WASFAA Executive Council Meeting
John Ascuaga’s Nugget, Reno, NV
June 11, 2009

Present: Jackie Alleyne-McCants, Mindy Bergeron, Renee Davis, Marianna Deeken
Karen Driscoll, Nichole Doering, Patrick Downey, Jack Edwards, Sandi Guidry, Adam
Hatch, Steve Herndon, Louise Jones, Catherine King-Todd, Colleen MacDonald, Peter
Miller, Jannine Oyama, Pat Peppin, Cindy Pollard, Tami Sato, Vicki Shipley, Grace
Smith, Lori Tiede, Leonard Walker, Luhui Whitebear, Wendy Olson

The meeting was called to order by President Bergeron at 1:15 pm.

Introductions were made. Proxy’s identified themselves.

Adam Hatch moved to approve agenda, Louise Jones second.

April 2009 Meeting Minutes: Need to add Karla Gonzalez on minutes as person
who submitted minutes and page numbers need to be corrected on the minutes. Colleen
MacDonald will review minutes and make suggestions to the group. We will come back
to the minutes once Colleen MacDonald finishes reviewing them. It was recommended
that Catherine King-Todd be sent the minutes first before they go out to the EC for
comment and she agreed.

USDE Update
Marianna Deeken expressed her gratitude for the support during her surgery and
recovery. She delivered a message from Nick Valdivia: please be there by 6:30 for the
Summer Institute dinner. He also request that 2010 Conference flyers be passed out.
Wendy Olson confirmed that the flyers will be passed out at the dinner. There were 74
attendees this year. Training update: just finished last round of Microsoft Live Meeting
(MLM) on reauthorization. They are done with them for now. Next training up is Fiscal
Officer in the fall. Summer doesn’t work as well for trainings. Will be done MLM as
well. They are hoping the people who need to be there will be there. Trainings
conducted online will hopefully get them there. There was a town hall reauthorization
meeting and they are looking at doing another one when NEGREG packages come out.
Announcement will be made, people will ask questions, and answers will be delivered.
Marianna asked if there were any questions for her.

Catherine King-Todd: what will happen with the questions that were not answered?
Marianna Deeken: all questions were answered. Some of them were combined. There
were variations on same questions.
Marianna Deeken: NEGREGs will be out around July 20th after NASFAA.
Vicki Shipley: will there be a 30 day comment period? Marianna indicated there will be
a 30 day comment period. There is a group working on FAFSA simplification as well.
ACG/SMART are in interim final form, and ED is taking comments.. The Perkins MPN
has an expiration date of June 30 and ED doesn’t anticipate the new MPN will be out of
clearance until sometime this summer. Financial Aid Offices can continue to use the old note until they are informed otherwise. Transition guidance will be given when the note is out. Quarterly reports are being requested by some auditors on stimulus funds. Not any current requirements that institutions track stimulus money. A letter will go out regarding this.

Wendy Olson: question about regular student clarification. Can high school students be considered a regular student?
Marianna Deeken: Question is still being reviewed by Policy Department with regards to HS and number in college.
Wendy Olson: year round Pell is different than what was explained at WASFAA.
Marianna Deeken: Students have to be at least ½ time to be eligible for Pell beginning with the first dollar of the second award.
Wendy Olson: heard most recently from Jeff Baker that if they aren’t full time, they aren’t eligible for year round Pell.
Marianna Deeken: This is not true. Info is for 09-10. Students can be PT summer, FT fall, FT winter, ¾ time spring to meet requirement. After first dollar is paid from second award, student has to be at least ½ time. Before second award is made, students have to meet minimum credits, but this doesn’t mean they have to go FT each term
Colleen MacDonald: Clarification: FT status may be defined by state. Is there policy that defines FT status at federal level?
Marianna Deeken: part of institutional policy. Change in statute by congress. If there is an impact on states, they will hear. Doesn’t see how it would impact them. Dually enrolled students are funded by other funds.
Colleen MacDonald: some Community Colleges can’t count the HS students.
Marianna Deeken: They probably can’t because they are already funded by state and it is separate funding.
Marianna Deeken excused herself to return to the Summer Institute for the remainder of the EC meeting.

Review of To Do List from April 2009:
Tami Sato will be sending the names of the officers that have been elected for 2009-2010. DONE

Peter Miller will work with Mindy Bergeron to consider investing in CD’s rather than the Treasury Bills for 2009-10. DONE

Peter Miller will file the necessary documents for 2009 tax purposes (Complete the 990 tax form, 199 California form) per motion passed at the Executive Council meeting. IN PROCESS

Kathy Campbell will make minute changes
The following changes were approved and need to be made to the minutes from February 19, 2009.)
Pg. 1 – Correct does to dues
Pg. 6 – Change Jean “Nelson” to Jean Russell
Pg. 7 – Under Training change one to “two” and cost to “change”
Pg. 10 – Under Site Selection change “Committee” to “Council”
Pg. 13 – Under Past President Report add an “a” to “cll” to spell call
Change Jasper to Jackson, Wyoming
Pg. 13 – Under Vice President Report add “the” between “reviewing” and “Treasurer’s” and add “reconciliation” after Treasurer’s and before “reports”. Should read “reviewing the Treasurer’s reconciliation reports for the Bank of America…”
Pg. 13 – Add “that Electronic Services archive the information on the website” after “Peter Miller requested” and before “before the information rolls…”.

**TO DO:** Luhui Whitebear will double check that they are done.

Kay Soltis will work with Sue Shogren to provide some questions for the survey to find out the expected attendance for MLI. CANCELLED

Kay Soltis will work with Patrick Downey to update Volunteer information on the website. IN PROCESS

Mindy Bergeron will put a fiscal group together to review the last two year’s of WASFAA’s books as voted and approved by the Executive Council. IN PROCESS, task force was created.

