

WASFAA Executive Council Meeting

January 27-28, 2005

Brickstone's
Doubletree Hotel-Mission Valley
San Diego CA

Present: Jim White, Kate Peterson, Steve Herndon, Kay Soltis, Lana Walter, Kathie Anderson, Catherine King-Todd, Leonard Walker, Wayne Mahoney, David Allen, Frank Silva, Wendy Olson, Tracy Reisinger, Jacquie Carroll, Don Black, Tami Sato, Dwight Berreth, Kathreen Silva, Rick Sinclair, Kathy Campbell, Jack Millis, Mike Johnson, Karrie Trautman, Peggy Crawford, Peter Miller, Kate Bligh, Frank Green, Terri Eckel, Theresa Bosworth

Absent: Judy Saling-Field, Marianna Deeken

Motions that occurred by E-Mail between October and January meetings:

MOTION: Jim White asked for a motion to approve the draft WASFAA 2005 budget. Motion to approve the draft WASFAA 2005 budget was moved by Rick Sinclair and seconded by Steve Herndon. Motion passed.

MOTION: The Nominations and Elections Committee submitted the ballot for the upcoming Executive Council. Motion to approve the Proposed Executive Council Ballot was moved by Peter Miller and seconded by Dave Allen. Motion passed.

MOTION: Motion to approve the Strategic Planning Proposal presented by Steve Herndon was moved by Kate Peterson to accept and seconded by Jacquie Carroll. Motion passed.

MOTION: Peter Miller asked for a motion to change the job posting fee from \$40.00 to \$45.00 to reduce confusion among the association. Motion to approve the change in the job posting fee was moved by Kathie Anderson with Kathy Campbell seconding the motion. Motion passed.

MOTION: Jim White asked for a motion to accept the spring training proposal. Dave Allen moved that we accept the proposal and it was seconded by Kate Peterson. Motion passed.

President Jim White began the meeting at 1:15 p.m. Jim White introduced Terri Eckel who has replaced Paula Cady on the Executive Council; David Gelinis, NASFAA Chair-Elect and Gayle Northrup, consultant. Jim White then asked everyone else to introduced themselves.

Jim White announced that the Executive Council will meet Saturday before the annual conference from 1-4pm and that there will be an evening activity for the Executive Council, Committee Chairs and invited guests.

TO DO: Jim White reminded committee chairs to bring their end of the year reports to this final Executive Council meeting.

Review of Outstanding To Do Items

October 2004 EC Meeting

1. Done
2. Ongoing
3. Ongoing
4. Done
5. Done
6. Not Done: Committee Chairs need to submit budgets for 2005.
7. Done

Previous Meetings

June 2004 EC Meeting

1. Done
2. Done
3. Ongoing
4. Ongoing
5. Done
6. Not Done: Peter Miller will prepare a format for committee reports so that there is a consistent look.
7. Done
8. Done
9. Done
10. Done

April 2004 Transition Meeting

1. Done
2. Ongoing
3. Done
4. Not Done: Consider where else the Electronic Services Committee should be involved in WASFAA, such as Fiscal Planning Committee.
5. Not Done:
6. Ongoing
7. Done

8. Not Done: The Secretary may want to include times when items are to be completed by, when reviewing the “To Do” list at the end of the meetings.
9. Ongoing
10. Done
11. Done
12. Done
13. Done
14. Done
15. Done
16. Done
17. Not Done: The Federal Issues Committee will work on having canned paragraphs or suggested wordings for writing letters to Congress to be posted on the web.
18. Not Done: Peter Miller will post digital images of Executive Council members on to our website.
19. Not Done: Executive Council members will provide Peter Miller with a digital image or else have Peter Miller take a digital picture at the next Executive Council meeting.
20. Done
21. Done
22. Not Done: The Fiscal Planning Committee should address what the dues cover and share that information with the membership.
23. Done

Treasurer’s Report

See written report.

Fiscal Planning

See written report.

Strategic Planning

See written report. Steve Herndon discussed the survey and introduced the consultant the Executive Council hired to help us with Strategic Planning: Gayle Northrup. Gayle Northrup then reviewed the process that took place with the survey instrument, handed out the results and went through and highlighted the most significant parts of the survey.

Meeting adjourned at 5:30 p.m.

Friday, January 28, 2005

Jim White called the meeting to order at 7:35 a.m. Jim White gave an update on Sister Dale Brown. Jim White, Leonard Walker and Dave Gelinis visited her last evening.

Jim White asked Dave Gelinis to talk about NASFAA and his visits in the WASFAA region. He attended the Jerry Sims Management Leadership Institute. He will also be

attending the Alaska State Conference and the WASFAA Conference. He recognized our members who serve NASFAA: Jim White, Kate Peterson and Steve Herndon. Dave Gelinas also expressed appreciation that Jim White and Kay Soltis will serve on the NASFAA conference committee that will be in Seattle, July 5-8, 2006. Jim White will serve as Conference Committee Chair and Kay Soltis will serve as Local Arrangements Chair.

