

WASFAA, Executive Council Meeting, June 29-30, 2006

June 29, 2006

Salon B, The Westwood on Wilshire, Los Angeles, CA

Present: Tami Sato, Tracy Reisinger, Steve Herndon, Pat Peppin, Peter Miller, Laura Hughes, Teri Gravenmier, Terri Eckel, Louise Jones, Sheri Dewey, Christina Twelves, Tracey Lehman, Carla Idohl-Corwin, Luhui Whitebear, Jana Narcia, Jacqueline Brathwaite, Cathy Bio, Sun Ow, Vicki Shipley, Lana Walter, Brooke Mitts, Colleen Macdonald, Wendy Olson, Kathy Campbell, Sandra Guidry, Leonard Walker, Bert Logan, Francie Campbell, Catherine King-Todd, Jannine Oyama, Mike Johnson, Doug Severs

Not Present: Marianna Deeken, David Tolman, Don Black, Kay Soltis, Judy Saling, Renee Baker

Motions that occurred by E-mail between the April and June meetings

MOTION: Jannine Oyama moved to approve the 2006/2007 chairs and co-chairs. Tracy Reisinger seconded the motion. Motion carried on April 12, 2006.

MOTION: Terri Eckel moved to approve the letter of support regarding the differences in PLUS interest rates. Louise Jones seconded the motion. Motion did not carry on May 15, 2006.

President Tami Sato called the meeting to order at 1:10 p.m. She recognized the members of the council who would be unable to attend this meeting including those involved with the JRS Summer Institute and Renee Baker who had a health issue. We reviewed the agenda.

MOTION: Tracy Resinger moved to approve the agenda. Tracey Lehman seconded the motion. The motion carried.

Louise Jones, representing CASFAA, welcomed the council members to California. She provided some facts about the different university and college systems. There are over 142 campuses throughout the state with the California Community College System being the largest segment with 109 campuses. UCLA was established in 1869 and has 38,000 students.

Previous To Do List

Laura Hughes reported on the To Do List from the previous meeting. After review of the list, we have the following objects still in progress:

1. Lana Walter will find out if the state associations can use the insurance the insurance company that provides insurance to NASFAA
2. Fund Development and Conference Committee chairs will review the "exhibitor only" registration for impact on costs to other committees and possible room availability at the conference hotel for school members

3. Awards and Scholarship chair to work on establishing a plan on what to do if selected scholarship winner(s) are unable to attend the event. Cathy Bio is working with Catherine King-Todd on this issue
4. Research Committee will work on moving surveys in order to make them accessible continually

Tami reviewed the minutes and notes from Transition meeting.

Treasurer's Report

Peter Miller, Treasurer, provided us with a copy of the current budget. He indicated we have a sizeable amount of money in savings but will be purchasing T-bills next week. We will have a CD which matures and will be reinvested. Our Vanguard accounts lost money on this report, but we have a sizable asset reserve.

Peter requested a discussion on how the committee would like to use the frequent flyer miles which are accumulating. TO DO: Policies and Procedures Committee will need to draft verbiage on how to use the mileage and credit card points.

As Vice-President, Pat Peppin has reviewed the treasurer's report and bank statements and reports they are all in fiscal order.

MOTION: Tracey Lehman moved to accept the Treasurer's report. Teri Gravenmeir seconded the motion. Discussion included a request from Catherine King-Todd to drop "meeting" from the budget item for state presidents. Everyone agreed. Motion Carried.

Fiscal Planning Committee

Lana Walter, Chair, discussed the budget revision requests received by the Fiscal Planning Committee. There were as follows:

- | | | |
|----------------------------|----------------------|------------------------------|
| 1. MLI - | \$16,000 to \$17,500 | Submit \$1,500 for approval |
| 2. Awards - | \$2,000 to \$2,300 | Submit \$300 for approval |
| 3. Membership - | \$100 to \$700 | Submit \$600 for approval |
| 4. Graduate Professional - | \$0 to \$200 | Submit \$200 for approval |
| 5. Conference 2010 - | \$1000 to CDA | Submit \$1000 for approval |
| 6. Strategic Planning - | \$8200 to \$6900 | Submit (\$1300) for approval |
| 7. EDAC - | \$7000 to \$5500 | Submit (\$1500) for approval |
| 8. Fiscal - | \$1000 to \$800 | Submit (\$200) for approval |

TO DO: Lana will ask for new budget requests to be submitted in August with a due date in mid-October.