Leonard Walker will move forward with the negotiations with the Hyatt in Downtown Phoenix, AZ for 2012 Conference and Summer Institute at Arizona State University in 2010 per the approval of the Executive Council. BOTH IN PROCESS

**Treasurer’s Report**
Peter Miller: gave update on accounts and passed out report. June 18 & July 2 TBill are done.

TO DO: Peter Miller and Mindy Bergeron will be disbursing TBill money across different accounts in CD’s. Vanguard accounts not doing good. Reduced budget: $530,000 in 2008 to $355,000 in 2009. Minor changes were made in April which are reflected in the current budget. Line item details are in the summary. This is important mostly for scholarships. Included outstanding receivables included in report. Also included is an income and expense chart in summary.

Catherine King-Todd: looking at greater than 90 day delinquent list is disturbing. Can Peter Miller work with membership on the membership fees. Peter Miller: Sends invoice reminders from database. Discussion: people sometimes fill out a membership form for an event, but don’t end up going, invoice is produced, who is responsible for collecting payment? POLICY: Clarification that event chairs are responsible to collect. Are the people on the list getting member benefits? Yes, but can remove their membership. Peter Miller: POLICY: Patrick Downey can have ATAC not update membership year until invoice shows as paid. Mindy Bergeron: how are we going to collect the delinquent $17,430? Peter Miller: the chairs are all here. TO DO: That is who is responsible to collect. Mindy Bergeron: TO DO’s: Would like the Membership Committee to work with Peter Miller on the membership fees. Will contact Andy Promsiri for Summer Institute fees.
Colleen MacDonald suggested contacting institutions who have outstanding job posting fees and offered to assist with this task. TO DO: Patrick Downey clarified that collecting on job posting fees is one of his duties and he will do this. Lori Tiede: if they cannot be contacted/collected, what happens? Peter Miller: the fees go away eventually.

Lori Tiede motioned to approve Treasurer’s Report. Pat Peppin seconded. Vote: all in favor. Motion passed.

Fiscal Planning Committee Report
Steve Herndon: the committee looked at its to do’s; all four were accomplished. We had 12 goals last year, all completed except 1, but it is in progress. Looked at year end report. Reviewed goal recommendations from transition meeting. A conclusion was made that Sandi Guidry will lead the charge of a review of the 24 committees via 3 or 4 conference calls. TO DO: The group will come up with a scaling recommendation and will narrow the 24 down to core committees/activities if needed. The standing committees in bylaws are not the same as the core activities of the Association. Peter Miller gave his report that was part of the work of this committee. We reviewed committee budget requests. There were no increases requested and no disallocation requested. We added the Communications Committee to budget with $500.

Overview of budget adjustments to reach new budget of $318,230.00:
Income adjustments:
Asset reserves reduced by $7,170
Interest income reduced by $10,000
MLI income reduced by $20,000
Total June reduction: $37,170
Expense adjustments:
Added Communication Committee line item with $500
Conference 09 expense reduced by $13,185
Fund development reduced by $3,500
General admin reduced by $500
MLI reduced by $15,000
Scholarships have gross reduction of $5,485:
    EDAC Conference: $800
    EDAC MLI: $0
    EDAC SI: $2,000
    WASFAA Conference: $1,840
    WASFAA MLI: $0
    WASFAA SI: $1,875
Net expenses total: $37,170

New budget number for June 2009: $318,230

Sandi Guidry made a motion to approve the adjustments that Fiscal Planning made to the current budget. Jannine Oyama seconded. Vote: all in favor. Motion passed.
Steve Herndon: There was a review audit task force created that met yesterday. Recommendations were made to Peter Miller. Peter Miller went over the recommendations with the EC.

**TO DO’s & POLICY:**
- He is creating a form to preauthorize credit card uses over $5000.
- Scholarship recipients’ reimbursement forms will go to committee chairs (Awards & EDAC) for approval. They will then be forwarded to treasurer for payment.
- Car rental pre-approval should be turned in with request for reimbursement.
- Vice-president will do a verification of funds to check on TBills. Include quarterly report to fiscal planning committee.
- Summary of transactions from Alaska airlines miles will be presented to show where they are being used. (WASFAA has bought 4 tickets with miles in 2009.)
- ATAC bills will be rerouted to Electronic Services Chair to forward on for payment with approval.
- The treasurer needs to attach emails to checks to show authorization of payment.

The task force reviewed checks of over $5000 which require a second signature. It also looked at checks over $2000. The group will meet again Friday afternoon after EC meeting to continue internal audit.

The group discussed per diem. Should we pay per diem? Should we raise per diem? Request receipts? The comparison is all over the place. This discussion was moved to Other Business.

**TO DO:** Steve Herndon: is someone going to write down recommendations of review task force? Mindy Bergeron and Catherine King-Todd both had notes that would be combined for the task force to review and firm up before bringing to the Executive Council.

Recommendation for EC: joblinks
Patrick Downey shared research he had done regarding how job postings are provided and cost for 26 organizations. 15 did not have anything; 4 had a fee (WASFAA included). WASFAA: $45.50, OASFAA: $45, CASFAA: $125, NASFAA had highest: $250 for 45 days; 3 were free. 4 were for members only. WASFAA is open for anyone to view and use. These numbers do not give us a good example. He suggested the following fee structure for Joblinks: $75 for the first 30 days and $30 increase per 30 day extension.

Peter Miller made a motion to approve the suggested increase to Joblinks to $75 for the 1st 30 days, and $30 per 30 day extension. Adam Hatch seconded. Discussion: when would it start? Clarification: July 1. Vote: all in favor. Motion passed. Also **POLICY**

Strategic Planning Committee Report
Pat Peppin: The committee met this morning and reviewed the Measures Tracking Tool. It is important for Committee Chairs and Presidents to submit reports as that is where we get the information for the tracking tool. SP will be working on a new grid for new goals for 3 more years.

