WASFAA Executive Council meeting
Suncoast Casino Resort, Summerlin, NV
November 19, 2009

Present: Janet Riis, RMASFAA president-elect, Vicki Shipley, Karen Driscoll, Leonard Walker, Tracey Lehman, Donna Fossum, Kay Soltis, Renee Davis, Jannine Oyama, Tami Sato, Sandi Guidry, Mindy Bergeron, Pat Peppin, Karla Gonzalez, Wendy Olson, Peter Miller, Steve Herndon, Catherine King-Todd, Luhui Whitebear, Colleen MacDonald, Jack Edwards, Patrick Downey, Lori Tiede, Ashley Munro, Nicole Doering, Adam Hatch, Barbara Bickett, Howard Fischer

Mindy Bergeron called the meeting to order at 1:10 p.m.

Welcome to guest: Janet Riis, RMASFAA president-elect,

Agenda Reviewed

MOTION: Donna Fossum made a motion to approve agenda. Ashley Munro seconded. Motion passed.

Mindy Bergeron: having Jack Edwards give his report first to allow him to go the Summer Institute planning meeting.

Summer Institute

Jack Edwards: Summer Institute 2010 faculty listed in report that was sent out. Faculty reviewed. Some returning, some new, and some that have helped in the past. Decided not to have anyone from the lending agencies. Summer Institute will be June 6-11, 2010 at Arizona State University in Tempe, AZ.

Steve Herndon: Fiscal Planning has a FY2010 recommendation. Needs to be reviewed in context with the core activities task force. The budget is pretty complex. A couple of committees are being deactivated for next year, and a number are being consolidated. This is an attempt to try to keep costs down. With MLI there was a break even. WASFAA needs to see at least modest income streams from activities. Training has been heavily subsidized in the past. Summer Institute, MLI, and Conference has been hoped to bring in revenue.

Peter Miller: asked if there was a cost break down for the 2010 SI.

Jack Edwards: has reviewed what Nick Valdiva sent him. A site visit with the faculty has been added in the budget. The committee will be discussing today.

Peter Miller suggested postponing Summer Institute discussion for tomorrow to allow their committee to meet and discuss costs.
Jack Edwards: will not be here tomorrow because he will be in the Summer Institute meeting.

Mindy Bergeron: the 2010 Summer Institute budget is $45,000. WASFAA needs to reduce budgets because of current financial situation. Recommended not doing site visit.

Peter Miller went over 2009 Summer Institute numbers for Jack Edwards for comparison. Net from 2009 Summer Institute was $12,000 profit. Tricky part is that it is over two fiscal years. WASFAA gave a $45,000 budget to work with for 2010 Summer Institute. If it can be done with $40,000, even better. If they come up with budget at this meeting, the Summer Institute can began being advertised soon. Waiting until the February Executive Council meeting is too late.

Nicole Doering: have we lost money at past Summer Institutes? Reply: no

Jack Edwards: what is goal? To come even or make money for association?

Steve Herndon: modest income

Nichole Doering: Summer Institute is what got her going in profession. If it breaks even, that’s great.

Steve Herndon: we will be going over the budget later. It has always been expected that Summer Institute bring in some sort of income.

Catherine King-Todd: understanding what Nichole Doering is saying. It is a great event that helped her get started. Unfortunately that for organization to survive, we need to have some sort of income.

Colleen MacDonald: we need to look at it as not just building reserves. We are supporting the newsletter, transportation, president going to state conferences, etc. There wouldn’t be a Summer Institute without WASFAA.

Mindy Bergeron: that is a starting point. The Summer Institute Committee can always come back and ask for more money if needed.

**MOTION:** Lori Tiede made a motion to approve the 2010 Summer Institute faculty. Barbara Bickett seconded. **Discussion:** none **Vote:** all in favor. **Result:** motion passed.

Jack Edwards passed around the Summer Institute logo.

**Review of Minutes**

**MOTION:** Nichole Doering made a motion to approve the minutes. Ashley Munro seconded. **Vote:** all in favor. **Result:** motion passed.

**To-do list reviewed:** incomplete to-do’s will be added to November to-do list.
Mindy Bergeron: Sandi Guidry will go over the core activities task force. As president-elect it is her responsibility to chair the task force and determine what committees to keep.

Sandi Guidry: the task force consisted of: Sandi Guidry, Catherine King-Todd, Steve Herndon, Tami Sato, Peter Miller, Leonard Walker, Mindy Bergeron, Pat Peppin, and Patrick Downey. The task force looked at committee activities, relationship to core activities, value to association, and membership survey results. Made decision of what committees to keep. Took 24 committees and reduced to 16. Two are on hold for now and four were combined with other committees.

1. Awards and Scholarships
2. Electronic Services and Historical Archives merged
3. Membership and Volunteer Development merged
4. Strategic Planning and Nominations merged chaired by Past President
5. Summer Institute and Management Leadership Institute will be chaired by one person
6. Training
7. Fund Development
8. Fiscal Planning
9. Newsletter and Communications merged
10. Site Selection
11. Ethnic Diversity Action Committee
12. Conference
13. Bylaws and Policies & Procedures chaired by President-Elect
14. Federal Relations and Graduate Professional Issues merged
15. Executive Committee
16. On hold: Research and State Presidents Exchange

Clarification requested if this will start now. Sandi Guidry: no, it will start with the 2010-2011 EC year.

**Treasurer’s Report**

Peter Miller: have $266,781.29 in accounts. WASFAA doesn’t like having that much in the account because it is not covered by FDIC. Looked at credit unions but all members of the association would have to be eligible for membership of the credit union. The next option is to have two separate accounts at two banks. FDIC looks at total in bank, not individual accounts at the bank. The TBill that will mature in December at $400,000 will have to be broken into two accounts at two different banks. The Vanguard account went up. Have about $820,000 in assets right now. Will go over budget in detail in fiscal planning report. Budget revisions were made. 2010 budget is a draft right now. Breakdown of Vanguard account included. Also included is a breakdown of the Alaska miles used. Got several tickets at greatly reduced tickets. Any questions? None posed.

**MOTION:** Jannine Oyama made a motion to approve Treasurer’s report. Sandi Guidry seconded. Discussion: none Vote: all in favor. Result: motion passed.
Fiscal Planning Report

Steve Herndon: had a packed agenda. Listened to recommendations of committee task force. Had a lot of budget revisions for a recommendation to the Executive Council. Looked at plans for Management & Leadership Institute and several items specific to the Executive Council activities: room sharing, transition meeting, reducing number of meetings. Didn’t have anything to help historical archives with. Started with a bleak state of mind. The 2008 budget was about $530,875 and we used about $77,000 from the previous year to balance it. The 2010 year requests totaled almost $350,000 that would need to take out about $98,000 from the assets. Need to add a line to include the 2010 Summer Institute meeting that is happening right now. Peter will go over the 2010 budget in later detail, but we were able to reduce the budget to $289,353 with about $57,478 coming out of asset reserves.