A recommendation was made to increase current credit card limit. Current limit is \$25,000 including \$3,000 for the President and \$22,000 for the Treasurer. Higher limits are needed to cover the costs of hotels, airfares, placing deposits for future events and paying invoices for

events. It was recommended to increase the limit to \$50,000, including \$3,000 for the WASFAA President and \$47,000 for the Treasurer.

MOTION: Pat Peppin moved to increase the credit card limit to \$50,000. Terri Eckel seconded the motion. Discussion included further explanation of how the credit card is used for assisting with travel, meeting arrangements and paying invoices. A limited discussion on ensuring that there was criminal bonding attached also occurred. Motion carried.

Investment Company Presentation

Kara Blakeslee of Blakeslee & Blakeslee presented regarding her company and why we should select her firm to be our financial investment company. She provided website information and a brochure. She reviewed our records and felt we had a solid foundation, agreed with our one year in asset reserve policy which included an additional ten percent in reserve for emergencies. What we needed was an investment policy. She believes the funds we have in Vanguard should be diversified to provide more benefits long-term.

Kara reviewed what our options could be:

1. Continue as we are with our Treasurer and Fiscal Planning Committee making the investment decisions
2. Work with an investment professional
3. Work with Blakeslee & Blakeslee to manage our complete portfolio
4. Split our portfolio between WASFAA control and Blakeslee & Blakeslee

TO DO: The Fiscal Planning Committee will have to decide which approach to take and how conservative or aggressive to be in our investments. Important questions to consider are what we want now and what we want in the future.

Strategic Planning Committee

Steve Herndon reported that this year's committee was smaller in size than last year's since the focus would be to continue implementing the 5-yr plan. Committee goals include:

1. Review results of the preliminary 2005-06 Measures Tracking Tool with the 2006-07 council and Committee Chairs at the annual Transition Meeting.
2. To monitor WASFAA's mission, core values, and goals for the 5-year Strategic Plan for the period 2005-2010
3. Continue monitoring the strategies, action plans, and assessment measures developed for each Strategic Plan goal.
4. Ensure WASFAA Committee goals for the 2006-07 year link with the Strategic Plan goals
5. Communicate progress on the 5-year Strategic plan to membership through the WASFAA listserv and/or newsletter
6. Assist the Fiscal Planning Committee in identifying an Investment Manager and in finalizing the Investment Policy for incorporation into the 5-year Strategic Plan

The committee is working on drafting a newsletter article updating the 5-year Strategic Plan for membership. TO DO: The committee chairs need to submit to Steve their goals for the year

and how they relate to the WASFAA 5-year Strategic Plan goals. He also reported that the quarterly and annual report templates for Committee Chairs and Officers have been updated to allow reporting on goals and Strategic Plan progress.

Awards and Scholarships Committee

Cathy Bio reported there were 41 applicants for the NASFAA scholarship. There were 16 recipients selected by the state presidents. Cathy felt that a timeline should be established for scholarship announcements and deadlines for reporting decisions on recipients. TO DO: A timeline for scholarship procedures should be discussed at the next state president's meeting in November.

Certificates were provided for the 2006 SDB Summer Institute participants and faculty.

2007 Sister Dale Brown Summer Institute

Jacque Brathwaite reported that the 2007 SDBSI will be on the Boise State Campus, June 17-22, 2007. BSU will have new residence halls by institute time. Faculty selection is pending on results of the evaluation from the 2006 SDBSI. The staff is expected to be diversified. Jacque and David Tolman, her co-chair, have designated their duties and are looking forward to a successful SDB Summer Institute.