Tami Sato reviewed the Measures Tracking Tool with ED with the data collected for 2008-2009. The numbers got smaller rather than bigger. We take into account numbers and percentages. The numbers may be down, but percentages may not always be as low in comparison. TO DO: Pat Peppin indicated that once the Measures Tracking Tool is updated with the balance of the 2008-09 information, it will be made available to membership.

Break from 3:01 p.m. to 3:18 p.m.

**COMMITTEE REPORTS**

**2010 SDBI**

Jack Edwards introduced himself. He has been on the faculty before and is energetic about the training. Andy Promsiri will be on committee, but not as co-chair. He will do registration. Will be talking to some of the faculty to see if they want to do it again.

Sandi Guidry requested that the 2011 chair be on the 2010 faculty and Jack Edwards can do that. The goal is to get some new faculty. Clarified if faculty needed to be current members – the answer is yes for current year and subsequent year when event takes place. Lori Tiede asked question about being faculty: do they create the curriculum or is it done? Jack indicated it is a standardized training. Each faculty takes on a different topic. Each group has a small group case study.

**Training**

Cindy Pollard had a lot of fun with the first webinar training. It had good success. The committee is ready to get a larger audience and more involvement. Amazed at how much was involved. Learned a lot and felt good about product that was delivered. The committee needs to figure out how to purchase equipment and what it is going to cost.

Mindy Bergeron pointed out that the training was very personal and friendly.

**Conference**

Wendy Olson: We had a meeting prior to the transition meeting and came up with the theme: Reflections on Student Success. Ron Lee is doing program and has past experience with this. She will be developing the budget depending on results of the 2009 conference. If people have ideas or want to volunteer, contact her. They are working on the logo and has general information on website already. Trying to keep costs down again and utilize local entertainment. Colleen MacDonald commented that it was a good idea using the local students from UA Fairbanks who were very excited to participate. Wendy Olson: the committee is looking at an auction too. Peter Miller: encouraged them to get in touch with the 2009 Conference Committee on silent auction. Nichole Doering: live auctions are fun too and puts the pressure on colleagues. Colleen MacDonald will work with Wendy on whether a live or silent auction would work better. Peter Miller pointed out that the Alaskan Native Games were great. Leonard Walker suggested that since it is in Idaho, use their expertise.
Awards & Scholarships
Catherine King-Todd: last year’s chair finished up the Summer Institute (SI) scholarships. She just received notebook and materials from 2008-2009 and will be meeting next week with Karla Gonzalez to discuss any questions she has. Working on committee members and making sure they have all paid membership. Seen a volunteer that was listed as a member, but not paid on the Treasurer’s list. Looking at P&P manual in comparison to website. Historically, NASFAA regional awards have been solicited by local region. However, not always consistent. Would like to formalize process in P&P manual to keep consistent. Also noticed that there are special awards by President on website, but not in P&P. Will work on something to be added. Completed certificates for participants and faculty at SI. Was considering revamping page where people nominate for awards. Decided not to because there would be a fee. Peter Miller stated that WASFAA is paying $250 a month for maintenance with ATAC. The fee should cover the changes.

TO DO: Patrick Downey said he will look into it a little more, but it is going to add a field to the page. This is what ATAC charges for.

Communications
Catherine King-Todd: This is a new committee. Has ideas on where to go, different than some of what WASFAA is doing. Will be working with committee chairs and Mindy Bergeron with what she sends out. Made a calendar at transition meeting. Will also be proofreading minutes.
Colleen MacDonald suggested writing an article about how much Joblinks costs and the benefits of it. This might help generate more revenue. It can be posted on website, in newsletter, and shared with other organizations.
Wendy Olson: The membership survey indicated that members would like to know more about what is going on with the EC. Maybe Communications can help with this too, not just the Secretary.
Catherine King-Todd: will contact State Presidents and determine what type of information to share with them.
Nichole Doering: what should be forwarded on to state members that comes from WASFAA?
Catherine King-Todd will look into this.
Steve Herndon: is there a specific charge for this newly formed committee?
Catherine King-Todd: has some ideas. If anyone has other ideas, pass on to her.
Steve Herndon: committees have a charge, do we need to have another committee working on the same charge?
Peter Miller: were we communicating effectively through listserv, etc.? sees Communication’s role as to make sure that the information is going out to the membership in a timely manner and promote selves more.
Steve Herndon: clarified that Communications would stay in close contact with committee chairs to work on this.
Renee Davis: could we call the committee Marketing/Publicity instead if this is their focus?
Catherine King-Todd: used the terminology from the membership survey. It is a little of both though. EC knows that getting the word out earlier will help event success; building awareness of events, what WASFAA is doing, improve information to members.

**Fund Development**

Colleen MacDonald: realized that the report did not go out to everyone. Researching grants for WASFAA right now. There are training grants out there. Found a couple of federal grants, but they are not funded right now. Going to invest $60 to access a grant database. Trying to expand list of vendors, contacting event committees to see if they need anything. Banner ads still on website.

Pat Peppin: are local businesses going to be contacted for 2010 conference again?

Colleen MacDonald: yes

**Newsletter**

Not present

**Membership**

Grace Smith: Report and graph passed out. Statistics are from this month. Current membership is at 430. There is a steady decline in membership. Working on getting word out about WASFAA. Also updated WASFAA postcard and reasons to be a member. Should she put the WASFAA membership info in the state newsletters?

Colleen MacDonald: postcard looks a little more like an ad. Maybe an article would work better for state newsletters.

**TO DO’s:**
- Wendy Olson: it would be great to have contact info for state associations’ newsletters and websites. (this should be provided by the state presidents – C. King-Todd note).
- Adam Hatch: can the Pacific Islands be combined to represent PACFAA rather than individual states?
- Grace Smith will update the membership chart.
- Patrick Downey will see if ATAC can update as well.