Peter Miller went over 2009 budget revisions: Reduced budget by $59,300. Total for FY2009 will be $258,930. Total asset reserves used will be $4,930.

MOTION: Adam Hatch made a motion to approve revised FY09 budget. Donna Fossum seconded. Discussion: Ashley Munro asked why we took scholarship money away. Peter Miller said it was from this year and won’t affect next year’s budget. Vote: all in favor. Result: motion passed.

Steve Herndon: felt good about the 2009 revisions. Looks like we would have about 8 or 9 years of existence with current rate of asset reserves. Committee felt the need to take the recommendation of the activities core task force at this time. Looked at room sharing. Recommendation is to go with an Executive Council cap to spend on meetings. $42,000 is the maximum for the 2010 year. Leonard Walker and Peter Miller will work together to look at each meeting individually. Leonard Walker will let us know if we need to share a room. The next thing we looked at was the transition meeting. We can’t make changes to the 2010 meeting. Fiscal Planning is recommending that we combine the transition meeting with the February Executive Council meeting. Next was whether or not we need to reduce the number of meetings. Combining the transition and Executive Council meetings addressed this.

Mindy Bergeron: any discussion?

Donna Fossum: great idea to cut costs by combining meetings

Howard Fischer: one way to reduce meetings is through conference calls.

Adam Hatch: in between small stuff is good to do like that

Leonard Walker: wanted to point out that if we spread out the meetings in Idaho it will help meet the room requirements for the contract.
Peter Miller: the other thing discussed and is important at this point is the Management & Leadership Institute. Are we having one in 2010? Fiscal Planning’s additional recommendation was to have the Management & Leadership Institute in conjunction with Transition/Executive Council meeting in Idaho. Will have a lot of saved travel and will allow people from the Management & Leadership Institute to sit in on the Executive Council meeting.

Steve Herndon: wants to reiterate Fiscal Planning’s recommendations:

1. Adopt the Core Activities Task Force recommendations
2. $42,000 cap for all 2010 Executive Council meetings
3. Will combine transition meeting with February Executive Council meeting for 2011
4. Not hold a 2010 Management & Leadership Institute
5. Combine 2011 Management & Leadership Institute with February Executive Council meeting
6. Increase membership dues

Catherine King-Todd: would like to suggest changing name of transition meeting to orientation meeting

Lori Tiede: looking at conferences, this year’s conference was about $62,000. The 2010 conference request is $84,603. Is this correct?

Peter Miller: yes

Wendy Olson: having the new and current people at the same meeting would help

Ashley Munro: Alaska is not sending anyone to NASFAA for a while. Having the transition meeting with the Executive Council meeting would be a good idea

**MOTION: Peter Miller made a motion to accept the 6 recommendations of the Fiscal Planning Committee. Karen Driscoll seconded. Vote: all in favor. Results: motion passed**

Steve Herndon: next task was to look at 2010 budget request. Consolidating some committee efforts was a way to reduce expenses.

Peter Miller went over the revisions in detail.

Adam Hatch: what is presidential fund line used for?

Karla Gonzalez: scholarships were lumped together with EDAC last year. Is there a change for this year?

Peter Miller: yes, they are together. Does not have any changes to the budget to this year. Fiscal Planning is open to how to allocate the funds between general scholarships and EDAC scholarships.
Catherine King-Todd: would like to revisit the state presidents exchange. There are two left for 2010: Oregon and Hawaii.

Steve Herdon: if we already committed to it, we should finish it out.

Peter Miller would like to postpone approval of the 2010 budget until the end of the meeting tomorrow.

Catherine King-Todd: had put a recommendation about plaques or anything like that. Not really a membership award, would it be handled through EC or somewhere else?

Peter Miller: it would probably come out of general admin. Plaques are nice way to recognize people.

Lori Tiede: when we talk about dues or membership, are we considering institutional membership? If she has to pay $100 out of pocket rather than the institution paying, it’s probably not going to happen.

Steve Herdon: had several conversations about institutional versus individual dues. Always lean more towards individual. Last thing Fiscal Planning talked about was the Hawaii conference. Even in difficult budget times, people look for reasons to go to Hawaii. Discussion with what CASFAA is doing with tracks. Beginning track, intermediate, fiscal, proprietary, high school counselors. need to start discussing the Hawaii conference now to promote.

Peter Miller: need to ask Adam Hatch what the needs of the Pacific Islands are. Need to attract as many people as possible from the region.

Adam Hatch: travel from places like Guam and Micronesia is always an issue. Always trying to get the Department of Education over there.

Jannine Oyama: as soon as Hawaii was on books for the WASFAA Conference, PACFAA made the decision to its annual conference in conjunction with WASFAA. There shouldn’t be an issue there. There should be a big presence from PACFAA and a lot of support.

Adam Hatch: can start promoting now and encouraging people to save up for it.

Pat Peppin: there are counselors from College Goal Sunday. Grant funded by YMCA. Maybe they can send some of the volunteers to the conference.

Barbara Bickett: had 21,000 high school counselors at their training. Trying to get them at more events.

Peter Miller: back to dues discussion; what would a modest increase look like? Another thing that came up was the bylaw change. Suggested that there be an automatic increase every so many years. Should finish discussing this tomorrow. Suggested having a financial aid evening
at the Conference. Maybe have a paid event for parents, maybe $25 to get financial planning advice.

**Break from 3-3:26 p.m.**

**Strategic Planning Report**

Pat Peppin: 5 year plan. Had to keep track of 09-10 which is the last year in the current strategic plan. Has 8 goals. All listed on measures tracking tool. Created a chart to keep track of goals to see how we’ve done over the past four years. Any questions on chart or suggestions, let her know. Membership has been going down but there are more volunteers than last year and diversity is up. Will continue to keep track of activities. Also discussed next strategic plan for next three years and how to get people to Hawaii. Wants to work closer with Fiscal Planning and Core Activities Task Force. Wants to add Conference chair or MLI/Summer Institute chair in Strategic Planning so they can understand why changes are being made. Going to start working on membership survey. Report from survey will be gone over. What do we need to start working on? Funding is limited. We have been talking about external sources, but what are they, who are they, where are they? Next three year model may be the same as the last measures tracking tool, may be different. Any questions? None posed.

