

WASFAA 2011-12 Executive Council Quarterly Meeting

June 9 & 10, 2011

Wingate Hotel, Spokane, Washington

Present: Kay Soltis, Sandi Guidry, Ashley Munro, Peter Miller, Mary San Agustin, Adam Hatch, Tami Sato, Neil Woolf, Bert Logan, Luhui Whitebear, Sun Ow, Renee Davis, Kevin Jensen, Leonard Walker, Jim White, Steve Herndon, Darcy Keller, Abril Hunt, Elizabeth Ziegelbein, Jennifer Zimmers, Judy Saling, Candice Wong, Scott Nielsen, Breena Conlin, Wendy Olson,

Not Present: Jack Edwards, Mindy Bergeron, Laura Hughes, Nichole Doering, Katharine Baggett, Lynn Fox, Tracey Lehman

Call to order: A quarterly meeting of WASFAA's Executive Council was held in Spokane, Washington on June 9 10, 2011. The meeting convened at 1:02 p.m. with President Kay Soltis presiding and Wendy Olson as secretary.

Greetings were shared and Sandi was thanked for making the travel arrangements. The lunch menu for Friday was circulated. The blue name plate people are voting members/green means no vote. Kay reminded us that when the name plate is up on its side it indicates that you wish to speak. Everyone introduced themselves and stated what book they read recently.

MOTION Approval of minutes: A motion was made to approve the minutes of the April 16, 2011 meeting.
MOTION CARRIED.

TO DO The outstanding tasks from previous meetings were reviewed. The remaining items are the Q & A article that Adam Hatch plans to do with Leonard Walker regarding the site selection process and a determination if GoToMeeting has video capabilities, which Adam will also take care of. (See his response elsewhere in the minutes.)

MOTION Approval of agenda: Sandi Guidry made a motion to approve the minutes and Ashley Munro seconded it. **MOTION CARRIED.**

State Representatives & Representatives at Large Reports:

State Presidents' Group – Candice Wong gave the report for the group. Scott Nielsen, Bert Logan, Elizabeth Ziegelbein, Jennifer Zimmers and Candice Wong all participated in the meeting that took place earlier today. Candice reported that they talked about their mutual concerns regarding a reduction in the number of members for their state associations and how to increase numbers. Some state associations send invoices out at the start of the new fiscal year to encourage people to renew. Fund development has been challenging for the states as well. They are still staying in touch with lender organizations and trying to reach out to the community as well and third party servicers. The state presidents discussed the need for training and using webinars as a way to deliver training to members. Travel expenses for aid administrators are limited these days.

Alaska – Elizabeth Ziegelbein said that Alaska is very challenged to get training out to members. Travel in Alaska is very expensive.

Arizona – Katherine Baggett was not in attendance. She is not currently employed as a financial aid administrator. She can be president of Arizona for sixty days after her job ends in financial aid according to the state’s bylaws. If after that time she is still not employed as a financial aid administrator then the vice president will take over the role and duties of the president. The Arizona conference is set for October 26-28, the same time as Washington.

California – The report was sent electronically. Lynn Fox was unable to attend.

Idaho – Idaho’s state president, Jennifer Zimmers, plans to have a conference this year on October 4 & 5.

Nevada – Scott Nielsen said that Nevada may have a combined conference with Idaho in Boise. By combining their conferences they may be able to get trainers from Department of Education to participate. Nevada’s conference is usually in October.

Oregon – Bert Logan reported that membership is really down right now, but will pick up after July 1. They will be doing their annual summer drive-in workshop in August.

Pacific Islands – Candice Wong announced that the conference has been set for April 9 and 10. Regular fall training will take place October 26 and will include high school counselor training as it has in the past.

Washington – Membership is strong in Washington, according to Darcy Keller. Renewal reminders were sent out just prior to the new fiscal year. Summer training helps keep membership up. Darcy plans to invite the aid administrators from northern Idaho to attend and WFAA will waive the membership fee for their training. Training sites are at Whitworth University on July 14 and Seattle Pacific University on July 13. The annual fall conference will be in beautiful Leavenworth on the east side of the Cascade Mountains.

Rep at Large - EDAC – Luhui Whitebear has some members on the EDAC committee and is looking for more. The list that was provided initially did not match the list that is on the committee chair page now, so additional volunteers will be contacted. State Presidents were contacted if there were not volunteers from their state. The only thing different from the report is that Jacqueline Alleyne-McCants has been added to the list of committee members for 2011-12. Goals have been set up.