Grace Smith pointed out that there are only 15 lenders that are members. Patrick Downey clarified that members are no longer on listserv once membership expires.

**TO DO:** Nichole Doering requested that a list be provided of members by state to compare with state association memberships. Several state presidents requested this.

**Nominations & Elections**

Pat Peppin: getting committee ready. Will go through volunteer list as well. May ask for state presidents to nominate people. Will be getting the nominations together for the fall.

**Federal Issues**

Vicki Shipley: Federal health care debate will affect when discussion about FFELP will happen. On or around July 1, proposals will need to be ready. Accreditation and loans reached consensus, grants did not. MPN’s will have 30 day comment period. Total and permanent disability looking at getting better debt relief. NEGREG 2009 getting started.
Jack Edwards asked about agenda items on NEGREGs 2 in regards to proprietary schools.
Vicki Shipley: looking at recruiting at proprietary schools. Will not be in effect until July 2010. Never had a cycle like this. There are new congressional members on committee.

Mindy Bergeron recessed the meeting at 5:07 p.m. for the day.

Continuation of WASFAA EC Meeting, June 12, 2009
Mindy Bergeron called meeting to order at 8:27 a.m.

Electronic Services
Patrick Downey: 13 positions have been posted on Joblinks and Presidents Highlights posted. Mindy Bergeron’s picture is going to be posted on the WASFAA homepage. Discussion on posting everyone’s pics on webpage. Tracey Lehman, Newsletter Chair, should have pictures of everyone. Patrick Downey has gotten 07-08 and 08-09 information posted in archives. There is a mix up on the awards for Doug Sever’s year. He sent out an email about Summer Institute that went to everyone on database and has been updating information. Combined EC year’s to see how that would work rather than have two listservs. It didn’t work very well and will go back to having two lists. Wendy Olson: question related to whether or not information can go out to everyone. Can ATAC help send information out to all regions about conference? Patrick Downey: ATAC might be able to but would have to work with the state associations for this to happen.

TO DO & POLICY: Wendy Olson asked if the results of an email vote could go out to all of the Executive Council once it passes. Mindy Bergeron can do that.

POLICY: Renee Davis: important for Historic Archives to receive an update on motions that are voted on electronically. Patrick Downey said he would add Renee Davis to the ECV list to see electronic votes.

Peter Miller: used the survey monkey for last vote. Worked very well. Mindy Bergeron: will work with email online voting for now, but will familiarize self with survey monkey for future use.

Steve Herndon: is there an issue with the database with who is current or not? Grace Smith: on volunteer list, everyone is still on there. They are not active on listserv if their membership is expired.

TO DO: Patrick Downey: can clean out the volunteer list. Hasn’t been done for a while.

Discussion on how far back we should go to purge list. Grace Smith went through and deleted duplicate files. POLICY? Suggestion that anything older than 2003 be cleared.

Graduate/Professional
Tami Sato: getting committee together. She’s hoping to do a profile article on a Graduate/Professional school for the WASFAA newsletter again. Majority of Stafford Loans are for graduate students not undergraduates. Not sure where to get those statistics. Also wrote a letter on NASFAA NCI. Appendix D had info on what would affect graduate student.
Historical Archives
Renee Davis: thanked everyone for sending out reports electronically. This makes it easier to go back in records. Storage has been transferred from Sandi Guidry to Renee Davis. Let her know a few days in advance for requests to get items out of storage. Also allow enough time for shipping. Shipping comes out of budget of committee requesting item(s).

Policies & Procedures
Not in attendance

By-Laws
Sandi Guidry: nothing to report
Steve Herndon: bylaws state that there be an audit each time the Treasurer changes.
Mindy Bergeron: an adhoc committee was formed to do this internally. To get it done externally would cost about $5000. Peter Miller: annual report each year to the EC and any member who requests information. Steve Herndon: supposed to submit a dually audited report annually. We need to change either the bylaws or practices of the organization. Peter Miller: can we submit an annual report as is done now? Grace Smith: this sounds like what other corporations do. Colleen MacDonald: remembers something about having audits every so many years to bond. Mindy Bergeron pointed out that WASFAA went to a different insurance group.

Research
Luhui Whitebear: explained automated Tribal NAS program. Six of Oregon’s nine Tribes are interested in participating. Pat Peppin helped clarify purpose of program and how it works. 13 of 21 tribes in AZ and 41 schools participating. AASFAA picking up costs. The committee created 2 surveys for 2009 Conference Committee: 1 for attendees and 1 for non-attendees. Survey tool created for 2009 Summer Institute, although their committee requested that the surveys be done on paper. Luhui pointed out that paper surveys are fine, but the results are not stored electronically like the online ones are. We should think about a way to keep track of the results. Committees should request surveys at least 30 days before they need them in order for them to be created and modified as needed.

Volunteer Development
Not present

Site Selection
Leonard Walker: The next EC meeting is in Vegas. He pointed out that some people turn in their travel request forms on time, some don’t. TO DO: It is EXTREMELY IMPORTANT that everyone get the form in at least 30 days in advance. With Vegas, everyone needs to get it in on time or you won’t have a room. EC members have to make their own arrangements with shuttle for Vegas meeting. Cab ride will be $75 and members won’t get reimbursed because the shuttle is free. All information will be on
travel request form regarding location, shuttle, etc. Peter Miller said he will keep shuttle hours in mind when booking travel. Leonard Walker clarified that he makes room reservations. Peter Miller makes flight arrangements. Travel request form due Oct. 15 for the November EC meeting.

Looking at Hyatt in Phoenix for 2012 Conference. Picked them because ASU will be next Summer Institute site. Looking at hosting it in their Honor’s College. Will be doing a site visit soon. Working on getting the rates down from $159. Summer Institute costs probably going to go up by about $10,000.