Reauthorization is a continuing drama. NASFAA started this process when Dr. Charlie Bruce was NASFAA Chair-Elect. NASFAA is working on developing an operational budget that will sustain its operation. Passed an 05-06 budget-created some raises for permanent staff. Issue rose about restructuring announced at Minneapolis by George Chin: elimination of Diversity Committee. Minority administrators have felt left out. George Chin has tried to bridge the gap, but it is still an issue.

Board is struggling with School/Lender incentives/inducements and how to develop guidelines for school and commercial relationships.

Increased web presence is another issue for NASFAA. Do they continue in this direction, continue with paper or both?

Second retiree reunion will be held at the NASFAA Conference in Seattle. This conference will be the 40th anniversary of NASFAA.

NASFAA will begin the Best Practices in Las Vegas, NV. Personal Finance, Motivating Staff and Retaining Them, and Managing Scholarship Resources are the topics. The Symposium will also be held in Arlington VA, and Chicago IL

Department of Education news: New Secretary of Education: Spellings, was primary author of "No Child Left Behind". Tentative allocations have been distributed by the Department. Constitution Day requirement: September 17. No guidelines have been established, and it also affects elementary schools. There is also discussion to expand tax incentive credits, proposals to increase Pell for certain populations.

Encourage to volunteer for NASFAA, volunteer by 15th of April. Access and Diversity, Awards, Research, Training, Student Aid Transcript, Journal are among the various committees available.

What is the changing nature of our profession? Enrollment Management models and where does financial aid fit into these models? Shift in demographics of the country, are we prepared for that? Where can we expand our roles? Should we be doing more to prepare students for college? Expand early awareness. Promote the profession and let people know what we do. National umbrella over the aid awareness activities across all the associations (National Directory).

After David Gelinas's presentation, Jim White announced a change in agenda, to allow the Awards Committee Chair to meet with the Executive Council in executive session for about 15-20 minutes. Full council will then reconvene.

Committee Reports

Fund Development

See written report. Theresa Bosworth announced that the drayage company has been selected for Portland Conference. Theresa Bosworth passed around the exhibit hall layout. Currently it is set up for 54-56 exhibitors. The sponsorship/exhibit packets are on the WASFAA website. Fund Development has received \$37,000 so far in sponsorships. Updates have been submitted for the committee's Policy and Procedures. Jim White complimented the committee on the money collected in 2004.

President-Elect Report

See written report. Steve Herndon continues to review P&P. A lot of time has been spent on Strategic Planning, and placing folks on committees and identifying chairs. Steve Herndon announced that we will have a transition meeting for new Executive Council—looking at dates and locations. One day will be strategic planning and need to decide who will participate in the planning. Steve Herndon announced that he will not have a council meeting right after the conference.

TO DO: Steve Herndon announced that we will have a transition meeting for new Executive Council—looking at dates and locations.

By-Laws Committee

See written report. Kate Peterson discussed the proposal to add a third Representative-at-Large for the associate level. The bylaws would need to be amended, and voted by the membership. Discussion followed regarding this proposal. Question was raised as to who votes?

TO DO: Kate Peterson will research by-law language regarding passing percentage, identify how we count votes.

Nominations and Elections Committee

Kate Peterson announced that 422 people voted in the election. Elections went well using the electronic process. Kate Peterson provided election results to President Jim White and informed council that it must authorize the President to destroy the election results.

Motion: Peter Miller moved that elections results be destroyed, Lana Walter seconded the motion. Motion passed.

Policies and Procedures Committee

See written report. Kate Peterson explained the report which included all of the compilations that were listed in the “To Do” list. Kate Peterson indicated the President-Elect Steve Herndon has asked that the Research Committee be kept and not deleted. Kate Peterson informed council that we will not review at this time, but asked council to review and comment after this meeting.

Motion: Jim White asked for a motion to approve changes to the Policies and Procedures. Dwight Berreth moved that the changes to P&P be approved as drafted with revisions added at council meeting; Kathie Anderson seconded. Motion passed.

Jim White announced at 9:05 a.m. that we would take a break and that we would go into executive session to review nominations for awards. Jim White informed everyone else to return at 9:35 a.m. Kate Peterson, Frank Green, Peter Miller, Lana Walter were excused as they have been nominated.

Jim White reconvened Executive Council at 10:05 a.m.