Rep at Large – Sun Ow had nothing to report.

Fiscal Reports:

Fiscal Planning Committee –The committee was expanded and so 14 will be serving on the committee (with no additional cost to EC). Steve Herndon reported that the committee’s goals were reviewed and twelve goals were set for the coming year. The first seven goals are dictated by Policies and Procedures. Here are additional items that were discussed at the meeting this morning.

- A FA101 training program will be put forward for development by SDBSI and Training for 2011-12.

- Peter Miller gave a Treasurer’s Report overview. Requests for budget adjustments were reviewed and a new proposed budget was made.
- The investment collaboration with NASFAA requires a copy of our Articles of Incorporation and an IRS letter documenting our non-profit status.
- Renee Davis has reviewed and updated the WASFAA Asset Inventory.
- The room block shortage with the Hilton Hawaiian Village Hotel may result in an attrition penalty of anywhere from \$18,000 up to about \$22,000. IMN negotiated with the hotel prior to the conference, the penalty would have been \$68,000. IMN Solutions sent a letter requesting another contract with us to represent us for hotel negotiations. We have determined that there will be no more contracts with them in the near future.
- Fiscal Planning discussed the site selection for our conference in 2012 that is to take place in Portland. We have researched two hotels and just one is viable, the Benson Hotel downtown. The room charge would probably be \$139 per night. If time permits we owe it to the membership to research it further and get more estimates from other hotels. There is a time issue though because of the need for planning. The number of room nights will be significantly less than what we have had in the past. We need to set the date as soon as we can.

MOTION Wendy Olson moved and Ashley Munro seconded the motion that the Site Selection Committee get at least two more bids and have a decision made by the EC by the end of the month June. If need be, someone more local could view the site that appears to be competitive with the Benson Hotel . **MOTION PASSED.**

- The Fiscal Planning Committee will meet first in the morning (8:30-10:30) in the future and then the Strategic Planning Committee will take place from 10:45-11:45.

Treasurer’s Report - Peter Miller passed out the Treasurer’s report for those who did not bring one. The updates to the budget were also passed around. He mentioned the outstanding invoices that will be paid out soon that will total about \$60,000. The Vanguard account value is now on the positive side for that investment. The conference income increased to \$70,000. The asset reserves line on the budget went down to \$61,750. Conference expenses were increased to \$60,000. We increased fund development income to \$24,000. The JRSMLI expense line was increased by \$300. EDAC was reduced by \$300. The fund development expense was reduced to \$1000 as there were no drayage costs for the conference. The WASFAA member gift expense was modified to \$4000. We won’t be buying any more bags for this year. The net of all the adjustments means the budget is now \$253,050. The JRSMLI expenses have been separated out from the EC expenses of the meeting at Lake Tahoe. JRSMLI had a net income of \$5900. General administrative expenses were adjusted to move plane ticket expenses to the correct line and Survey Monkey costs are now under Electronic Services. The Vanguard statement and Alaska Airlines miles statement were included with the report as well.

A corporate Southwest Visa card requires a visit to a Chase Bank branch. That took place yesterday, so hopefully we will be approved soon. Having a second card will help us prevent hitting the maximum on our Alaska Visa card and being unable to purchase plane tickets. Our Alaska air miles have typically been used for Alaskan travelers or some of the other more expensive travel locations. For airline tickets that are under \$300, we will probably just purchase the ticket and save the frequent flyer miles for a more expensive ticket.

MOTION Sun Ow moved that we approve the Treasurer’s report and accept the budget adjustments. Luhui Whitebear seconded the motion. **MOTION APPROVED.**

Thanks to Peter for doing the tax return for WASFAA. He will have it done by August as an extension was filed.

Committee Reports:

Awards Committee – Breena Conlin thanked Tami Sato for passing on the information for chairing the committee. Breena’s main focus since taking this position was to build her committee and get new members involved. Four of the committee members are new and two of the four were scholarship recipients. SDBSI had 94 attendees and they and the faculty each were provided a certificate. Electronic signatures were used to save the time of the president.

Bylaws Committee – A written report was submitted. Jack Edwards is at the Summer Institute as a faculty member and so unable to attend.