Wendy Olson: is there any work being done on MLI for 2010? Leonard Walker: waiting to hear what is going on first. Was only told it was cancelled this year. Wendy Olson: if it does happen in 2010, how much lead time is needed? Leonard Walker: can arrange that one quickly because it is such a small event.

Discussion regarding annual conference. Idea of having a picture of the hotel pop up when you go to the WASFAA website. This will start in January.

**STATE PRESIDENTS REPORTS**

**State President’s Group:**

Karen Driscoll.: main topic was budgets and membership. All states are struggling with these topics. Have been going back to missions and looking at core activities as well. Some states looking at not having conferences. The group would like a list of WASFAA members by state to cross reference with state members. State Presidents will promote WASFAA with state members who are not WASFAA members, and promote state associations with WASFAA members who are not state members. Communication is key right now. States are looking at more online communication.

**Alaska**

Jackie Alleyne-McCants: Alaska has started monthly officer meetings. Mostly in office, but one call in. They are looking at advertisement to send to universities/colleges who do not participate. Trainings: online on Alaska Commission on Postsecondary Education regarding the Alaska State Loan. Planning on a fall conference in October either in Anchorage or Fairbanks. Created a facebook page to post questions and discussion since they do not have a state webpage. Also have an email list. Webinar generated 9 new members. Raised dues from $20 to $30.

Mindy Bergeron: how many members do you have?

Jackie Alleyne-McCants: 54

Leonard Walker: when looking at location for the state conference, mention that WASFAA just had a conference there. This might help with room rates, etc.

Catherine King-Todd pointed out that the Alaska State Conference is not on WASFAA calendar.

**Arizona**

Catherine King-Todd: Howard Fischer sends his regrets that he is not here. Arizona is having their transition meeting right now. Ballot got out a little late this year. Craig Fennell from ASU is president elect. Howard has some new people coming in or back as
committee chairs, may have been members of committees, but not chairs. There have been some bylaw changes. One is that the group can take over at transition meeting rather than membership year. Another one was made regarding types of membership. Looking at having the fall conference in October. Arizona also has concerns about fiscal matters and considering how to handle reserves, limiting expenses, etc. Training is main need with state and is what they are focusing on.

California
Lousie Jones: She is sitting in for Barbara Bickett. CASFAA has been reconsidering budget and looking at what core activities are. Looked at what core values are and if they matched the activities. Advocacy efforts regarding Cal Grant, Obama budget, post 911 GI bill. Training events are being blended together into a “summer camp” event to save money. Looking at having 1040 review. Conference in December in San Jose. CASFAA MLI cancelled due to low attendance.
Patrick Downey: how did transition go switching from ATAC?
Lousie Jones: as far as she know, it has been going well. Will probably know more after next EC meeting.
FOLLOW UP: Discussion on ATAC and what CASFAA is using. CASFAA will keep WASFAA posted on how it goes.

Idaho
Nichole Doering: They are seeing membership issues like other states. Will be contacting people for membership. Impressed with Alaska’s facebook page. Has a webpage, but is not good at all. IASFAA is going to look at creating a Facebook to be able to monitor it better. In discussion of whether or not to have a conference. Likes the idea of combining with WASFAA Conference and having a one day event the day before for Idaho members.

Nevada
Lori Tiede: Having the same issues with membership. Almost at 40 paid members now. Just had elections since there are enough people now. Have some returning officers and our transition meeting is in July. Would like to send a survey out to members to see what they want to see at the conference. Might have some leadership sessions. Conference will be in October in Lake Tahoe. Thank you to WASFAA for credit that was given to them. Have about 7 lenders who will be there. Trying to get proprietary schools involved as well.

Oregon
Patrick Downey: sitting in for Donna Fossum. OASFAA EC met and discussed budget. Downsize EC meetings and made other cuts. Summer Drive In coming up in August at Mt. Hood CC. $60 registration fee. Support staff workshop in November, but the dates are not set. FA101 being planned. OASFAA Conference in Portland in January. This is the second move away from Salishan in 30 years. Mentoring program started June 3. There are 3 groups.
Cindy Pollard: mentorship program has been a fun, innovated activity that started. It is a good way to get new members connected. OASFAA brought in a consultant to help get the program started.
Wendy Olson suggested that Cindy Pollard write a newsletter article about their mentorship program for the WASFAA newsletter.
Catherine King-Todd asked about cost for consultant. Cindy Pollard will get the information to her.

**Pacific Islands**
Adam Hatch: PACFAA had their EC meeting on May 27. Working on budget. Made some cuts and in approval process. Membership remains strong for association. Able to get all committee chairs in line. Will have a spring conference in 2010 in March or April. Working on fall counselor training. Going to be fixing website as well.

**Washington**
Karen Driscoll: WFAA is going to have fall conference in October at SeaTac. Looking at ATAC as well and alternative vendors for website. Most positions filled for WFAA. Outreach activities: group of high school counselors and financial aid in state. Because of all the information, the group doesn’t think financial aid should do presentations. WFAA pulled out this year of organization. Fall College Fair ended up in hallway last year because WFAA was asked to increase payment. Not going to participate in this event this year. Will be improving website and posting more info on it. Website out of date right now and needs a lot of work. “Washington State Opportunity Pathways” is the new brand for state grants for all state schools. Reviewing bylaws and encouraging discussion of different financial aid strategies. Promoting membership by looking at value of organization.

Break from 10:08 a.m. to 10:32

**Back to Review of April 09 Meeting Minutes:** Colleen MacDonald went over corrections on first two pages. There were numerous grammatical and technical revisions made.

Luhui Whitebear made a motion for Colleen MacDonald to send out edited minutes to EC members who were present at the last EC meeting for approval before sending out to current EC for final approval. Adam Hatch seconded.
**TO DO:** Discussion: Colleen MacDonald, Karla Gonzalez, and Pat Peppin will thoroughly review minutes.
**Vote:** all in favor. Motion passed.