**Conference Report**

Wendy Olson: would like to have conference fee set so it can be posted on website. Would like to propose to keep it the same as last year. “Spring break” rate for registration by March 18: $300. After that: $375. Lifetime membership would be a 50% discount. Looked into the option of having a live auction. Conclusion was that there are too many people. Idaho Conference is going to be right before WASFAA. Hopefully people will be able to stay. Will not be having a Sunday morning session after gathering feedback from the Executive Council. Terri Everson will be keynote speaker. Was going to have a speaker from Hawaii, but it was cost prohibited. Karla Gonzalez and Wendy Olson are coordinating EDAC sessions and student cultural presentations at conference. Asked Tami Sato if she has been in contact with Ron regarding graduate professional sessions. Tami Sato replied that she was told that a session deadline for proposals had not been made yet. The reason the conference budget is higher is because there were less meals in Alaska than this one.

Lori Tiede: when is the Executive Council meeting before the conference?

Mindy Bergeron: It will be at 1 on Saturday

Lori Tiede: who would determine the extra night? Peter Miller would help determine when flights were available.

Peter Miller: asked a question about budget breakdown. Wendy Olson said it’s on the budget she submitted. Is 300 anticipated attendees too high?

Catherine King-Todd: at the State Presidents’ meeting earlier, there was some discussion on whether or not current Idaho members will be participating.

Wendy Olson: trying to plan a Summer Institute reunion as well.

Barbara Bickett: likes to stay optimistic too, but in California there are still lots of out of state travel restrictions. WASFAA needs to be aware of that. This is probably not going to get better in the next six months.

**MOTION:** Ashley Munro made a motion to accept the conference fees at $300 and $375. Adam Hatch seconded. Discussion: Peter Miller: we might need to look at raising conference rates in the future. Keeping the same is nice for the membership, but the membership fee has been the same for as long as he has been involved with WASFAA. Is an extra $50 going to make the decision on whether or not someone will be able to attend? Karen Driscoll: the sooner rates get posted the better. The extra costs might make a decision on how many people can attend from an institution. Colleen MacDonald: there are a good number of cancellations. It would be nice if there was some type of cancellation fee or an appeals process in place. Adam Hatch: should we raise dues or conference fees first? Can’t do both. Ashley Munro: it would be good to raise the conference fees, but this might not be the year. Tami Sato: we are talking about raising the membership fees. Donna Fossum: OASFAA is keeping the event rates the same but there is a cancellation fee because they have been included in the meal counts. Vicky Shipley: has there been an early bird rate? Colleen MacDonald: there has been a three rate scale in the past but had a two rate scale last year. Sandi Guidry: there has actually been four rates in the past. Discussion regarding discounted rate for lifetime members. Vote: 7 in favor, 3 opposed. Motion passed

Steve Herndon: anyone who is a lifetime member is retired. Suggested giving lifetime members a 50% membership rate for conferences.

**MOTION:** Pat Peppin made a motion to give lifetime members a 50% registration rate for the annual conference. Peter Miller seconded. Vote: all in favor. Motion passed.

Peter Miller: we should look at the cancellation fee. Agrees that we should have a more restrictive refund policy.

Steve Herndon: usually it is related to how much the organization spends on meals, etc.

Peter Miller: how far out is it before there is a cost for cancellations? Wendy Olson made a suggestion to have a discussion with Peter Miller and Colleen MacDonald and make a recommendation to the Executive Council tomorrow.
**Awards and Scholarships Chair**

Catherine King-Todd: sent awards and scholarship report. Only two people from Executive Council nominated anyone for awards last year. This is a little disappointing. This is considered one of the Executive Council activities. Hopefully you are more aware of others in the region who qualify for awards. Has been getting weird emails regarding awards. ATAC is working on it. Deadline for award nominations is February 12 to allow enough time for the committee to put forth their recommendation to the EC at their February meeting. Made some updates to the Policies and Procedures specific to the committee and to the awards. Proposing another award. Outstanding New Professional Award didn’t get any nominations. Also thinking about volunteers in association, not just chairs but also committee members.

Renee Davis: likes the idea. The current awards are more for people who have been involved for a while now. Maybe we don’t need to limit the amount of time though.

Janet Riis: RMASFAA has a rookie of the year award. It’s for the first contribution to the association.

Tami Sato: hard for someone who is new to the profession. Sometimes there are people who have been in the profession but are new to volunteering.

Barbara Bickett: CASFAA has a rookie of the year award too. It’s for brand new to volunteering to the association, not necessarily new to the association.

Colleen MacDonald: should give a couple of years of volunteering. Because of regions, it can take a while to hear about what people have done.

Wendy Olson: likes the idea, but don’t really have strong numbers for other awards.

Catherine King-Todd: thinks this one would get more nominations because it’s for new people.

Pat Peppin: agrees that it would get more nominations. Would encourage people to volunteer. Thinks it would be good to have a rookie of the year.

Catherine King-Todd: likes the idea of two years, but is okay with what the majority decides. Since chairs do not participate in discussion of awards, it would be nice to include them if they are not being nominated.

Donna Fossum: recommends to not specify years in order for someone to be nominated.

Tami Sato: can use what CASFAA uses for their rookie of the year.

**MOTION:** Karen Driscoll made a motion to implement a new award based on the verbiage CASFAA uses. Barbara Bickett seconded. Vote: most in favor, 1 opposed. Result: motion passed.
Catherine King-Todd: Other awards, distinguished service award could be the highest award to a member. Should there be a limitation to number awarded per year? Currently there is no restriction. Went over other awards: Distinguished Service Award, Meritorious Achievement, Lifetime membership, Honorary membership, Outstanding New Professional Award

Karen Driscoll: has there been high numbers of awards in distinguished service?

Catherine King-Todd: in the last three years there have been: 6, 2, 2

Donna Fossum: instead of limiting number, make sure it’s in budget.

Peter Miller: It sort of diminishes purpose of an award if there are too many people receiving same award. Reflects the person is being honored.

**MOTION:** Barbara Bickett made a motion to accept all the changes proposed by the Awards and Scholarships Chair. Lori Tiede seconded. Vote: all in favor. Result: motion passed.

**Communications Chair**

Catherine King-Todd: main thing she’s working on is who to contact on website. Trying to see how to do this without an expense. New pages would cost a fee. Using a current page would reduce the cost. Site map isn’t being used, currently says under construction. Idea that people may not know that under the ‘about WASFAA’ section there is contact information. Would this be helpful to have more visible, or is there other thoughts?

Adam Hatch: thinks it would be a good idea. ‘contact us’ is pretty standard.

Peter Miller: the contact us link goes to ATAC and is more about technical issues.

Catherine King-Todd: other committees are doing things on own. Helped Secretary with minute review and reviewed the condensed version for the newsletter highlights.

