WASFAA Executive Council Meeting
The Villa Florence, San Francisco, CA
November 18, 2010

Present: Catherine King-Todd, Sandi Guidry, Mindy Bergeron, Judy Saling, Peter Miller, Steve Herndon, Neil Woolf, Leonard Walker, John Bender, Kevin Jensen, Ted Malone, Rebecca Wonderly, Jeff Scofield, Frank Green, Colleen MacDonald, Renee Davis, Wendy Olson, Tami Sato, Adam Hatch, Tracy Lehman, Sue Shogren, Patti Brady-Glassman, Yvonne Gutierrez-Sandoval, Luhui Whitebear

Not Present: Jackie Alleyne-McCants, Barbara Bickett, Erin Wilborn

Sandi Guidry called the meeting to order at 1:08 p.m.

Introductions

Proxies identified: Catherine King-Todd for Arizona

Agenda reviewed-no changes posed
Catherine King-Todd moved to approve the agenda. Mindy Bergeron seconded. Vote: all in favor. Result: motion passed.

Minutes reviewed-no revisions posed
Jeff Scofield moved to approve the minutes. Ted Malone seconded. Discussion: Adam Hatch: can we have people not in attendance listed. Vote: all in favor. Result: motion passed.

To-do list: ongoing to-do’s reviewed. To-do process reviewed.

Renee Davis will send out an email to see if anyone has seen the WASFAA banner. DONE

Sandi Guidry will send the 2009 Summer Institute injury claim to the WASFAA insurance company to see if it will be covered. DONE

Susan Shogren will send out a proposal to the Executive Council regarding the GoToMeeting contract renewal. DONE

Treasurer’s Report & Fiscal Planning
Steve Herndon: very active time because the 2010 budget has to get finalized and the 2011 budget needs to get drafted. The dependency on asset reserves went down a lot for 2010. The news not so good for the 2011 is not as good. The budget is slightly higher and the dependency on asset reserves is much higher.
Peter Miller: See Treasurer’s report for amounts. Vanguards are earning about $800 per quarter. Good news for the year, although it is still lower than the original amount. Some of the areas that are seriously under spent and what areas are up in the current budget. Balance sheet is a summary of the charges to the credit card. The revisions are as of the last meeting. Vanguard statement is included as well as the Alaska Airlines mileage. Saved over $700 per trip twice by using miles. That is the update for the current budget.

Steve Herndon: the 2011 Summer Institute line was added.

Peter Miller: one of the things in the policies and procedures is to have insurance limits for accounts. FDIC coverage is $100,000 right now, which we have much more. The bank rep said that if the bank closes down and need to collect the FDIC coverage, there won’t be any money. The policies and procedures do say that the money has to be insured though. NASFAA approached the regional associations to piggyback with their investments. The regions would collectively need to come up with one million dollars. The interest amount gained is 14%. Fiscal Planning suggests looking into this more. Fiscal Planning made changes to the budget this morning. Summer Institute 2011 needed to make a site visit, which was added to cover the expense. Other lines were shuffled around balance the budget out. Changes are as follows can be found on the budget handout.

Peter Miller: Any questions to the 2010 budget? none posed.

Ted Malone made a motion to amend the revised 2010 budget. Kay Soltis seconded. Vote: all in favor. Result: motion passed.

Steve Herndon: when we looked at the 2011 budget, we looked at our revenue stream as well as expenses for 2010. Conference and dues brought in more than anticipated. Fund Development worked hard to get the revenue they did, but it is not realistic to expect it for 2011. They will also have a higher expense in 2011 due to the drayage. Interest should come in as budgeted. Took these things as well as the budget request forms that committees turned in for developing the 2011 budget.

Peter Miller: We have a budget of $239,250 to start with for 2011. Dependency on asset reserves is $64,250. If that trend continues, it would last about 10 years. Fund Development is much lower at $20,000 due to travel to Hawaii. Should be able to make the budget goal of $10,000 for MLI. Used the same numbers for Summer Institute. Training is not a big income stream.

Budgeted expenses reviewed for 2011.

Steve Herndon: we don’t like the dependency on asset reserves. Hopefully we can get on board with the NASFAA investments.

Jeff Scofield: what does Fiscal Planning suggest we do with the NASFAA investment?
Sandi Guidry: there will be a conference call to find out the details. We want to confirm the return on investment.

Tracy Lehman: from the report, it is a million dollar investment, but it is between the investments?

Sandi Guidry: yes, it we would decide how much we would like to invest.

Ted Malone: what is the interest from the other regions?