Jerry Sims Management and Leadership Institute Committee

See written report. Catherine King-Todd discuss the JSMLI event. Every state took advantage of WASFAA’s generous offer of scholarships for each state. There was one Ethnic Diversity Advisory Committee recipient. The state of Oregon provided 2 scholarships. Eleven of the 25 were scholarship recipients. NASFAA Chair-Elect Dave Gelinas was a guest faculty for the institute. Evaluations were distributed and are coming into the committee and will be shared at the final Executive Council Meeting. A slight profit was made from the institute. Suggestions from the event have been passed onto next year’s committee chair.

2005 Budget

Jim White asked that we review the budget for 2005. We ended the year in a very positive way. Yesterday, we discussed spring training and its cost of \$28,000. Other potential initiatives raised were to increase number of scholarships, have WASFAA pay for the President to attend NASFAA, pay conference fees for President and Conference Chair for WASFAA Conference, provide dollars to state associations to promote attendance at WASFAA events, provide research dollars to membership, increase the number of people to attend the NASFAA Leadership Conference.

1. Spring Training: How much do we want to subsidized? How much do we want to charge? Peter suggested that we pay the spring training and be sure that we indicate that WASFAA is paying. Dave Allen suggested that we require a minimum payment to ensure folks will show up. Kate Peterson informed council that CASFAA attempted this (no charge) and it did not work. **Motion: Kate Peterson moved that we charge \$10.00 per person to attend spring training; Dave Allen seconded. Motion passed.**

2. State Slush Funds: Leadership Development Grants for the states or add funds to the scholarships that already existed. Wendy Olson believes that WASFAA should keep funds and not give to individual states. Dwight Berreth supports the idea of enhancing the awards already given. Jacquie Carroll also suggested that a buddy system be developed so folks share the rooms, so funds could be spent on airfare. Wayne Mahoney indicated that California doesn't need WASFAA's money right now. Wendy Olson proposed that funds be set aside for strategic plan funding. Dave Gelinas cautioned WASFAA about funding everything and letting schools off the hook. Jim White discussed the restoration asset reserves and suggested renaming it strategic planning. Kate Peterson suggested that we rename asset reserves or add a new line item, like initiatives. Frank Green suggested that we be conservative. Motion: **Kay Soltis moved that we take net income from 2004 (\$117,135) take 75,000 for CD, and then move the balance forward in 2005 as income. Dave Allen seconded the motion. Motion passed.**
3. **Motion to approve the budget as amended was moved by Kate Peterson and seconded by Kathie Anderson, but was withdrawn to finish discussion of outstanding items listed above.**
4. **Motion: Rick Sinclair moved that we pay for the sitting President to attend NASFAA, Lana Walter seconded. Motion passed.**

Dave Gelinas and Catherine King-Todd left at 10:50 a.m.

5. Discussion about funding the conference fees for WASFAA Conference Chair and WASFAA President. Frank Green referred to a previous discussion that was held that already approved this. **Motion: Frank Green moved that conference fees be paid for President and Conference Chair and/or Co-Chairs (up to two). Kathie Anderson seconded. Motion passed.**
6. Jim White proposed that we send President-Elect and Vice-President to NASFAA Leadership Conference. Don Black suggested that we send Training Co-Chair also.
7. **Motion: Dwight moved that we adjust the annual conference scholarship to states to \$500.00; Jacquie Carroll seconded the motion. Motion passed.**
8. Steve Herndon asked that we reconsider adding research funds back into budget as a line item. Kate Peterson agreed with Steve Herndon, but hold until new president takes office. Kate Bligh reference past history and lack of interest in research. Don Black believes that it is important that we support research as a line item, so that there is an opportunity for members to perform research. **Motion: Dwight Berreth moved that research be added as a line item, but add a dollar amount, Rick Sinclair seconded. Motion passed.**
9. **Motion: Kate Peterson moved that we pass the 2005 Budget, Rick Sinclair seconded. Motion Passed**

Conference 2005

See written report. Tracy Reisinger indicated that 186 folks have registered for conference.

Ethnic Diversity Action Committee

See written report. Deadline is February 23, 2005 for scholarship applications.

Electronic Services Committee

Peter Miller discussed the Go E-Merchant. No action items.

Federal Relations Committee

See written report. Tami Sato passed around information about product from AACRO. Will send e-mail regarding information.

Graduate and Professional Issues Committee

See written report.

Historical Archives

See written report. No action items.

TO DO: Kate Bligh reminded folks to provide copies of reports if they are not sent electronically.

Past President Report

Awards Committee

See written report.

Membership Committee

See written report.

Newsletter

See written report.

Site Selection

See written report. Leonard Walker recommended that we accept Anchorage as conference site for 2009. Discussion about planning for beginning of month or end of month: April 3-8 or April 24-29.

Motion: Kate Peterson moved that we accept Anchorage Alaska as the site for 2009 and select April 24-29, 2009. Peter Miller seconded. Motion passed.

Leonard Walker asked for feedback about this meeting's hotel site.