**MOTION:** Peter Miller made a motion for 100% refund for event cancellations 21 calendar days before event. After 21 calendar days there is no refund. Exceptions may be made in writing and must be approved by the Fiscal Planning committee. Unpaid invoices 30 calendar days prior to event must be confirmed or the registration will be cancelled. Adam Hatch seconded. Discussion: Tracey Lehman: wouldn’t it be easier to have the same number of days? Peter Miller: it will give people a week to decide whether or not to attend after receiving notification of potential cancellation. Pat Peppin: where did the 21 days come from? Colleen MacDonald: looked at state associations. They are mostly less than 30 days. Wendy Olson: also gives enough time for meal counts. Suggestion made to change exceptions to appeals or similar wording to make it sound less automatic. Vote: all in favor. Results: motion passed.
**Newsletter**

Tracey Lehman: The Newsletter has been posted. Thank you everyone who submitted articles. It takes about 3 minutes to load due to file size. The committee was able to give back $500 to the 2009 budget. Needs pictures of all state presidents. Next deadline is December 15. Encourages everyone to continue to submit articles. The committee recently compared a number of designers and chose a new designer for the next edition of the Newsletter.

Peter Miller: one thing that has been talked about for years is to make a change to the bylaws related to the Treasurer. Suggested wording proposed for the change to state that in the event that the current Treasurer is re-elected, that they would not serve a year as Treasurer-Elect. The problem with the current wording is that if nominated again, he is committing for three years in a row. If changed it would be two year commitment.

Meeting was dismissed for the day at 5:04 p.m.

Meeting was called to order at 7:50 a.m.

**Present:** Steve Herndon, Vicky Shipley, Karen Driscoll, Tracey Lehman, Donna Fossum, Catherine King-Todd, Jannine Oyama, Tami Sato, Sandi Guidry, Mindy Bergeron, Pat Peppin, Karla Gonzalez, Renee Davis, Patrick Downey, Susan Shogren, Luhui Whitebear, Jack Edwards, Barbara Bickett, Kay Soltis, Colleen MacDonald, Ashley Munro, Lori Tiede, Nichole Doering, Adam Hatch, Leonard Walker, Janet Riis, RMASFAA president-elect, Howard Fischer, Peter Miller

**Graduate/Professional**

Tami Sato indicated the committee had a conference call. We discovered that the Net Price Calculator does not apply to grad students. GP aid administrators were upset at NASFAA due to Bob Shireman’s comment that graduate/professional students made more money so shouldn’t be an aid issue. Tami Sato is a Commission Director for NASFAA this year. She learned about NTC4M National Training for Counselors & Mentors.

**Federal Relations**

Vicki Shipley shared that the neg reg for program integrity is geared to for-profits but may have unintended negative consequences for issues such as satisfactory progress and gainful employment. The week of CASFAA, a draft should be available. More than likely consensus will not be reached. With the NPRM, we will probably wish to weigh in on versus just allowing the Department to do its own thing.

The Senate will probably take up health care on Sat & it is unknown if reconciliation will be used as can only be used once in the budget cycle. Education is linked to health care. Letter re ECASLA extension for 1 year to 6/30/11; it is not a DL vs. FFEL issue but concern with timing and implementation.
The committee may work on a letter extending ECASLA re timing. Suggestion to change letter to reflect WASFAA leadership. It may have appeared that WASFAA was not supportive of the DL program based on interpretation of prior letter sent out. Some schools in Idaho are concerned with where WASFAA is going as it didn’t look that it was associated to students but more of a DL vs. FFEL issue.

Steve Herndon asked about no consensus policy? Barbara Bickett indicated that CASFAA’s policy is if something will harm a segment, the output would provide the pros & cons.

Discussion regarding no consensus vote. Examples given from CASFAA.

Tami Sato: may not send out letters on behalf of WASFAA due to membership feedback. Instead a form letter may be sent out to membership that they can use to send their own letters in.

Sandi Guidry: maybe Federal Relations could write one pro letter and one con letter and let members decide which one to send in.

Tami Sato: will look into it.

**Fund Development**

Colleen MacDonald: completed a draft on how WASFAA has done fund development. The way it works goes on calendar year with fiscal year. Looking for proposals for 2010. Suggesting keeping vendor fees with the same pricing. The idea is if someone is going to do it, they pay that cost. If they aren’t, differential pricing. Looking at CASFAA. Some vendors are not sponsoring state or regional organizations. Going to have a new category: Conference Business Solutions Space. There could be user groups, organizations like College Board, advisory boards, training groups. If they can’t send people to the conference it would be a good way to advertise. Have also been working with Conference Committee. Have done some work with the amounts to Business Solutions space. Time blocks of 1-2 hours for $750 or 2-4 for $1,250. Wants to make sure before it is put out there as an option. Sunday before conference, they can buy a block or Tuesday after the conference ends. Hoping to attract companies like College Board. Questions?

Jack Edwards: remember that there are document imaging groups that might want to be invited.

Colleen MacDonald: not excluding anyone. Sharing a list with people from CASFAA. The other thing that is being explored is having items to sell at the Conference. The water bottles at the conference last year raised funds for community service project. Proposing that this year we sell $5-$15 products. Conference committee not behind this idea.

Wendy Olson: The reason the Conference Committee is not totally behind the idea is because the payout for work may not be enough to merit the project.
Colleen MacDonald: just looking for ways to raise funds. The environment we’re in is not easy to meet the budget goal.

Leonard Walker: The only concern that may become an issue is to be careful of the locations we’re in. If we’re selling a space that is the hotel’s, it might be an issue. Hotels may not allow this.

Colleen MacDonald: any concerns about this conference site? Leonard Walker: no, not this one.

Colleen MacDonald: can post the vendor information after meeting. Not trying to make people feel like they have to use the space. It works well with NASFAA. As far as having a product we sell, okay with not doing it. Got an email from Ted Malone stating we still have approximately 15 water bottles left. People can still order them at $15 each plus shipping and handling, or we can sell them at the conference. Already paid for.

**MOTION:** Barbara Bickett moved to accept the proposal as made by the Fund Development Chair regarding the Conference Business Solutions Space. Peter Miller seconded. Vote: all in favor. Result: motion passed.

Colleen MacDonald: Because there is no enthusiasm for the merchandise, will not pursue. Also not going to do silent auction.

Tami Sato: did we make money from the restaurant at Alaska? Colleen MacDonald: not sure. Peter Miller: We did, but not substantial.

**Membership**
Wendy Olson: fiscal planning made a recommendation that we raise dues.

Peter Miller: suggest $60.

Tami Sato: that is too high.

Peter Miller: we need to raise dues. We’re down to less than 1000 members. Knows some people pay dues out of own pocket. Sorry about that. Raising dues by $10 isn’t going to make that much of a difference. Haven’t raised dues for about 10 years. Not crazy about automatic raising of dues.

Wendy Olson: The other thing is that Training has always been a big part of getting members. Work with strategic planning is going more online.

Howard Fischer: something that has been kicked around is a graduated fee structure. What about having a discounted rate for institutions?
Pat Peppin: how about we think outside the box. Why can’t we give the institutions an option? We give lenders an option. Why not have both and give the institutions a choice of individual or institutional fees?