Bylaws

Steve Herndon reported that since the WASFAA 2006-07 Transition Meeting and the final 2005-06 Executive Council meeting, he has reviewed the minutes of both meetings to determine if any issues discussed or actions taken will have impact on the WASFAA bylaws. It was determined that no actions to the bylaws are required at this time. Steve also reviewed the current WASFAA bylaws in order to become more familiar with their content. In addition, tentative goals for the 2006-07 Bylaws Committee were developed and submitted to the WASFAA President for review and endorsement. A full list of goals can be viewed in the individual committee reports.

Training Committee

Bert Logan and Francie Campbell reported that the Training Committee successfully completed the Spring Training series with the topics of "Veterans Issues & Professional Judgment". WASFAA provided training at 11 sites throughout the region to 134 paid registrants out of 176 that registered.

The Training Committee received 69 evaluations. In rating the **agenda topics**, the attendees rated Veterans Issues at 9.0 on a scale of 1 to 10 on average, where 1 indicated "*not applicable*" and 10 indicated "*learned a lot*". Professional Judgment was rated at 8.7. 15 respondents suggested future training topics: Verification (7), Need Analysis (3), R2T4 (2), NSLDS (2), SAP (1).

Training has selected a subcommittee for the construction of a Training Committee Manual. A preliminary outline has been distributed to the subcommittee with a completion deadline of

spring 2007. Members of the Training Manual Subcommittee are: Kate Bligh, Don Black, Kathy Campbell, Francie Campbell, and Bert Logan.

Wendy Olson has created an on-site registration form for future training events.

Bert and Francie showed us a sample of the DVDs that are available from the Fall Training series. These are available for sale. TO DO: Tami will include information on this training tool for sale in her next monthly highlights.

2007 Annual Conference Committee

Sun Ow reported that the 2006 Conference Committee received 130 evaluations. There were over 20 responses that included comments reflecting that they thought the 2006 conference was great, well organized and with many interesting sessions. There were 13 negative comments about the hotel and a few negative comments about the food. Overall the evaluations were positive.

The treasurer has provided this year's conference committee with a report of the budgets for 2005 and 2006 conferences, which will be helpful to develop our line-item budget.

The committee is exploring different entertainment options including ethnic music/dancers or a fashion show from a local proprietary college. The theme might reflect the Disneyland customer service motto "Exceeding Expectations" and a Disneyland trainer might be a major speaker. Instead of a dinner event at the hotel, the evening event will be an opportunity for attendees to visit the Disneyland or California Adventure parks with Disney bucks for meal purchase.

The members of the conference committee are Sun Ow - Conference Co-Chair, Kay Soltis - Conference Co-Chair, Sandi Guidry - NV, Barbara Burnett - AK, Ron Noborikawa - WA, Anita Kermes - CA, Laura Hughes - ID, Andy Promsiri - CA, Nick Valdivia - CA, Frank Green/Lori Nakata - PacFAA, Jenny Pak-Vincent - EdFund - CA, Varga Fox - WA, and Julia Reisinger - OR. The chairs still need someone from Arizona. Their first meeting will be in August at the conference hotel in Anaheim.

Web Services

Peter Miller reported there will be a new upgrade from ATAC which will impact the invoice procedure. The cost is \$800.00. The website will be down in August for approximately three days to accommodate the upgrade.

Peter also reported that review and updates have begun for the section on the 2006 JRSMLI. They are working to get information out the announcement and online registration up and running.

Presidents' Group Report

Christina Twelves reported that the Presidents' Group was created to develop a dialogue on common issues between the state presidents. Funding was provided last year for the presidents to attend the events of the various WASFAA states. The group has collected data and prepared a graph with meeting dates, names, revenues and goals. Steve Herndon attended their meeting to discuss collaboration and the nominations and election process.

Christina reported the group discussed the following issues at their meeting:

1. Insurance for events and activities
2. President Projects with a collaboration of early awareness activities
3. President Exchange model for conferences – each State President will attend another state's conference
 - a. WA to OR
 - b. OR to WA
 - c. CA to ID
 - d. AZ to CA
 - e. AK to NV
 - f. ID to PACFAA
 - g. PACFAA to AZ
 - h. NV to AK
4. State's having a reserve built into their respective budgets
5. Committee goals that need to be submitted to Steve

President Tami Sato recessed the meeting at 4:55 p.m.