Conference Committee, 2011 – Leonard Walker reported on the conference in Hawaii. We will pay up to \$22,000 for our attrition fee because not enough room nights were used as required by our contract even when the room nights were dropped to 790. The conference attendee number was 243 and they were expecting just 200. The Pacific Islanders had a strong participation rate. NASFAA came in as part of our conference and ran a NASFAA track. NASFAA has hired some additional trainers to staff the NASFAA tracks at regional and state meetings. We covered our NASFAA guests’ rooms and registration fees. The conference was excellent. The conference overall had a \$14,000-\$15,000 profit (when the attrition fee is excluded).

Conference Committee, 2012 - Mary San Agustin would like to know what sessions we would like to see in 2011-12. Here were some of the ideas:

- Verification
- EDAC will have a session or two
- Oregon tribes will be more involved
- Default aversion
- Default management best practices
- Financial literacy
- Federal work study best practices
- PJ practical tips and processes (black and white aspects)
- More best practices sessions
- Conflict management
- Helping staff deal with change
- Personnel issues
- Dealing with underperformers
- JRSMLI may be able to do a session or two

Professional development and networking is an important part of the conference experience. The level of staff that participates will impact the sessions that will be offered. We may want to have a one-day rate for commuters. Mary is still looking for committee members. April 21-24, 2012 will be the dates of the conference and the EC meeting will be the Saturday before.

Electronic Services and Historical Archives Committees – Renee Davis said everyone should have received the committee reports through our EC listserv. If someone did not get them, then his/her email address needs to be corrected. Postings on the listserv must always be from the email that is on file. If a

committee has web pages, make sure they are correct and make sure to update the list of committee members on the web. The asset inventory indicates what is available in the storage unit. If anyone has accumulated WASFAA stuff, he/she may want to ship or give it to Renee. Call her first to see if it should be saved. The EC roster was passed out to check for accuracy. We should send any changes to Kay and Renee. Email addresses should be reviewed carefully.

Federal Issues Committee – This committee’s activities have helped to raise WASFAA’s profile around the states and in the region. The committee has found a good place to be is in the role of good practitioners in the higher education community. NASFAA does the policy analysis; WASFAA can point people to the right resources and share best practices, peer to peer. The reminders have been highly valued by members. There is a lot of work to be done and the committee is doing the right thing. One committee member thought that WASFAA should have representation as a federal regulations negotiator. It would give WASFAA visibility and give us a chance to give our perspective. This fits with our role of advocate. We should have a conversation with NASFAA about it. The Department does not pay for any of the expenses so there would be a cost to WASFAA. People must apply for and be approved to participate on negotiated rule making. The public hearings that just took place were limited at some of the hearings but not all of them. The participation was not great. At the public hearing in Tacoma (PLU) there were only 3 responses. Kevin Jensen asked if it is WASFAA’s desire to be involved in negotiated rule making. The response was “Yes,” at a baseline level we should be involved. NASFAA will sponsor a negotiated rule making representative that is on the NASFAA board. WASFAA represents a lot of different types of students, so a WASFAA representative should recognize the types of students we have. NASFAA’s representatives are just that, people representing NASFAA and its goals. Their first allegiance is with NASFAA. Conversation about allegiance and representation come up regularly in the Federal Issues Committee meetings.

TO DO Sandi or Kay will contact NASFAA or EASFAA and also contact Pat Hurley or Vicki Shipley to see what we can do regarding participation in the negotiated rule making process and how it works. There would be significant costs involved. Sandi, Jack, Kay and Kevin will regroup after more information has been gathered.

Fund Development – Last year \$24,600 was collected through the efforts of the Fund Development Committee. Not as many organizations have been advertising in the newsletter. The exhibit fee could be raised to \$1350 to help raise additional funds as well as the second table top rate increased. Donations could be solicited for various WASFAA events or scholarships. A thank you to the donors would be valuable. The donation concept could be considered a conflict of interest.

TO DO Sun Ow, Chair, will investigate the conflict of interest concerns. There could be two types of donations – one for our WASFAA members and one for work study students to participate for a day in a WASFAA training event. \$28000 or \$30000 could be raised for the 2012 fiscal years.

MOTION Sun Ow made a motion to increase booth fees to \$1350, and increase from \$500 to \$750 for additional booths and to investigate if we can have donations for scholarships, conference meals etc. The motion was seconded by Ashley Munro. **MOTION APPROVED** with 1 abstainer.