Colleen MacDonald: several things posted in minutes as to-dos but were not on to-do list. One found and added to the current to-do list.

**REP-AT-LARGE REPORTS**
EDAC
Pat Peppin passed out report for Karla Gonzalez. There are two committee members so far. EDAC Chair is working on recruiting more. She will be contacting diversity chairs in states. Would like to increase number of diversity articles in newsletter, possibly have an EDAC corner. Tami Sato asked if EDAC scholarship recipients are going to write an article. Pat Peppin confirmed that Karla Gonzalez will be contacting them.

Discussion: Mindy Bergeron asked if the EC talked about changing the way scholarships are awarded. Tami Sato, Luhui Whitebear, Leonard Walker, and Jannine Oyama discussed how scholarships were awarded when they were EDAC chairs. Awards were not a set amount. They also looked at if they were awarded a scholarship before and if the same school was receiving scholarships. Pat Peppin asked if there was more money now or before. Tami Sato said that WASFAA isn’t really using the money we have now with how they are being awarded now. Lori Tiede asked: what about alternates if someone receives a scholarship, then can’t go? It was clarified that the next person goes down the list. Peter Miller said the communication needs to happen sooner, especially when notifying recipients. Lori Tiede suggested putting a note requesting that the recipient confirm if they can go that way the funds can be awarded to the next person if they are not able to.

Proprietary
Not in attendance.

THE “PRESIDENTS” REPORTS

Past-President
Pat Peppin: thanked last year’s EC for the work done for WASFAA. Getting ready to do duties as past-president. Strategic planning is a wonderful tool. Will be working on next few years goals. Nominations & elections coming up. Just got back from a NASFAA meeting in Jackson, WY. Made an announcement regarding staff that would be cut which was voted on and passed. 7 or 8 people let go. Concerned about proposal for web based training in fall. We need to look at this because it will be open to everyone.
Cindy Pollard clarified that it is currently a proposal and not finalized.
Pat Peppin pointed out that other regions are concerned about the training as well.
Colleen MacDonald asked for a point of clarification: we bought the training before and trained our trainers. Are we paying for the training and still training the trainers?
Cindy Pollard clarified that one of the options is centralized training, but training facilitators on site for wherever the webinar is going on. We are not obligated right now.
Pat Peppin: we can make it a full day training to expand on webinar piece. Looking on how we can keep the membership up through the training. Dr. Day is pushing for regions to merge together due to financial restraints. The biggest thing is travel restrictions. Also, event sites are already booked for a couple years out. Pat Peppin feels we need to go to the states rather than merge because if states do merge, there are still travel restrictions.
Colleen MacDonald: can we present examples of partnerships and travel restrictions to NASFAA?
Pat Peppin: used to collaborate before and associations have voiced their concerns.  
Colleen MacDonald: can we send a fact sheet? Concerned about the breakdown of community that the regional associations have created and have been working for years. There are also nonprofits for the regions. 
Tami Sato clarified that Dr. Day does not have the power to create these changes, he is just making suggestions.  
Louise Jones expressed that the conference sites are booked out two years in advance.  
Pat Peppin posed a question to state presidents: what can WASFAA do for your state? Think about and let her know.  
Nichole Doering: when at leadership at NASFAA, she expressed the ridiculously high costs involved with NASFAA membership.  
Lori Tiede expressed concern about membership fee out of state funds. 
Tami Sato said she can take these concerns back to the board. 
Catherine King-Todd: would it be possible to do a quick survey to WASFAA membership to see if you are a current member of NASFAA and if they are renewing? If not, why?  
Colleen MacDonald: there can be a lot of concrete information that can be gained and presented to NASFAA about their membership fees.  

**Vice-President**  
Jannine Oyama: working with Peter Miller on the bank statements for review and transferring information to her from Wendy Olson. She is working with Patrick Downey to update the WASFAA calendar. Requested state event dates from state presidents for WASFAA calendar. 
Tami Sato asked if NASFAA board meeting needs to be on the calendar. 
Leonard Walker said yes because he needs to know when they are for planning board meetings. He pointed out that it is important to look at the WASFAA calendar when planning events so there aren’t conflicts.  

**President-Elect**  
Sandi Guidry: leaving this meeting with a lot to do. Recap on core activities project and review of committees. Knowing this, she has been waiting for the outcome before determining committee chairs. Will be going with Mindy Bergeron to meetings.  

**President**  
Mindy Bergeron: submitted report and President’s Highlights. Will continue to post them monthly rather than bi-monthly. Went to RMASFAA and heard they are having similar issues as WASFAA. Went to NASFAA meeting. Been planning this EC meeting.  

Lunch was from 11:30 a.m.-12:26 p.m.  

**OTHER BUSINESS**  

**A. Strategic Planning-Goal Setting**
Mindy Bergeron: sent out strategic plan to everyone and committees should be using them to determine their committee goals. Goals on quarterly report are important. They will be assessed at end of year.

Tami Sato: committees were also supposed to check the strategic planning goal that committee works on the reports. Will be tracked on Measures Tracking Tool.

Pat Peppin: if anyone has questions about strategic plan, contact her.

Mindy Bergeron: to do from transition meeting regarding measures tracking tool reviewed.