Peter Miller: problem with graduated or “either or” is the management. How do you program the computer? We have to go to ATAC and figure out how to bill them and manually enter membership. There will be a cost compared to just raising the dues.

Steve Herndon: part of discussion is on individual versus institutional. In California the community college’s don’t have any legal restrictions with institutional, but many campuses still don’t allow institutional memberships.

Barbara Bickett: one of the things CASFAA is doing is allowing for additional clarification in associate membership to allow colleagues who have been laid off to still be able to join.

Mindy Bergeron: do we have a non-member rate? What Howard Fischer suggested yesterday was maybe increase dues by $5.

Nichole Doering: thinks we have lost members because we have lost focus of mission.

Karen Driscoll: would support a graduated rate. WFAA is going that way.

Renee Davis: would support having graduated institutional and individual rates. Allowing an option seems like it would be the best way to address the concerns of all the institutions.

Ashley Munro: back to idea of having a $5 increase each year. Maybe give the option of allowing intuitions to have a two year membership.

Peter Miller: reminder that this is a bylaws vote. It has to go to general membership. They will have to approve it.

MOTION: Peter Miller made a motion to increase membership dues to $55. Karen Driscoll seconded. Discussion:

Donna Fossum: if we want to increase memberships, increasing may not help this. Adam Hatch: $15 seems a little high. We’re going to have to tell schools what we’re getting for the additional costs. Ashley Munro: would like to make an amendment to increase dues by $15 at $5 per year. Barbara Bickett: need to let people know what they are getting for the additional. Howard Fischer: did we know what the dues were before we walked in the door yesterday? Most people just get the invoice and pay it. Question is where there are a large amount of members. Tracey Lehman: agrees that Renee has a good point to give schools a choice of individual and institutional. Karla Gonzalez: schools with large amount of members may not be able to afford it. Peter Miller: there are a lot of things that WASFAA is offering. It is up to the member to take advantage of them. Sue Shogren:
would like to point out that the Federal Relations Committee gives out a lot of information. Lori Tiede: is there a way to increase trainings, or reduce training costs. Maybe let people know that the new web based training is going to decrease costs of trainings. Sue Shogren: training agrees. Kay Soltis: not personally opposed to an increase. Thinks we need it. As a representative of an institution, I have to decide where to spend membership money. Have to make tough decisions. We did a SWOT analysis, debated this whole thing about institutional versus individual. Not sure if it gains us either way. Sue Shogren: one of the realities with webinars is that people pay for registration and invite all their friends. Related to membership because some people don’t renew until training.

Vote: 3 yes, 8 no. Result: motion does not pass.

Historical Archives
Renee Davis: going to go back through past years, going to contact people to see who was chair certain years. Peter Miller suggested making more of WASFAA history available on webpage. Would like to suggest Historical Archives serve as Electronic Services as well since they are being combined next year.

Bylaws: nothing to report.

Research
Luhui Whitebear: has completed several online EC votes and membership surveys for committees. Would like to suggest combining survey monkey duties with Secretary. Also thinks it is a good idea to change the surveymonkey password yearly.

Volunteer Development
Kay Soltis: bookmarks created and are being printed. Started with laminated, but cost too much. The rest will not be laminated. There will be plenty in time for conference. List of volunteers need to be purged. List is old and has outdated info. Suggests chairs take a look at volunteers who were members in 2008 but have not renewed to encourage membership. An article was printed in Newsletter. Important to tell people what you gain from being a volunteer.

Training
Sue Shogren: did send around report. Wasn’t here yesterday. Heard discussion about cost cuts. Requested level of funding because the committee is always going to ask for as much that is needed. Can work with whatever given. Going to do most with what it does have: volunteers, webinar resources. Past expenses have been mostly travel for meetings. Most of this is going to be addressed with new web software. Can expand beyond what WASFAA creates to what states offer. Looking at idea of, yes we are moving toward web based, but if in person, make sure it is a strong compelling topic that can be justified. Not sure how NASFAA is going to offer their training next year. Will move into the year knowing we have a cap in budget keeping in mind that the NASFAA training may cost a lot.

WASFAA EC Mtg. November 2009
Tami Sato: heard that NASFAA wanted to try online training this year and will analyze results before making a decision for next year.

Sue Shogren: some costs may be recouped in registration and membership.

Tami Sato: look at getting the content to have our own training material.

Sue Shogren: would like input on site registration versus individual registration.

Colleen MacDonal: can’t control what you can’t control. Should just go with current model. Encourage membership but can’t control what they are doing.

Training Committee presentation on new webinar software.

Peter Miller: is there a cost per meeting, or is it part of the annual subscription?

Sue Shogren: The cost is part of annual subscription. The only additional cost is setting up if you want a toll free number to call into. It can be done over the mic and speakers on computer instead of phone.

Colleen MacDonald: how much is it per minute?

Sue Shogren: 10 cents per minute. They did say that the conference call can be done through the WASFAA number.

Kay Soltis: currently using this at NASFAA Audit and Finance Committee. Hasn’t seen anything better than this.

Donna Fossum: can the settings be changed to send messages to everyone? Sue Shogren: yes

Colleen MacDonald: how long will it take to train chairs on the software?

Sue Shogren: probably a couple hours plus practice. Training can set up meetings whenever you want to try it. Part of contract is that they are available whenever needed. Can also record trainings or meetings for free and store them for later use.

Barbara Bickett: would Training be willing to present to state associations? Sue Shogren: yes

Lori Tiede: is there a deadline on when to notify training on when the service is needed?

Sue Shogren: It can be set up in a couple hours, but the sooner the better. There are 10 site licenses right now. Training is seeing if states would like to subcontract them. Right now we can have 10 meetings at the same time. In future, if those licenses are being used, there would still be a couple available. Using for committee work as well right now. Can put a document up there while meeting going on as well. One person can be changing it while everyone sees it. Can switch off who is changing document. Can work online together.
Lori Tiede: Is it going to work that any member of WASFAA can be using this?

Sue Shogren: right now it is intended for EC members and committee chairs. If states subcontract, it is up to them how to control it. The only restriction is that there is only one webinar that can be done at a time per license.

Peter Miller: Training needs to pay for this portion out of this year’s budget. Also needs to track how many meetings are being used. If committees are using it more than conference calls, we may be able to shift money around in future.

Donna Fossum: OASFAA is very interested and thinks $600 is very reasonable. Waiting to hear when contracts come out.

Barbara Bickett: CASFAA is also interested. Just need to work out the details.

Ashley Munro: Alaska is very interested but wouldn’t be able to afford it.

Nichole Doering: cost prohibitive for Idaho as well. Wouldn’t be able to justify usage. Is there going to be a per use costs?

Sue Shogren: that is something to look at that hasn’t been discussed yet.