If we have local fair crafters they would need to be in a different area than exhibitors and they would have a different rate. Sandi Guidry wondered whether we could generate enough income to make it worth the crafters’ efforts. What kind of things can we package up with the booth fees? Instead of restricting vendors maybe we should think what we can do to give them more freedom. Luhui Whitebear said that \$250-\$500 is a common charge for craft booths at Pow-Wow’s and festivals in Oregon. The hotel may have rules against vendor/customer cash transactions. A “Business Solutions” idea could be presented. Sun thinks that we should probably not go in the direction of the local craft

booths. We could offer a third choice which would include the opportunity to have a business solutions session. We should reach out to more of the companies all of our schools are interfacing with.

Sister Dale Brown Summer Institute Committee – Jim White hopes to bring SDBSI to a major metropolitan area to bring more commuters. He will look at Occidental in the Los Angeles area. He is nervous about the FA101 going out to states, because it could reduce the number of people who participate in SDBSI. Jim will want to hear the evaluation of the intermediate track before he determines to have the intermediate track next year.

Membership Committee – Abril Hunt reported that membership renewals were sent out to the entire database and she got over 700 bounce backs from bad email addresses. Some WFAA and Wisconsin members inadvertently signed up for WASFAA membership. The question was asked how they should cancel their membership.

MOTION Ashley Munro made a motion to remove the option to electronically cancel the membership on our website. **MOTION APPROVED.**

Abril could instruct a member how to inactivate his/her membership, if he/she no longer wishes to receive WASFAA information. Since mid-May membership has increased due to Abril's messages.

Update:

Peter Miller has contacted the IRS requesting a duplicate copy of our 501c3 status and should have it within one or two weeks. Also, the Articles of Incorporation have been sent to NASFAA. We will be signing paperwork giving NASFAA and the investment firm permission to act on our behalf. We are able to pay lower fees for investing, because we will be part of NASFAA's large investment pool. We plan to invest initially \$250,000 which was approved at our Hawaii meeting.

At 4:53 P.M. the meeting was recessed.

The meeting reconvened at 8:15, on Friday, June 10, 2011.

Present: Tami Sato, Sun Ow, Abril Hunt, Candice Wong, Adam Hatch, Ashley Munro, Steve Herndon, Peter Miller, Jennifer Zimmers, Leonard Walker, Mary San Agustin, Neil Woolf, Elizabeth Ziegelbein, Kevin Jensen, Bert Logan, Breena Conlin, Renee Davis, Luhui Whitebear, Judy Saling, Sandi Guidry, Kay Soltis presiding, and Wendy Olson recording

Committee Reports Continued:

Newsletter – Rebecca Wonderly is a new member of the committee. Ashley Salisbury will help with the website development side of communication. There is also a new member from Micronesia. Judy Saling requested an article on the Treasurer's Report that would be beyond just the numbers, similar to what Peter Miller reported to the members at our annual business meeting in Hawaii. There will be a site selection article to come as well. Articles are needed from each state association president or appointee. June 17 is the deadline. Doug Sever will be writing a regular column about some of the things one needs to think about as a director or potential director. California Lenders for Education provided an article for our newsletter, but it was mostly an advertisement. Sandi Guidry will see if she can have an interview with Justin Draeger to create an article. Scholarship recipients for the SDBSI should submit an article to Judy directly.

Nominations and Elections Committee – Sandi Guidry has her committee in place. They will start soliciting requests for nominations at the end of summer to have a ballot by the end of November. It is nice to have it done sooner than later, so that things are in place for the early transition meeting.

TO DO Have electronic ballot in place so that it can go out as soon as the candidates have been determined.

Policy and Procedures Committee – Jack Edwards has a committee in place. A proposed change related to the secretary’s minutes was presented for vote.

MOTION Wendy Olson moved and Sun Ow seconded the motion that the proposed changes be approved.

MOTION CARRIED.

Jerry R. Sims Management and Leadership Institute Committee – JRSMLI has been in Lake Tahoe for the last few years because the room rates have been so reasonable. This year, Harrah’s/Harvey’s are suggesting \$59 room nights. FSA is in Las Vegas this year, so early November for JRSMLI should still be okay. Laura Hughes is familiar with the Tahoe site and the November time works better than winter.

MOTION Wendy Olson moved, and Bert Logan seconded, that the JSRMLI take place at North Lake Tahoe’s Harvey’s or Harrah’s in November, 2011. **MOTION CARRIED.**

Site Selection Committee – Leonard Walker has been spending most of his time with the attrition issues for the Hawaii site. For the Portland location this April, he got a couple of bids. Mary San Agustin gave him a list of questions to ask possible hotels.