TO DO’s: (Note – some of these are from transition meeting and others from this meeting)
- Make sure the new people on committees are indicated with an asterisk.
- Send her information to include in monthly highlights.
- She will send out an apology for misidentifying Alaskan Native as Native American in last monthly highlight.
- Adhoc group to review committees is chaired by Sandi Guidry.
- There was a to do regarding water bottles. Colleen MacDonald: there are only 15 water bottles left. Contact Ted Malone for one. They are $15 each, which does not include shipping.
- Colleen MacDonald requested that Peter Miller submit pictures to Tracey Lehman for newsletter and to her for Conference records.
- Tami Sato asked if the conference evaluations were done. Colleen MacDonald explained that the survey just closed on May 31, and will be sent out in the next 3 weeks.
- Mindy Bergeron: Everyone should be sending Kay Soltis a one line sentence of why you are involved with WASFAA. Most people have done this.
- Everyone needs to send Mindy Bergeron 3 short term goals and 3 long range goals by July 1. Long term should be goals that carry over for at least a year. Steve Herndon clarified that if the committee already submitted their goals, they do not need to do this again.

**B. Per Diem Discussion**

Mindy Bergeron asked for discussion regarding per diem. Steve Herndon asked if the Treasurer has a recommendation. Peter Miller went over the current rate as requested by Tami Sato. Peter Miller recommended that WASFAA continue to use GSA rates and not require receipts. Tami Sato asked why we wouldn’t submit receipts. Peter Miller explained that it is a choice of whether or not people want to submit a request for reimbursement. Also, it would be an issue if someone loses a receipt. Some people request the whole per diem amount, and others request a lesser amount if they spent less. Sandi Guidry posed a question about if we use the GSA rates, would this increase our expenses? Jack Edwards asked for clarification about travel reimbursement claims. Peter Miller explained the mileage, per diem, parking, etc. Catherine King-Todd asked if we can use the GSA rates as a maximum and still require receipts.

**MOTION & POLICY:** Peter Miller made a motion to adopt the GSA rate for meals and not require a receipt for reimbursement. Karen Driscoll seconded.
TO DO: Discussion: Lori Tiede suggested that clarification be added to form that people do not need to submit full amount if they did not spend it. Peter Miller said that can be added to the form.
Vote: Yes: 8, No: 5, Abstain: 0, Motion passed

Sandi Guidry asked when we would put this into effect. Consensus on July 1.

C. Other
Mindy Bergeron asked for any additional items for discussion.

Wendy Olson asked if it is this EC who determines the next set of strategic plan goals. Tami Sato clarified that the recommendation from the consultant would be to come up with a 3 year plan.

Peter Miller brought up Treasurer Elect position that will come up again this year. It ends up being a three year commitment if he runs again. Discussed the possibility of EC extending the Treasurer position if they are satisfied with the Treasurer. Tami Sato pointed out that there would have to be a bylaw change to do this. Nichole Doering pointed out that a lot of people would not like the position and what Peter Miller does is appreciated. Peter Miller pointed out that they usually do find a person to run for Treasurer. Steve Herndon clarified that there are no term limits for elected positions with the exception of President and President-Elect. Louise Jones asked for bylaw suggestions. Peter Miller suggested a change that the EC has the authority to extend the term of Treasurer for a year. Nichole Doering asked if it could just be an appointed position as well. Discussion about the Treasurer being an elected position. Mindy Bergeron asked everyone to think about this for an August conference call. Steve Herndon pointed out that we look at page 7 of the P&P manual when thinking about this.

To Do List for next EC meeting was reviewed.

Pat Peppin made a motion to adjourn the meeting. Louise Jones seconded. Vote: all in favor. Motion passed

Meeting was adjourned at 1:22 p.m.

Respectfully submitted,
Luhui Whitebear
2009-2010 WASFAA Secretary
List of Motions from June 2009 EC Meeting

1. Adam Hatch moved to approve agenda, Louise Jones seconded.

2. Lori Tiede motioned to approve Treasurer’s Report. Pat Peppin seconded. Vote: all in favor. **Motion passed.**

3. Sandi Guidry made a motion to approve the adjustments that Fiscal Planning made to the current budget. Jannine Oyama seconded. Vote: all in favor. **Motion passed.**

4. Peter Miller made a motion to approve the suggested increase to Joblinks to $75 for the 1st 30 days, and $30 per 30 day extension. Adam Hatch seconded. Discussion: when would it start? Clarification: July 1. Vote: all in favor. **Motion passed.**

5. Luhui Whitebear made a motion for Colleen MacDonald to send out edited minutes to EC members who were present at the last EC meeting for approval before sending out to current EC for final approval. Adam Hatch seconded. Discussion: Colleen MacDonald, Karla Gonzalez, and Pat Peppin will thoroughly review minutes. Vote: all in favor. **Motion passed.**

6. Peter Miller made a motion to adopt the GSA rate for meals and not require a receipt for reimbursement. Karen Driscoll seconded. Discussion: Lori Tiede suggested that clarification be added to form that people do not need to submit full amount if they did not spend it. Peter Miller said that can be added to the form. Vote: Yes: 8, No: 5, Abstain: 0. **Motion passed**

7. Pat Peppin made a motion to adjourn the meeting. Louise seconded. Vote: all in favor. **Motion passed**

**Motions passed online since June 2009 EC meeting:**

8. Luhui Whitebear made a motion to approve the Training Committee’s proposal to have WASFAA offer its own web-based training. Ashley Munro seconded. Vote: all in favor. **Motion passed**

9. Lori Tiede made a motion to approve the NPRM letter. Sandi Guidry seconded. Vote: all in favor. **Motion passed**

10. Pat Peppin made a motion to approve the Graduate Professional Issues Committee letter. Karla Gonzalez seconded. Vote: all in favor. **Motion passed**
11. Ashley Munro made a motion to approve the Federal Relations Committee letter regarding FFEL to DL transition. Nichole Doering seconded. Vote: all in favor. Motion passed.