Peter Miller: thinking of smaller schools with smaller budgets. Might want to consider per usage fees.

Patrick Downey: question to Ashley Munro and Nichole Doering: is this an additional cost on top of travel costs currently used? Both: don’t travel as it is. Lori Tiede: Nevada doesn’t really travel either.

Sue Shogren: part of the benefit is that more people might be able to participate without the travel costs involved.

**Break from 9:38-10:04**

Ashley Munro: site registration versus individual registrations. Her institution is honest with those. If there was a site registration, they would probably use it.

Lori Tiede: the more options offered, the better. Also really thinks that if the price could be tailored that it could be a good source of revenue. Really supports what WASFAA does and knows that it needs revenue.

Sue Shogren: membership portion of trainings. Membership fee is included in price of registration if not already a member. How would a site registration affect this?

Lori Tiede: if her school sees membership on the invoice, they will split it out and won’t pay that portion. It depends on how it looks on the invoice.
Sue Shogren: pretty straight forward with registration and membership right now. How many people would need to be members for a site registration?

Ashley Munro: maybe have 1% of site be members

Howard Fischer: would everyone have to use one computer if it is a site registration?

Sue Shogren: could have the person who signs up the site need to be a member

Adam Hatch: at what point do you need to set the cost for the site?

Karen Driscoll: would support a site price. Large school with smaller schools in area that they can invite.

Mindy Bergeron: when is next training and when are we going to use it? Also, we need to determine what the price is. Keep it individual right now, then discuss in February.

Lori Tiede: can we look at past trainings to determine an estimate of how many people normally came to the trainings?

Sue Shogren: Yes. Also looking at this for live trainings. Might model the site registration with 2-3 people. If there are 4 or 5, it can look like a bargain.

Mindy Bergeron: is there a training plan?

Sue Shogren: most of focus and effort has been setting up the web based trainings. One thing about waiting until the February meeting is that we might want to be farther along than that. Would like to offer a training as early as February. Don’t want to be competing with annual conference or other things. Looking at three topics: technical support and training, webcasting of a workshop (one session at conference), gather experts to have a question and answer panel. Looking at FERPA as topic. Lots of schools have been struggling with it. Another topic was DL conversion. Also looked at the fact that it is going to be a huge effort at FSA. Look at what states are doing. Oregon has a Financial Aid 101. CASFAA has something similar. Can look at doing something similar online. Looking at a combination because looking at the membership survey, lots of people want online, but still want the opportunity to have in person training. Would need to go to sites that had high attendees in the past.

### Site Selection

Leonard Walker: can put $5 resort fee for this meeting on travel reimbursement form if it isn’t reimbursed when checking out. Let him know if there are any issues. Next meeting is at the Benson in Portland February 25-26. Encourages people to make travel arrangements now. Peter Miller can look for sales. As far as Arizona, did a site visit. Wasn’t impressed with the hotel and the rate was high. Suggests not signing a contract for conferences at this time because there are already two on the books. Numbers are going down. Going to Idaho, then Hawaii. Can go
somewhere else instead of Arizona. Rates with Oregon and Arizona were comparable. Will discuss it next year. If anything is needed at the meeting for committee reports, let him know ahead of time. Mindy Bergeron makes decision on whether or not there is internet access. Some places charge $500 for internet access.

Peter Miller: on a fiscal side, can’t really look at how much something is in one place without being looked up online. Internet access is useful during meetings.

Leonard Walker: power cords needed and will be at the meetings from now on. Some sites charge to bring them in if not renting theirs.

Colleen MacDonald: some of us can bring LCD’s if it will save money.

Leonard Walker: put all meeting needs on form. If committees need to meet, try to plan them before or after the EC meetings. Does have a contract for Coeur d’Alene. Would like permission to sign it. If we don’t meet food and beverage minimum at conference, we can use other meetings to meet it.

Sue Shogren: related question for future meetings, if there is internet access, we can have people participate through web with new program.

Leonard Walker: has a contract for Summer Institute but has some revisions. Need to wait for new contract with revisions.

**Electronic Services**
Patrick Downey: usual updates to website. Majority of time has been spent on the webinar development. Conference site updated. Newsletter up, does take a while to download. Letters voted on are in the federal relations section. 30 job postings have been submitted. Most of them have been paid for. Received a job posting from Wisconsin.

**Nominations and Elections**
Pat Peppin: will send out a revised report. Need to fill ballot in a couple of areas. Will send it out as soon as it is done.

**EDAC**
Karla Gonzalez: working with Conference on having two diversity sessions. One work related, one student related. Two cultural events may be at conference. Submitted newsletter article. Going to try webinar meeting for next committee meeting on Dec. 3.

**Proprietary**
Barbara Bickett: Proprietary’s are currently having large growth. Exploding past growth expectations, although staff is not being increased. In CASFAA proprietary is largest sector. Main reason they are able to draw so many to conference is because CASFAA has a lot of
training focused toward proprietary. Suggests offering more trainings that will benefit them. 90/10 is always an issue.

**State Presidents**

Donna Fossum: there was discussion about members from certain states that WASFAA is losing focus from students. Talked about losing lenders and training opportunities. A lot of people are not going to FSA because looking at the slides, lots of the material is the same as last year. States are looking at declining numbers for booking sites for conferences.

Leonard Walker: why did OASFAA sign with Salishan for 3 years?

Donna Fossum: signed for 2 years. They gave a good rate of $99 for 2011 ad $109 for 2012.

Suggestion: write a letter to the department about having one FSA conference. Jeff Baker said to put thoughts on evaluations. It was brought up that people that don’t go can’t fill it out. Maybe people can send them in anyway and indicate they can’t go.

**Alaska:**

Ashley Munro: had conference. Right now dealing with a lot of schools switching to direct lending. This split schools in half. There is a little conflict. Looking at doing more web based trainings. New state program that pays for students that receive good grades: 100% for A average, 75% for B average, 50% for C average if graduating from Alaska school and attending an Alaska college.

**Arizona:**

Howard Fischer: just had fall conference. Budgeted low and exceeded budget. Ran a break even, may have made money. Hoped for 150 attendees, got a little over 200. Planning for a spring symposium right now. Instead of having at a convention center, looking at having at a school. Preserve the reserve approach to planning for survival of organization. Working on next step on evaluating. Multi year project but has the right people in place to make it happen. First thought was to do nothing, let each board have a year by year.

**California:**

Barbara Bickett: Met in October and November. In that period of time, advocacy efforts have been regarding CalGrants. They are being torn apart. VA is not excluded in CalGrant calculations, although not included in federal calculations. Implementations of DL letters. Written testimony for the Department of Education sessions. Getting ready for conference next month. Added IRS to agenda for conference. Fee for them to attend. Going have 1040 training in winter. Have three federal trainers.