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Not Present: David Tolman, Don Black, Kay Soltis, Judy Saling and Renee Baker

President Tami Sato called the meeting to order at 8:05 a.m. There was a brief discussion on the previous evening's SDBSI awards dinner that the council attended. There was also a coordination of ground transportation to the airport for council members.

Federal Relations

Vicki Shipley reported that Reauthorization could be delayed until 2008 or 2009 after the elections. HERA guidelines are in the works. The July 1 deadline is fast approaching for a possible PLUS interest rate "fix".

The members of the Federal Relations Committee are Vicki Shipley, Chair, Patricia Hurley, Cynthia Sanchez, Jack Gorman, and Susan Degan.

TO DO: Vicki will draft a proposal to have the committee's name changed from Federal Relations to Federal Issues to be presented at the next council meeting.

Additional Discussion

Colleen Macdonald reported on the ad campaign of MyRichUncle and the experiences some WASFAA members had at the NASFAA Conference when they attempted discussion with the MRU founder. A discussion ensued regarding their tactics and negative accusations toward financial aid professionals.

TO DO: Colleen will draft a letter of response to present to the Council.

Fund Development

Brook Mitts reported the committee has raised \$30,000 above the goal that was set. Brooke and Judy have some concerns with all the mergers and buyouts and how future sponsorship may be impacted. There was a discussion regarding the sponsorship of individual events versus the present sponsorship levels utilized for fund development donations.

The committee has two primary goals: These goals are to increase communication and streamline processing for both the committee and the vendors. A month-by-month calendar has been created to assist with these goals.

Graduate/Professional Committee

Colleen Macdonald reported that the Graduate Professional Issues Committee began soliciting members through the ATAC website and information received from the Catherine King-Todd, the Volunteer Chair. Most of the committee business can be conducted through conference calls. Colleen has been appointed the Chair of the NASFAA Graduate/Professional Committee for the 2006-2007 year.

Historical Archives

No report at meeting.

Membership

Wendy Olson reported she has revised the on-site registration form with a receipt attached to the bottom. She also reminded committee chairs that committee members need to be WASFAA members. Wendy is working on a brochure to describe WASFAA: the history, what events they sponsor, and benefits of being a member. Funding has been approved for this publication.

Wendy also reported it is currently too early in the membership year to report on the strategic plan goals.

Newsletter

Kathy Campbell reported the pictures from the Transition Meeting will be used in upcoming newsletters. Kathy reported WASFAA has purchased a digital camera .

The deadline dates for the WASFAA Newsletter for the 2006-2007 year are as follows:

Summer	June 16, 2006
Fall	Sept. 15, 2006
Winter	Dec. 15, 2006
Spring	Mar. 16, 2007

Doug Severs, Research Chair, conducted a survey regarding the newsletter. Members want to have both a paper and electronic version available. This year there will be both versions.

Nominations & Elections Committee

Steve Herndon reported that President Sato needed to appoint three members to the committee. Tami appointed Sheri Dewey – ID, Carla Idohl-Corwin – WA, and Jannine Oyama – HI. A slate of candidates needs to be submitted to the E.C. at the November 15-16 meeting in Anaheim, CA. The nominations process will need to occur in September and October. The elections will be held in December and January.

The following positions are open: President-Elect, Vice-President, Secretary and Representative-at-Large for Ethnic Diversity.

Bylaws

Steve Herndon reported there were no bylaw changes. There was discussion on whether or not the President-Elect should chair the Bylaws and Policies and Procedures Committees.

Policies and Procedures

Jacque Brathwaite reported she met with Dwight Berreth, the previous chair, to verify that she has the most current version of the Policies and Procedures manual. She will ensure that the most current version is kept on the WASFAA web site.