**Remaining To-do’s From April 2009 EC Mtg.**

1. Mindy Bergeron will put a fiscal group together to review the last two year’s of WASFAA’s books as voted and approved by the Executive Council. *in process with task force developed at June 2009 EC meeting*

2. Peter Miller will file the necessary documents for 2009 tax purposes (Complete the 990 tax form, 199 California form) per motion passed at the Executive Council meeting. *in process at June 2009 EC meeting*

3. Kay Soltis will work with Patrick Downey to update Volunteer information on the website. *in process at June 2009 EC meeting*

4. Leonard Walker will move forward with the negotiations with the Hyatt in Downtown Phoenix, AZ for 2012 Conference and Summer Institute at Arizona State University in 2010 per the approval of the Executive Council. *in process at June 2009 EC meeting*

5. (Kathy Campbell will make February 2009 minute changes) Luhui Whitebear will double check that they February 2009 EC meeting minute corrections are done.

**To-do’s From June 2009 EC Mtg.**

1. ALL Committee Chairs will provide Patrick Downey with an estimate of how many people, hours, and meetings for the year will be needed to assist Sue Shogren with an accurate WebEx cost analysis.

2. ALL Committee Chairs need to make sure that new members on committees are indicated with an asterisk on quarterly reports.

3. EVERYONE needs to send Kay Soltis a one-line sentence of why they are involved with WASFAA.

4. EVERYONE who submits a report will send 3 short term and 3 long term goals to Mindy Bergeron by July 1. Not necessary if previously done.

5. EVERYONE will send Patrick Downey a picture to post on the WASFAA website.

6. EVERYONE: It is EXTREMELY IMPORTANT that everyone get the Travel Request form in at least 30 days in advance. With Vegas, everyone needs to get it
in on time or you won’t have a room. EC members have to make their own arrangements with shuttle for Vegas meeting. Cab ride will be $75 and members won’t get reimbursed because the shuttle is free. All information will be on travel request form regarding location, shuttle, etc. Peter Miller said he will keep shuttle hours in mind when booking travel. (Leonard Walker clarified that he makes room reservations. Peter Miller makes flight arrangements.) Travel request form due Oct. 15 for the November EC meeting.

7. EVERYONE needs to send Mindy Bergeron information to include in monthly highlights.

8. Mindy Bergeron will send out an apology for misidentifying Alaskan Native as Native American in last monthly highlight.

9. Mindy Bergeron and Catherine King-Todd will combine taken of audit review for the task force to review and firm up before bringing to the Executive Council.

10. Renee Davis will look at archives for number of awards for WASFAA scholarships.

11. Renee Davis will send awards information to Patrick Downey and Catherine King-Todd.

12. Patrick Downey will clean out the volunteer list online.

13. Patrick Downey will collect outstanding JobLinks payments due.

14. Patrick Downey will look for number of WASFAA scholarship applicants

15. Patrick Downey will see if ATAC can combine Pacific Islands to PACFAA on WASFAA website.

16. Patrick Downey will add Historical Archives to ECV list serve.

17. Patrick Downey said he will look into what is covered by monthly maintenance from ATAC a little more, but if it is going to add a field to the page, this is what ATAC typically charges for.

18. Sandi Guidry will look into auditing section of bylaws.

19. Sandi Guidry will lead the charge of a review of the 24 committees via 3 or 4 conference calls. The group will come up with a scaling recommendation and will narrow the 24 down to core committees/activities if needed.
20. Catherine King-Todd and others will discuss what WASFAA information can be shared with general state memberships to assist state presidents with disbursement of information.

21. Colleen MacDonald will send out conference survey results.

22. Colleen MacDonald will follow-up with Ted Malone to see how many water bottles are left from the conference.

23. Colleen MacDonald will pursue 2009 Conference exhibitors for booth payment.

24. Colleen MacDonald, Karla Gonzalez, and Pat Peppin will thoroughly review the April 2009 meeting minutes.

25. Membership Committee to work with Peter Miller on the membership fees

26. Peter Miller and Mindy Bergeron will be disbursing TBill money across different accounts in CD’s

27. Peter Miller will send all 2009 Conference pictures to Tracey Lehman for the WASFAA Newsletter and to Colleen MacDonald for the Conference records.

28. Peter Miller and Patrick Downey will work on updating Travel Reimbursement Form by July 1.

29. Peter Miller will create a form to preauthorize credit card uses over $5000.

30. Pat Peppin, Catherine King-Todd, and Mindy Bergeron will come up with questions for WASFAA membership survey regarding NASFAA.

31. Pat Peppin indicated that once the Measures Tracking Tool is updated with the balance of the 2008-09 information, it will be made available to membership.

32. Grace Smith will update membership chart to reflect Pacific Islands as PACFAA rather than separate islands.

33. Grace Smith will send membership by state database information to state presidents for cross reference.

34. Grace Smith will contact ATAC to remove members who have not updated since 2003 or earlier.

35. STATE PRESIDENTS will provide contact information for state associations’ newsletters and websites to the EC.

36. Luhui Whitebear will send 2009 Conference survey results to Colleen MacDonald.
Policies from June 2009 EC Meeting

1. Car rental pre-approval should be turned in with request for reimbursement.

2. Scholarship recipients’ reimbursement forms will go to committee chairs (Awards & EDAC) for approval. They will then be forwarded to Treasurer for payment.

3. Vice-president will do a verification of funds to check on TBills. Include quarterly report to fiscal planning committee.

4. Summary of transactions from Alaska airlines miles will be presented to show where they are being used. (WASFAA has bought 4 tickets with miles in 2009.)

5. ATAC bills will be rerouted to Electronic Services Chair to forward on for payment with approval.

6. The Treasurer needs to attach emails to checks to show authorization of payment.

7. The Joblinks fees will change to $75 for the 1st 30 days, and $30 per 30 day extension as of July 1, 2010.

8. All of Executive Council be informed electronically once an email vote passes.

9. Peter Miller made a motion to adopt the GSA rate for meals and not require a receipt for reimbursement. Karen Driscoll seconded. Discussion: Lori Tiede suggested that clarification be added to form that people do not need to submit full amount if they did not spend it. Peter Miller said that can be added to the form.