**Idaho:** not present to report: at Summer Institute planning meeting occurring concurrently.
**Nevada:**
Lori Tiede: had a successful conference. Planned for 40 attendees and had 60. Got the life back in the organization. Non traditional loan topics at conference. Several proprietary schools came. President’s reception had karaoke and gave everyone an opportunity to have good time. Trying to get website up and active. Talking about doing a joint conference with Arizona. It would be a ten year anniversary from the last joint conference.

Mindy Bergeron: state sing off for WASFAA conference idea given to Wendy Olson.

**Oregon:**
Donna Fossum: OASFAA is doing well. Concerned about budget like everyone else. Signed conference contracts through 2012. Next one will be in January at the Red Lion in Portland. Good feedback on NT4CM trainings that are being offered for High School counselors. Ballot will be out soon. Mentorship program being evaluating right now to determine continuation. State grant program is looking at being cut again this year. Will affect students in the spring.

**PAFCAA:**
Adam Hatch: the big thing that happened was High School Counselors training last month. Had a federal training online since Marianna Deeken cannot travel to Hawaii. Had good attendance. Concerns with PACFAA budgets. Would they still be able to hold spring conference without sponsors? Answer was yes. Impact of Fridays off with schools. Concern was that the conference was looking at being during spring break week so staff may not be at work. Some people that are university employees may not be able to go.

Jannine Oyama: sounds like most people will be able to go.

Adam Hatch: College Goal Sunday is always a big effort in region. Next PACFAA board meeting is December 9 and will focus on spring conference.

Colleen MacDonald: have furlough days affected accreditation because of credit hour requirements?

Jannine Oyama: yes, but that is why the days off have been scheduled during winter and spring breaks.

Lori Tiede: This is a concern in Nevada as well.

Tracey Lehman: Southern Oregon University staff reported that they altered their academic calendar and that the campus is completely closed during specific breaks to accommodate furlough days.

Donna Fossum: at Western Oregon University, school still open, but the days need to be taken off during the year at some point.
Steve Herndon: affects more than faculty

Colleen MacDonald: at least one school where they put it in as a school day so the classes aren’t happening there.

**Washington:**
Karen Driscoll: had conference in October. Tied conference in with board meeting. Community College sector meets in morning as well. Came in under budget with approximately 140 attendees. Held at SeaTac Marriott and did not meet room requirements because many attendees drove in due to location. Marriott waved room requirement. Meal requirement was met. Did cut fiscal track because historically hasn’t had much support from business offices. Did have sessions on veterans and chapter 33. Does schedule conferences out a couple of years. Going to Vancouver, then Leavenworth. In past couldn’t fit in Leavenworth, but because vendors are down, can go back. Like other associations, looking on how to be self sustaining. Linda Burkhart is retiring.

**Budget**
Steve Herndon: approved 2009 revisions yesterday. 2010 initial numbers were $340,753. Were able to reduce budget to $290,753 for 2010. Did not finalize conference aspects of budget. Expected to bring in approximately $7000 in income. Real issue had to do with Sunday evening dinner. $2915 expected for dinner. Need to finalize to get initial budget approved.

Tracey Lehman: instead of dinner, can do hors d’oeuvres.

Wendy Olson: those can still end up costing a lot. We usually wouldn’t be having conversation because there is a meal requirement. Based on Leonard Walker’s discussion of meeting the meal requirement with other meetings, looking at taking out Sunday dinner. Didn’t have a dinner in Alaska. Also looking at doing president’s reception in Mindy’s room to save a room cost.

Colleen MacDonald: majority of 2009 conference survey respondents said their institution would still cover a meal if it wasn’t covered in conference.

Lori Tiede: found that doing the appetizers, it was about half the cost.

Peter Miller: other piece of budget was Summer Institute. Evening dinner is nice to have at conference. Add a box to check to indicate whether or not they are going to attend.

Wendy Olson: based on conversation, will go back and see what options are. Will present a new budget to Fiscal Planning.

Jack Edwads: computer crashed and is trying to calculate numbers. Would like to go back and get the numbers to Fiscal Planning. Numbers are tied to expected numbers. Contract isn’t finalized. Talked with Leonard Walker and went back to original numbers for rooms. Can get budget to Mindy Bergeron, Steve Herndon, and Peter Miller after he gets back to office.

WASFAA EC Mtg.  22 of 28
November 2009
MOTION: Pat Peppin moved to accept the 2010 budget as proposed. Sandi Guidry seconded. Discussion: Lori Tiede: can we do this online? Sandi Guidry: can revisit the budget in February. Vote: all in favor. Result: motion passed.

Presidents

Past President:
Pat Peppin: With strategic plan, things have been good. Nominations and elections have been going well.

Vice President:
Jannine Oyama: reviewed bank charges/statements. Amazed that next bill is so much. Been going good. For states presidents, get the conference dates to her to post on WASFAA calendar. Working more with Renee Davis on giveaways for conference rather than buying new ones.

President-Elect:
Sandy Guidry: Been busy with the Core Activities Task Force. Now that there is a budget for next year, will start planning the EC meetings based on other costs. The sooner states know when conferences are, the better to plan around them. Will be looking at committee chairs. Hasn’t made decisions on them yet. Wants to see how elections go.

Wendy Olson: have you discussed having one meeting online?
Sandi Guidry: no, but one EC meeting and the transition meeting have been combined in 2011.

Peter Miller: no rush to get registration online until after the first of the year. Income not budgeted for 2010 Conference or Summer Institute in the 2009 budget. Still need to increase membership dues. Looked at numbers with Patrick Downey. Most schools have less than 5 members. Suggestion of $50.

MOTION: Adam Hatch mad a motion to increase individual dues to $50 and continue discussion of institutional dues later. Ashley Munro seconded. Discussion: when would it start? Would have to go to membership. May have to wait until 2011 unless there is a special vote. We could potentially have the special election through surveymonkey to put into place in 2010. Barbara Bickett: CASFAA does all votes via surveymonkey. Jack Edwards: why can’t it just go on the ballot. Vote: all in favor. Result: motion passed.

President:
Mindy Bergeron: been doing a lot of travel to all the regional conferences. Didn’t have final numbers at NASFAA, but thought that all state conferences had increases. Went to NASFAA board mtg. Has to do a chair search. Looking for people from regions to be involved. Send names on to Mindy Bergeron.

Tami: Significant time commitment for 2-3 months.
Colleen MacDonald: do they have to be current NASFAA members?

Catherine King-Todd: no, just current WASFAA members.

Jack Edwards: they are looking for active participation.

Catherine King-Todd: going to go forth with recommendations from regional presidents.

Sandi Guidry: asked for clarification that Mindy Bergeron has to submit names. Answer: yes.

Mindy Bergeron: there are several people at the table that are on the NASFAA board. If anyone is interested in running for any NASFAA positions, they are open now.