She also reported there were some items which will require follow-up with 2 committee chairs. This regarded the issue and procedures on use of the accrued Alaska Airlines air miles and the WASFAA credit card points. Possible designation could be for scholarship recipient or speaker expenses. TO DO: Jacque will draft a policy on the use of airmiles and credit card points.

Jacque recommended several technical changes within the current policy and procedure descriptions.

MOTION: Tracey Lehman moved to accept the recommended changes. Louise Jones seconded the motion. Motion carried.

Research Committee

Doug Severs reported that the most recent survey was regarding the newsletter. Approximately one-third of the membership responded. The first survey was on staff development. Doug would like to encourage the use of the survey to gather pertinent information.

TO DO: The Research Committee will finalize the development of a standardized evaluation forms for all WASFAA activities. The committee goals includes building up membership numbers in online surveys and publicizing the availability of research grants.

Jerry R Sims Management Leadership Institute

Sandi Guidry reported that dates have been added to the WASFAA calendar for the JRSMLI - October 25, 26 and 27 in Coeur d'Alene, Idaho. The responsibilities have been divided between herself and Don Black.

The theme for this years JRSMLI is "Changing Times, Changing Roles." The announcement is ready to be placed on the web. Registration is scheduled to be open at the end of July.

Volunteer Development

Catherine King-Todd reported that the Volunteer Development Committee began soliciting members at the annual conference followed by announcements via the listserv and personal contacts. State presidents were contacted on behalf of some committee chairs to assist in locating or recommending volunteers from their state for committees to achieve state and sector representation to the extent possible.

The committee received 83 committee interest submissions and 57 unduplicated members on the current list of volunteers. These were received via the website or from conference attendees and include all that have been collected as of 4/1/06. They expect to get more interest from the SDBSI attendees so that should help with providing the goal of 20% participation of new volunteers on committees.

Discussion ensued regarding having a Volunteer sticker/designation/ribbon on badges for individuals at the conference.

Site Selection Committee

Leonard Walker shared a list of anticipated room charges for future conferences, meetings and training events. Costs are increasing and many contracts include a percentage increase each year.

Proposed EC meeting locations for 2007-2008 EC were initially discussed. After a brief discussion, the decision was tabled for a later. Tracy Reisinger and Leonard would review options to present to council.

The JRSMLI in 2007 was the next discussion item with a proposed site of Hawaii. Discussion of the high cost and number of potential participants was discussed. The concept of rotating between the WASFAA states was also a point of concern. The practice seems to be in place without a definite policy in the manual.

MOTION: Peter Miller moved that the JRSMLI 2007 be held in Hawaii. Tracey Lehman seconded the motion. Motion carried.

The WASFAA Conference 2011 is scheduled to be held in Hawaii and high costs were discussed again. The issue of rotation of the conferences through the 8 WASFAA states was discussed.

MOTION: Peter Miller moved that Hawaii be the location for the 2011 conference. Teri Gravenmier seconded the motion. Discussion: continued discussion on the issues of rotating between states, number of participants and practice vs. policy. ACTION: Peter Miller withdrew this first motion.

MOTION: Peter Miller moved that the WASFAA Conference be held in Arizona for 2011 and Hawaii for 2012 and change the rotation and keep researching. Tracey Lehman seconded the motion. Discussion: Leonard advocated for Hawaii in 2011 not 2012 and possibly look at Maui or the Big Island as location options. ACTION: Peter Miller withdrew his second motion.

The final consensus was to keep researching costs and locations and table this discussion to next meeting.

Alaska Report

Teri Gravenmier reported that ALASFAA will separate the secretary and treasurer positions in the association. A BIG thank you for the mini-summer institute was extended to WASFAA and EC. There were approximately 25 participants at this successful training event.

The dates for their state conference were set early and will be September 21-23, 2006.

Arizona Report

Terri Eckel reported Arizona will be holding a College Goal Sunday. The online volunteer form has been very successful. There will be a survey in December to assess the needs of the membership.

The AASFAA state conference will be October 4-6, 2006.

California Report

Louise Jones reported that there are 1852 members in CASFAA. CASFAA is working on their strategic plan with Gayle Northrop. The newsletter is fully funded by advertising. They are also seeking an expansion in volunteering.