TO DO Jim White will get two additional proposals from two Portland hotels. He and Leonard will review the numbers on Monday.

Having hotels compete will improve our resulting contract. We should have a decision by the end of June at the latest by having an electronic vote. The Hawaii attrition fee is the first time we have had to pay. The room nights looked fine until just a couple of days before the conference when many people cancelled their room nights with the hotel for a full refund (and undoubtedly had a booked room at a cheaper location.) Nevada has the best room rates which is why we usually go there for quarterly meetings. Connections in Reno and Lake Tahoe help us to get good service. February will be a combined meeting with the transition meeting and will be in Reno probably at the Peppermill Hotel. At the combined meeting there will be more time to pass information on with the outgoing chair, or officer. In November, the EC will be at the Coeur d’Alene Resort. Leonard can get rooms for friends during our EC meeting in November; just let him know what you need. Frank Green wants to see if we will assist PacFAA with the cost of a conference at the Hilton Hawaiian, with the idea that the Hilton Hawaiian may reduce the attrition fee to WASFAA. Frank is working with Linda at the hotel to see how we and PacFAA can reduce our costs with the hotel. Our current tab is \$22,236 and we hope to lower it through these final days of negotiations. NASFAA’s room policy requires a 30 day cancellation lead for full refund. We will be avoiding future attrition fees by lowering the number of contracted room nights on future contracts. Free room usage for meetings that are tied to food and beverage may work better for us than it being tied to actual room nights. We may be able to work with the hotel to put cancellation restrictions in place. We may want to send out targeted emails regarding canceling room nights sooner than later. It was suggested that there be a full refund cancelation set at five days. These five days will give us some wiggle room to negotiate with the conference hotel. Communication is important. We need to do a better job saying, “We need you at the hotel.” Bert Logan moved that the cutoff date for a full refund for reserved rooms be 30 days in advance. No second.

MOTION Candice Wong moved that the cutoff day be 5 days prior for full refund for the room, and the penalty assessed would be equal to one room night if the deadline is not met. The motion was seconded by Elizabeth Ziegelbein. Sandi Guidry wants the hotel to impose the penalty. **MOTION CARRIED.**

TO DO Information about this new policy will be put in the newsletter.

Strategic Planning Committee – Mindy Bergeron and Sandi Guidry have been working to update the Measures Tracking Tool. The finalized version will be sent out soon. The 11-12 year tracking will begin with SDBSI. The goals of committees and officers are being compiled.

Training Committee – Adam Hatch and Nichole Doering appreciated the interest in the training committee that was shared at the SDBSI by participants. Adam will send out a special message through event management on our website to SDBSI participants. Adam reported that he found there is not the video capability with our package for GoTo Meeting.

TO DO Adam Hatch will explore what it would take to get video streaming capabilities like Skype. (This would allow for electronic EC meetings if needed.) The Training Committee is exploring training topics for the coming year. NASFAA training topics for the fall are not out yet. Steve Herndon reminded Adam that Training should look into the FA 101 possibility to see if that would be a viable income stream and helpful training opportunity. FA101 could be a video training opportunity. GoTo Meeting is a good resource for committees to use. Contact Adam for how to use GoTo Meeting. Adobe Connect allows for recording training; there are licensing fees for this service. State associations can use GoTo Meeting by contracting with WASFAA. Webex Communication may also be a vendor we could use. Sun Ow suggested we consider selling our training materials from SDBSI and JRSMLI to schools or other regions. It was noted that it would not be realistic for SDBSI since the training materials are just NASFAA's CORE and the SFA Handbook. We may want to see what we could have available through Google Docs

Volunteer Development Committee – Tami Sato was glad to see new names on the committee rosters; the system is working. She told EC to feel free to look outside the list for those with specialized skills. She asked everyone to be sure to contact those who indicate your committee as their number one choice. We were reminded to check Bylaws and Policies and Procedures to see who is required to be on our committees. When Kay Soltis goes to state conferences she will recognize the WASFAA volunteers from the state. Tami will do an article for the newsletter that will involve interviewing new volunteers.

Presidents' Reports:

Past President's Report – Sandi Guidry still serves on NASFAA's board as WASFAA president through the board's July meeting. Portland, Oregon was the site of the May NASFAA board meeting. WASFAA gave out little WASFAA regional gifts. Sandi reported that she completed the application process for a Southwest Airlines credit card. She thanked everyone for their help with the airline purchasing process for this meeting. She did hit a snag when the Alaska Airlines credit card hit the maximum limit and so was unable to use the Visa card for airline tickets after that point. The next TRF will need more information because a shuttle ride needs to be booked for the Coeur d'Alene resort.