Sandi Guidry: some are interested

Kay Soltis: sits on the board with NASFAA. The investment group has been doing very good. NASFAA also had a consultant to work with the investment group to make sure the money was protected. Can share the information regarding the investments. This investment firm does an awesome job and NASFAA has been very pleased with them.

Adam Hatch: could a state association be involved?

Sandi Guidry: would have to ask. NASFAA wants to start with the regions right now.

Peter Miller: WASFAA could potentially work with the states to invest the money.

Sandi Guidry: will get more information about the NASFAA investment.

Jeff Scofield: what does the committee suggest doing with the money that is not covered under FDIC?

Peter Miller: we need to move it into six accounts

Kay Soltis: unless we invest it with NASFAA

Peter Miller: or we can use the same money to invest in Vanguard

Adam Hatch: isn’t the NASFAA account more monitored?

Kay Soltis: there are a number of parts to the portfolio. We don't really have anyone managing the Vanguards like they do.

Ted Malone: investments need to be looked in terms of long term, not a daily.

Peter Miller: if we don’t end up being able to invest with NASFAA, we should still move the money to Vanguard because the interest is higher.
Ted Malone: a little uncomfortable with the budget right now due to the dependency on asset reserves. We should cut the budget more.

Adam Hatch: what did we start with last year?

Peter Miller: we started higher and decreased the dependency as the year went on.

Steve Herndon: the goal is to reduce the budget and dependency on asset reserves throughout the year. This has been proved to be true throughout the years.

Mindy Bergeron: Fiscal Planning meets before each EC meeting and really scrutinizes the expenses.

Kay Soltis: We made the budget as tight as possible right now. The problem is that Fund Development will not be able to generate as much next year.

Ted Malone: The perception can be made that the EC meetings are using the asset reserves

Colleen MacDonald: there is value to have the face to face meetings to make sure stuff is getting done and for the sense of community. Is concerned with the longevity of the association. Looking at investing with NASFAA as a way to help. As far as Fund Development, WASFAA isn’t as attractive to vendors to go to a 200 attendee conference.

Ted Malone: if we plan to spend our investments, we won’t have the $400,000 to invest. There used to only be three meetings a year. That should be the first place to look at cutting expenses. Can’t plan to run an organization with ⅓ of the budget coming from asset reserves. There isn’t much wiggle room, but meetings would be a place to start.

Yvonne Gutierrez-Sandoval: doesn’t think it is a good idea to cut meetings. They keep the momentum of the organization. One of the things that CASFAA does is change the types of hotels they meet at. Also, it is hard to recruit volunteers as it is. Teleconferences aren’t as personal. What does this mean for the longevity of the organization?

Sue Shogren: agrees with Yvonne Gutierrez-Sandoval. The in person meetings are so important. If we do decide to cut one meeting out we can use the GoToMeeting.

Leonard Walker: the expenses have been going down for the EC meetings. We are addressing some of the issues. We are having a super week meeting to help address this. We also reduce the amount of EC meetings. Have to go back to Couer’d Alene to meet an obligation from the conference. They could have charge a lot of penalties and for drayage, but didn’t. We don’t use travel creations either. Peter Miller does that now. We use miles for tickets too. We used to have four year contracts for meetings, but don’t do that anymore. We are heading in the right direction.
Mindy Bergeron: NASFAA was having monthly conference calls. But back and forth dialogue was difficult with such a large number of folks on the call.

Sandi Guidry: we did go to the Embassy Suites in June that had free breakfast and low room rates. Working with Kay Soltis a lot on combining the meetings in February.

Neil Woolf: before the money is moved to NASFAA, will the EC have input?

Sandi Guidry: Yes

Neil Woolf: Doesn’t think Ted Malone was saying any of this was bad. Also concerned with the dependency on assets.

Frank Green: agrees that looking at ¼ of the budget dependant on asset reserves is dismal. However, looking at last year’s budget beginning at over $50,000 and ending up under $20,000 shows that work is done all year to address the dependency.

Kevin Jensen: agrees that a trend to have dependency on assets will not be good.

Jeff Scofield: when talking with other WASFAA members, hasn’t heard any complaints about using assets. It’s more complaints about what we are doing with so much money saved up. The trend is that we should be doing more.

Ted Malone: not saying the meetings are bad. Just saying that if we need to make cuts, the meetings would just be a place to start. It would say a lot if the leadership was willing to take the hit.