The CASFAA state Conference will be December 3-5, 2006.

Idaho Report

Sheri Dewey reported that Idaho's first College Goal Day will be in 2008. The focus of IASFAA is on increasing membership and volunteering. IASFAA has had continued success with the annual auction held at their annual conference. Funds raised are used for scholarships for members to attend training events or conferences.

The IASFAA state conference will be October 2-4, 2006.

Nevada Report

Christina Twelves reported that Nevada is involved in a number of early awareness activities. They have started a mini strategic plan for historical data. One goal is to increase the number of scholarships provided.

The NAFAA state Conference will be November 7-9, 2006.

Oregon Report

Tracey Lehman reported that OASFAA newsletter has been reinvented. They will participate in the College Goal Sunday activity...even if they are not holding it on Sunday.

The OASFAA state conference will be January 28-30, 2007.

Pacific Islands Report

Cathy Bio reported that PACFAA is focusing on their policy and procedure manual. They have awarded several scholarships and wish to continue this practice. Their College Goal Sunday event is expanding.

The PACFAA Conference will be April 1-2, 2007.

Washington Report

Carla Idohl-Corwin reported that it has been a busy year in Washington. The focus has been on increasing scholarship opportunities. One challenge they are focusing on is the transition from year to year of the chairs.

The WFAA state conference will be October 18-20, 2006.

Picture Break ☺

Past-President Report

Steve Herndon has reviewed the Robert Rules of Order. He reported on the NASFAA board meeting minutes. Steve also announced an additional job responsibility at his institution. He feels that he can retain his various responsibilities on the WASFAA EC.

President Elect Report

Tracy Reisinger reported she has designated many positions but needs to select a representative-at-large, membership chair and newsletter chair for the 2007-2008 council. She will work with Catherine King-Todd to identify more volunteers.

Tracy is working with Leonard Walker on establishing locations for next year's EC meetings.

Vice-President Report

Pat Peppin reported she have reviewed Peter's emailed statements and everything is matching up. She has also receives some bank statements directly from Bank of America. Once again everything is matching.

Pat has also updated the calendar with all the information that has been provided by others.

President Report

Tami Sato handed out a Federal update from Jeff Baker received at the last NASFAA board meeting. She reported that she will be giving the welcome speech at NASFAA since WASFAA is the host region. She has been busy with many speeches and presentations. She

attended the NASFAA Board Meeting in Maine and just before the Seattle conference. Board members were presented with a small gift from WASFAA.

Tami will attend RNASFAA as part of the regional president exchange program sponsored by NASFAA. Two regional representatives will attend the Anaheim conference.

Ethnic Diversity Representative-at-Large Report

Luhui Whitebear reported that the committee has awarded several scholarships and will continue to do so. There will be a diversity session at each state conference and at least one session at the WASFAA conference. The committee will focus on increasing tribal involvement throughout the WASFAA region.

Segmental Representative-at-Large

Jana Narcia reported her goal is to increase collaboration with tribal members. The large project within Arizona to use the electronic form has been a huge success and a step in the right direction. Another goal would be to convey information through the WASFAA Newsletter or have her E-mail address available to answer technical questions from colleges, universities or tribal representatives with information on how to assist Native American students.

Federal Liaison

Marianna Deeken reported that the regulations for the ACG and SMART grants will be published with changes from comments on November 1, 2006 to be effective July 7, 2007.

She also reported that the Department would be notifying potentially qualified individuals in July. For the ACG program, a website address would be provided for the student to self-certify eligibility.

Money for the ACG and SMART grants will be in GAPS the first week in August.

EAC is changing its name to FSA Conference and will be held in Orlando and Las Vegas.

Updated R2T4 worksheets and software should be available by the end of July or the first part of August.

Associate Representative-at-Large

No report at this meeting.

MOTION: Carla Idohl-Corwin moved for adjournment. Colleen Macdonald seconded the motion. Motion carried.

Meeting was adjourned at 2:55 p.m.