Colleen MacDonald: if nominating someone, you have to have their institutional approval.

Tami Sato: there is a box to check that the person being nominating agreed to nomination and has approval from institution.

Mindy Bergeron: Make sure goals are on reports when submitting them. CASFAA would like to have a WASFAA booth at conference. Does anyone want to sit at booth? Jack Edwards agreed. Barbara Bickett suggested that information be there for conference and about WASFAA. Mindy Bergeron verified that she does that. Kay Soltis asked if the table cover is still around. Renee Davis verified that we still have it. Catherine King-Todd suggested having strategic plan information and as much other information as possible at the table.

Mindy Bergeron: There will be no 2010 MLI because it will be part of the 2011 February EC/Transition meeting.

Jack Edwards requested that Renee Davis send him the WASFAA table cover.

To-do’s reviewed.

**MOTION:** Peter Miller made a motion to adjourn the meeting. Adam Hatch seconded. **All in favor. Motion passed.**

Meeting adjourned at 11:50 a.m.

Respectfully Submitted:

Luhui Whitebear
2010-2011 WASFAA Secretary
Policies from November 2009 EC Mtg.

1. Lifetime members will be given a 50% registration rate for the annual conference.

2. There will be a 100% refund for event cancellations 21 calendar days before event. After 21 calendar days there is no refund. Exceptions may be made in writing and must be approved by the Fiscal Planning committee. Unpaid invoices 30 calendar days prior to event must be confirmed or the registration will be cancelled.

3. The 24 WASFAA committees will be reduced to 16. Two are on hold for now and four were combined with other committees. Full list can be found on page three of these minutes.

4. Conference Business Solutions Space fees will be as follows: time blocks of 1-2 hours for $750 or 2-4 for $1,250. Blocks available Sunday before the conference or Tuesday after the conference.

5. There will be a $42,000 cap for all 2010 Executive Council meetings

6. The 2011 Transition meeting will be combined with the February Executive Council meeting.

7. There will not be a 2010 Management & Leadership Institute. Rather, the 2011 Management & Leadership Institute will be combined with the February Executive Council/Transition meeting
List of Motions from November EC Meeting:

1. Donna Fossum made a motion to approve agenda. Ashley Munro seconded. Motion passed.

2. Lori Tiede made a motion to approve the 2010 Summer Institute faculty. Barbara Bickett seconded. Vote: all in favor. Result: motion passed.

3. Nichole Doering made a motion to approve the minutes. Ashley Munro seconded. Vote: all in favor. Result: motion passed.


7. Ashley Munro made a motion to accept the conference fees at $300 and $375. Adam Hatch seconded. Vote: 7 in favor, 3 opposed. Motion passed.

8. Pat Peppin made a motion to give lifetime members a 50% registration rate for the annual conference. Peter Miller seconded. Vote: all in favor. Motion passed.


10. Barbara Bickett made a motion to accept all the changes proposed by the Awards and Scholarships Chair. Lori Tiede seconded. Vote: all in favor. Result: motion passed.

11. Peter Miller made a motion for 100% refund for event cancellations 21 calendar days before event. After 21 calendar days there is no refund. Exceptions may be made in writing and must be approved by the Fiscal Planning committee. Unpaid invoices 30 calendar days prior to event must be confirmed or the registration will be cancelled. Adam Hatch seconded. Vote: all in favor. Results: motion passed.

12. Barbara Bickett moved to accept the proposal as made by the fund development chair regarding the Conference Business Solutions Space. Peter Miller seconded. Vote: all in favor. Result: Motion passed.

13. Peter Miller made a motion to increase membership dues to $55. Karen Driscoll seconded. Vote: 3 yes, 8 no. Result: motion does not pass.

15. Adam Hatch mad a motion to increase individual dues to $50 and continue discussion of institutional dues later. Ashley Munro seconded. Vote: all in favor. Result: motion passed.

16. Peter Miller made a motion to adjourn the meeting. Adam Hatch seconded. Vote: All in favor. Motion passed.

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

1. Adam Hatch made a motion to approve the proposed 2010 Sister Dale Brown Summer Institute fees as presented by the committee. Nicole Doering seconded. Vote: 8 yes, 1 no. Result: Motion passed.

**Remaining To-Do’s from June 2009 EC Mtg.**

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

2. 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.

3. EVERYONE will send Renee Davis (changed from Patrick Downey) a picture to post on the WASFAA website.

4. EVERYONE: It is EXTREMELY IMPORTANT that everyone get the Travel Request form in at least 30 days in advance ongoing

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

6. Renee Davis will look at archives for number of awards for WASFAA scholarships. (in process at November 2009 EC meeting)

7. Renee Davis will send awards information to Catherine King-Todd (Patrick Downey removed). (in process at November 2009 EC meeting)

8. Renee Davis (changed from Patrick Downey) will clean out the volunteer list online. (not done at November 2009 EC meeting)

9. Renee Davis (changed from Patrick Downey) will collect outstanding JobLinks payments due. Ongoing
10. Renee Davis (changed from Patrick Downey) will look for number of WASFAA scholarship applicants. *(not done at November 2009 EC meeting)*

11. Patrick Downey (changed from Grace Smith) will contact ATAC to remove members who have not updated since 2003 or earlier. *(not done at November 2009 EC meeting)*

12. Peter Miller will create a form to preauthorize credit card uses over $5000. *(not done at November 2009 EC meeting)*

13. 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. *(in process at November 2009 EC meeting)*

14. Pat Peppin, Catherine King-Todd, and Mindy Bergeron will come up with questions for WASFAA membership survey regarding NASFAA. *(not done at November 2009 EC meeting)*

15. Grace Smith will update membership chart to reflect Pacific Islands as PACFAA rather than separate islands. *(status unknown at November 2009 EC meeting)*

16. Grace Smith will send membership by state database information to state presidents for cross reference. *(not done at November 2009 EC meeting)*

17. Kay Soltis will work with Renee Davis (changed from Patrick Downey) to update Volunteer information on the website. *(in process at November 2009 EC meeting)*

18. STATE PRESIDENTS will provide contact information for state associations’ newsletters and websites to Catherine King-Todd. *(not done at November 2009 EC meeting)*

**To-Do’s from November 2009 EC Mtg.**

1. Renee Davis will send Jack Edwards the WASFAA table cover.

2. Sheri Dewey will update policies and procedures to include 50% Conference rate verbiage.


4. Jack Edwards will sit at WASFAA booth during CASFAA Conference.

5. Wendy Olson will present a new Conference budget to Fiscal Planning.

6. State Presidents will send pictures to Tracey Lehman for the WASFAA Newsletter

7. State Presidents will send conference dates to Jannine Oyama for the WASFAA calendar.

WASFAA EC Mtg. 28 of 28
November 2009