Peter Miller: Another thing to consider is that we might have a lot of rooms to cover in Hawaii

Sue Shogren: likes some of the points that Jeff Scofield made. We are trimming all year and tapping into anything Fund Development finds. Maybe we can do more. A little research on what we can do to continue to be relevant to members and potential members.

Kay Soltis: the only concern is that we have been doing a lot of surveys lately, but they are open ended. We need to give the choices. There are too many ideas.

Sue Shogren: The only thing that helps with open ended is more ideas.

Steve Herndon: much of the discussion is similar to what we have been talking about for the past few years. Have been able to reduce dependency throughout the years as well. Don’t like to see $64,000 of asset reserves
Adam Hatch made a motion to approve the proposed 2011 budget. Kay Soltis seconded. Discussion regarding training. Vote: all in favor. Result: motion passed.

Steve Herndon: has reviewed Treasurer’s statement. Adam Hatch has too.

Catherine King-Todd made a motion to accept the Treasurer’s Report. Mindy Bergeron seconded. Vote: all in favor. Result: motion passed.

Kevin Jensen: in membership applications, do we gather information from regarding non financial aid positions? When issues come up, the decision makers want to know what is going on. It would be good to have a way to reach out to decision makers regarding changes coming up and trainings coming up.

Tracy Lehman: hopefully people are doing that, such as sending the newsletter out to the president.

Kevin Jensen: it would help to have the information of who the supervisors are to provide assistance to the college.

Colleen MacDonald: as a vendor, NASFAA allows them to send out a mailing to their database. Maybe we can look into seeing how much it would be to use the data in a different way related to membership. Likes the idea of getting what the value is out there.

Tracey Lehman: NASFAA does collect this information. Wonders how much ATAC would take to collect this information. It would be nice to have a list serve to send this information to.

Peter Miller: there is a database where the representative for their institution is stored. The problem is that people don’t always update them. We could add a line for members to add their CEO’s or presidents and their emails.

**Strategic Planning**

Mindy Bergeron: met this morning. Just wrapping up the 2005-2010 measures tracking tool. Can send them out to people if they are interested. The information comes from the reports that committees turn in. The new people to the committee means new to the committee, not new to WASFAA. Also going to see if there is coverage for the conference. NASFAA just went through a strategic planning process this summer. Went through an activity to label their items as a way to evaluate what is working and find a way to make things work. Tami Sato and Steve Herndon will be working a similar draft for the February meeting.

Jeff Scofield: this goal set expires next month?

Mindy Bergeron: yes. The new one has the goals a little different. It is from 2011-2013 as well.

Colleen MacDonald requested clarification on the goals on the current reports.
Yvonne Gutierrez-Sandoval: what was the process that WASFAA went through to determine the order of the goals?

Mindy Bergeron: had a subcommittee that evaluated the committees. It was an internal process.

**Training**

Sue Shogren: having Fall training right now. will be followed by the web training. Met in Phoenix earlier this fall to go over the NASFAA content and evaluate how it would be delivered. Decided to have a full day training that combines NASFAA with professional judgment. Has had positive feedback from the trainers so far. The training is very interactive. Slightly modified the delivery of the NASFAA training to make it more interactive. Going to be getting together to get the material ready to webcast. Registrations were not what hoped for, but did get some. There are still travel and budget restrictions. Some schools aren’t able to allow as many people to go. Anticipated this going into the training, which is why the webinars are being offered as well. Looking at doing two webinars in January. Also planning spring training, which will be a webinar as well. Looking at other training opportunities like the mini-summer institute that would be more of a financial aid 101. Have a co-chair now: Nicole Doering. Have been putting in about 10 hours a week combined getting the information ready for fall training. Worked to get a rep from each state, but wasn’t able to get someone from Washington. Encourages everyone to use GoToMeeting as needed. Open to suggestions for other training opportunities. Happy the committee generated more revenue than budgeted. The number of sites was reduced for fall training this time. Made the decision to not go to every state this time.

Sue Shogren passed around the fall training manual.

Neil Woolf: if you cannot attend, do you still have access to the material?

Sue Shogren: if you register, you can get the material

Wendy Olson: having the webinar helped people feel that they didn’t miss out on the training if there was not a live training in their area.

Colleen MacDonald: can also consider doing a training the day before the California Conference.

Yvonne Gutierrez-Sandoval: would it be the NASFAA training?

Colleen MacDonald: can do both of them.

Sue Shogren: is the CASFAA Conference already set?

Yvonne Gutierrez-Sandoval: can still add it on.
Colleen MacDonald: might be a little too close for this year

John Bender: do we have the ability to record the webinars so they can be bought and viewed later?