Sandi explained that WASFAA's legal counsel has been assisting WASFAA regarding an accident that allegedly happened on Reno's campus during SDBSI two years ago. The state of Hawaii is suing for reimbursement for worker's compensation. Sandi hopes to have closure soon as the statute of limitations occurs this month. Rust Insurance denied the claim because they did not feel WASFAA was liable. Sandi as well as others feels that the injured person could not have tripped on tree roots/uneven paving in front of the student union building as claimed, since the building had just been completed and the paving and planting was all new.

Vice President – Ashley Munro will be ordering new bags in 2012. She is updating our calendar; let her know of your events. She is in the middle of reviewing the Treasurer’s records.

President Elect – Jack Edwards is working on selecting his chairs for his year as president. Nichole will be the SDBSI chair in 2013. Anyone interested in serving should let Jack know.

President’s Report – Kay Soltis is keeping track of the NASFAA investment plans, by her participation in NASFAA’s Financial Affairs Committee. NASFAA loves WASFAA because of the relationship we have with the board. They will be coming back to our region in November in Las Vegas. The NASFAA chair felt very welcomed at our conference. NASFAA will be in Boston this summer and then Chicago and Las Vegas (2013). When NASFAA comes to our region for their board meetings, we welcome them and give the board members a small gift (candy from places in our region). Kay thanked everyone for doing a great job responding to emails. Renee Davis and Kay still need a few pictures of EC members for the website. The pictures are used for the newsletter as well.

Unfinished Business:

Peter Miller stated that EC members must be members of WASFAA to get reimbursed for travel for the meeting. All committee chairs should make sure that their committee members are current members. We need to see how we can save money. Go EMerchants costs us about \$5000 per year to be able to do business electronically. Is there a cheaper way to do it? ATAC costs \$5000 per year for our website. Should we keep documents on Google to save us some money? We all need to think about ways to do things differently to save money. Cisco’s GoTo Meeting is also a good sized annual cost. Peter reminded us to take advantage of what we are already paying for. The question was asked if we have looked into using PayPal. Breena said that it is very expensive, but the charges could be passed on to those who use the service. Peter knows that we will have to pay a fee for being able to accept charge cards for payments, the question is how much will it be if we go elsewhere for services. Being able to take credit cards is very convenient for the Treasurer and for our members.

TO DO The Electronic Services committee will look at ATAC changes/charges to see if there can be a savings there. We are not piggy backing on NASFAA’s website, but we could look into it. They would also help us with our conference registration.

MOTION Sun Ow moved that Sandi Guidry and Kay Soltis investigate with NASFAA what it would cost to contract with them for website and registration services. Ashley Munro seconded the motion. **MOTION PASSED.**

New Business:

Mary San Agustin was wondering what the Hawaii conference rate was - \$300 + \$50 for membership. The catering price for the Benson Hotel of \$165 per person for food seems reasonable. Peter Miller recommends a conference rate of \$325 for 2012. Mary is looking to see what states are charging for their conferences. All states but Oregon are below \$200. Some states do not expect fees from their conferences to provide income of the organization. The earlier the conference agenda is available the better for attracting members to attend. Many still think that we should have a higher rate for those that register later. Peter Miller would like to see the registration online earlier. When people are committed to the conference then the schools are able to attend even when the budget is being reduced by the school. Electronic emails related to locations and fees for the conference will occur in July. WASFAA used to have a line item on its budget for NASFAA gifts (when the board was in our region), but we have not done so in the last few years.

Announcements:

Elizabeth Bickford is retiring this month. Invitation to her retirement party will be going out. Jim Brooks is replacing Elizabeth and is from Missouri. He has been involved at the regional and national level.

MOTION Adjournment: Peter Miller moved and Bert Logan seconded, a motion to adjourn. **MOTION CARRIED.**
The meeting was adjourned at 11:34 a.m.

Post-Meeting Electronic Motions:

MOTION On June 30, Peter Miller moved, and Sandi Guidry seconded, a motion that we have the Benson Hotel in Portland, Oregon, be the site of our 2012 conference in April. **MOTION CARRIED** on July 1 after an electronic vote by email.

Secretary of WASFAA

Date of approval