Summer Institute 2005

See written report. No action items. Jack asked if he needs permission to additional faculty. No.

Training

See written report. Don Black confirmed spring sites have been confirmed for all states, but there is conflict with Reno date—it conflicts with SFA Spring Conference. Also confirmed Jim Briggs will be conducting the spring training. Action item for state presidents: promote spring training within states.

Federal Update

State Reports

Alaska

See written report.

Arizona

See written report.

Idaho

See written report

Nevada

Jacquie Carroll stated that incoming president is going to NASFAA Leadership Conference, NAFAA elections are coming up, conducted Membership Survey: 69 members, 26% responded, State Conference had 200 attendees. Passed numerous by-laws at NAFAA Conference business meeting.

Oregon

See written report. Dave Allen stated that Oregon state conference starts this Sunday. State Leadership Conference was held earlier this month: 20-25 folks attended—very well received. Action item: Need to revise report regarding hiring of staff.

Pacific Islands

See written report. Frank Green informed council that state conference will be held in Maui.

Washington

California

State Conference was held last month. 1400-1600 people attended conference—largest ever. Next year, conference will be in Sacramento. Joanne Brennan is incoming president and president e-elect is Louise Jones from CSU-Riverside. State is still broke-reducing grants to private colleges. Tami Sato informed council about the loss of a colleague during the recent floods.

At this point Jim White indicated that lunch was ready and moved council to other room.

President's Report/NASFPA Issues

Jim White described his visits to SASFPA and MASFPA. Talked about SASFPA's recognition of folks who have years of experience in the financial aid profession. Asked council if this was something they would like to do. Everyone thought it was a great idea.

Old Business

No old business.

New Business

No new business.

Jim White asked for a motion to adjourn.

Motion: Frank Silva moved that we adjourn; Kay Soltis seconded. Motion passed.

Jim White adjourned the meeting at 12:59 p.m.

Respectfully submitted,

Kathie Anderson, WASFPA Secretary

COMPILATION OF MOTIONS DURING THE MEETING OF January 27 & 28

Motion: Peter Miller moved that elections results be destroyed, Lana Walter seconded the motion. Motion passed.

Motion: Jim White asked for a motion to approve changes to the Policies and Procedures. Dwight Berreth moved that the changes to P&P be approved as drafted with revisions added at council meeting; Kathie Anderson seconded. Motion passed.

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Motion: Kate Peterson moved that we pass the 2005 Budget, Rick Sinclair seconded. Motion passed.

Motion: Kate Peterson moved that we accept Anchorage Alaska as the site for 2009 and select April 24-29, 2009. Peter Miller seconded. Motion passed.

Motion: Frank Silva moved that we adjourn; Kay Soltis seconded. Motion passed

COMPILATION OF OUTSTANDING TO DO ITEMS:

From January EC Meeting:

1. Jim White reminded committee chairs to bring their end-of-the-year reports to the final Executive Council meeting in April.
2. Steve Herndon announced that there will be a transitional meeting for the new Executive Council.
3. Kate Peterson will research by-law language regarding how we count votes and passing percentages.
4. Kate Bligh reminded folks to provide copies of reports, if they are not transmitted electronically.

From Previous Meetings:

October 2004 EC Meeting

1. Jim White reminded state presidents to bring their state banners to Portland Conference.
2. As items are purchased, you need to notify Kay Soltis. Kay Soltis reminded folks that if you have an item that you will pass to someone else, you need to let her know. If purchases are made, you may also want to purchase an extended warranty and give that to Kay Soltis.
3. Committee Chairs need to submit budgets for 2005.

June 2004 EC Meeting

1. Peter Miller will prepare a format for committee reports so that there is a consistent look.

April Transition Meeting

1. Executive Council members must be sure to turn in reimbursement requests to the Treasurer within 30 days of when the expense occurred.
2. Consider where else Electronic Services Committee should be involved in WASFAA, such as Fiscal Planning Committee.
3. Have Historical Archives be a part of the Strategic Planning for the organization.
4. Current Executive Council members should be sure to submit their newsletter articles in a timely manner.
5. The Secretary may want to include times when items are to be completed by when reviewing the "To Do" list at the end of the meetings.
6. Kate Bligh will add the themes of our conferences and numbers of participants on the site history spreadsheet, which Jim White will forward to her. Kate Bligh will contact David Levy to obtain his statistics on our conferences.
7. The Federal Issues Committee will work on having canned paragraphs or suggested wordings for writing letters to Congress to be posted on the web.
8. Peter Miller will post digital images of Executive Council members onto our web site.
9. Executive Council members will provide Peter Miller with digital images or else have Peter Miller take a digital picture at the next Executive Council meeting.
10. The Fiscal Planning Committee should address what the dues cover and share that information with the membership.