Sue Shogren: yes

Wendy Olson: wants to commend committee on all the hard work to get Fall training done.

Jeff Scofield: are we giving more training to non-WASFAA members with the webinars? If you go to the live training, you can charge for attendance.

Sue Shogren: charge a site registration now to try to balance that. At least one person has to be a member. We can track how many people were trained.

Kay Soltis: are the webcasts archived now?

Sue Shogren: weren’t in the past, but can be now.

Kay Soltis: are we using the NASFAA core?

Sue Shogren: we are. Use it for the committee mostly and a library piece. Bought the license for 10 people. Can use it for a much smaller group.

Kay Soltis: they are looking at eliminating it due to its costs.

Sue Shogren: it is costly.

**2010 JRSMLI**

Wendy Olson: things are going smoothly. Have eight people registered right now. hoping some of the state presidents will be able attend the training. Have four people on the faculty to help reduce costs.

Jeff Scofield: what is the budget based on?

Wendy Olson: it was based on 40 people initially, but it was reduced to 20. Didn’t want to get in the way of training’s registration right now.

Sandi Guidry: going to get information together as a way to let people know what they will get out of attending.
Awards & Scholarships
Tami Sato: added another person to committee: Jannine Oyama. She will be able to get the plaques done in Hawaii, which will reduce the shipping costs. Is getting scholarship applications. Wants to remind people to mark new members to the committee with an asterisk.

Break from 2:58 to 3:21

Conference
Frank Green: the contract has been finalized. The original contract was from 5 or 6 years ago. There was a lot to give up. Got room locked at $189 per night for the garden view rooms. The room block got reduced to 790 room nights. The rate extends three days prior or three days after. We will have to pay for the rooms that are not met. As of Monday, we are at 177 room nights, not including the locals. Logo is finalized. The conference theme was finalized. Initial information sent out. Registration will be up soon. Ashley Salsbury set up a facebook page for the conference. $50,000 budget for the conference. Had to cancel the Luau due to costs ($26,000). The cost for everything is high. One of the things recommending is to do a combined evening that combines the President’s Reception, EDAC Reception, and Newcomer’s Reception to pull the funding together to be able to have a nice evening event. Recommending that the registration fee stay the same as last year. $300 early bird registration, $325 on time. Also needs a deadline for the early bird. Will be set a month before the event. Looking at 200 people attending. Meals represent about $31,000 including all the fees and taxes. After lunch on Sunday, evening function on Sunday. Monday continental breakfast and lunch, and Tuesday breakfast.

Rebecca Wonderly: put room request in, but wasn’t able to get an ocean view.

Frank Green: free room for NASFAA reps and Sandi Guidry, and one other person

Sandi Guidry: NASFAA is willing to do three trainings at the conference if the registration and room is paid by WASFAA.

Leonard Walker: they looked at the Coeur’d Alene numbers and matched them for Hawaii when renegotiating.

Colleen MacDonald: talked about Conference program at Fiscal Planning meeting. needs to know if there is going to be one or not for advertising.

Frank Green: Looking at just printing a pocket guide.

Adam Hatch: when you go to the Hilton website from the WASFAA website, it takes you to the Hilton on Hawaii. It is the link on the Hilton webpage.

Judy Saling: vendors can still get their advertisement if we do a program electronic.
Frank Green confirmed that there will be an electronic program.

Peter Miller: can we talk to a company about doing a luau off property and get a discount for people who want to go?

Leonard Walker: focusing on meeting room block

Frank Green: the luau they should go to is at Paradise Cove.

Catherine King-Todd: can put it on the website.

Frank Green: can talk to them about getting a discount for WASFAA members.

**Jeff Scofield made a motion to accept the 2011 Conference registration fee of $300 for early bird and $375 for regular registration. Adam Hatch seconded. Vote: all in favor. Result: motion passed.**

Frank Green: wanted to advertise as a follow up to FSA, but was told that FSA cannot be linked at all to the WASFAA conference.

**SDBSI**

Catherine King-Todd: initial thought was that Summer Institute would be back in Arizona next year. After feedback and discussion with Jack Edwards, the decision was made to move the location to Washington. It will be at Whitworth University from June 5-10, 2011. Agreed that $40,000 would be fine for a budget. Have some of the faculty selected and waiting to hear back from others. Working on the logo and what will go on the website. Also proposing to do an intermediate track. There would be a beginner track and one for a little more advanced staff. It would be limited to 20 people as a test run. Would like feedback from the EC before moving forward with it.

