actual listings of recipients should be removed and the website referenced as the source of this information.
15. Consider where else the Electronic Services Committee should be involved in WASFAA, such as the Fiscal Planning Committee.
16. Committees that would like to have a role in the conference (such as an interest session) should be sure to get in contact with the Conference Co-Chairs.
17. Have historical archives be a part of the strategic planning for the organization.
18. Current Executive Council members should be sure to submit their newsletter articles in a timely fashion.
19. Executive Council members need to read through the entire Policies and Procedures document and submit suggestions for corrections or additions to Kate Peterson, especially in their area(s) of responsibility.
20. Jim White will discuss with Kate Peterson, how she would like to bring awareness at the end of her meeting and also when motions are made, to indicate what corrections or additions need to be made to the Policies and Procedures.
21. The secretary may want to include times when items should be completed by, when reviewing the "To Do" list at the end of meetings.
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23. Review conference numbers for this May and see if the later date may have affected attendance.
24. Send information to Leonard Walker of good locations for potential sites for Summer Institute and Jerry R. Sims Management and Leadership Institute.
25. Tracy Reisinger and Paul Krull will talk to Don Black about training of the trainers at the 2005 conference. Jim White will talk with Kate Peterson and Don Black about this as well.
26. Committee chairs will define goals for their committees by the May meeting at the conference, on Tuesday. It will take place from 12:30-3:00 with lunch provided.
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