Sue Shogren: thinks it’s a great idea. There are usually a group of people that had experience but may have switched schools. It would probably get more people too.

Catherine King-Todd: it would be for two days towards the end with the option of sitting in on the Friday morning EC meeting.

Leonard Walker: needs to know if this is going to happen for the meeting room

Kay Soltis: would this increase the faculty?

Catherine King-Todd: would use more local faculty.
Sandi Guidry: It was in Arizona last time to draw more people. Would there be a draw from Washington and Idaho for this?

John Bender: knows of a couple of people that may go.

Rebecca Wonderly: hard to predict or guess about because how much the budget keeps going down. Can’t really say because of this.

Catherine King-Todd: how was Washington state conference?

Rebecca Wonderly: pretty close to 200. Just have to convince people that the training is needed.

Sue Shogren: might be good for WASFAA to think about stating the need for training in the profession.

Fund Development
Colleen MacDonald: trying to attract people who are vending other organizations such as systems programs, other higher education programs, etc. They look at the numbers WASFAA has compared to larger organizations, the cost for a booth is not very realistic. Going to still look at bundles, but they aren’t working as well. Going to offer two bundles as listed in report. Tried business solutions space last year, but it didn’t go over very well. Does not suggest doing it again. Has about 150 organizations that are reached out to.

Adjustment to prices in report are for the conference booths at $1,000 for an 8’x10’ space and $500 for each additional space. Also, there are two prices for the SDBSI program ads: full page is $500 and half page is $250.

Kevin Jensen: Groups like College Board have regional reps that they can send.

Colleen MacDonald: got some ideas from the NASFAA webpage

Ted Malone made a motion to approve the Fund Development prices as listed in the report and minutes. Yvonne Gutierrez-Sandoval seconded. Result: majority approval.

Steve Herndon: in Fiscal Planning, tried to come up with an estimate for drayage.

Colleen MacDonald: will have the info by the next meeting.

Newsletter
Judy Saling: the newsletter went out a little late this fall. Added articles right up to when it got published. There were a couple of errors with names. The new company being used is wonderful to
work with. Budget for next year is $2000 less than this year. Feels good about that. It includes printing and mailing the Conference newsletter.

Sandi Guidry: are people turning in articles?

Judy Saling: for the most part. The winter deadline is Dec. 16.

Communications
Judy Saling: talked about having facebook page that all the committees can link into instead of having a bunch of separate pages. Looking for volunteers for that. It is not listed as a volunteer option right now.

Sue Shogren: can send out an email to membership about both the page and the committee

Kay Soltis made a motion to go into executive session. Yvonne Gutierrez-Sandoval seconded. Vote: all in favor. Result: motion passed.

Meeting went into executive session at 4:23 p.m.

Friday, November 19, 2010

Present: Catherine King-Todd, Sandi Guidry, Mindy Bergeron, Judy Saling, Peter Miller, Steve Herndon, Neil Woolf, Leonard Walker, John Bender, Kevin Jensen, Ted Malone, Rebecca Wonderly, Jeff Scofield, Frank Green, Colleen MacDonald, Renee Davis, Wendy Olson, Tami Sato, Adam Hatch, Tracy Lehman, Sue Shogren, Patti Brady-Glassman, Yvonne Gutierrez-Sandoval, Luhui Whitebear

Sandi Guidry resumed the meeting at 8:50 a.m.

Nominations and Elections
Mindy Bergeron: met in executive session last night and approved the 2011-2012 ballot. President-Elect: Barbra Bickett, Jack Edwards, Vice President: Ashley Munro, John Bender; Secretary: Wendy Olson, Abril Hunt; EDAC: Luhui Whitebear, Helen Lara. Ballot will be going out in the next couple of weeks.

Electronic Services
Renee Davis: did not realize the travel reimbursement form Patrick made before he left wasn’t posted to the website. Just updated the scholarship form.

Tami Sato: is there a separate list that state presidents use?

Renee Davis: has the addresses from ATAC. Will double check them before we leave. It’s a restricted list and the addresses have to match.
Rebecca Wonderly: went to the committee page to send the email but it didn’t work.

Renee Davis: you just need to send it to the WASFAA EC email.

Jeff Scofield: the only way you know it isn’t working is if you don’t get your own email.

Steve Herndon: the travel form is a little off. Peter Miller is fixing it.

Sue Shogren: the email list is separate, so if you update it on your profile, you still have to update this one.

Renee Davis: correct. There is a new module that ATAC is offering that doesn’t cost anything. The list they sent as an example has some outdated info right now. They are going to clean it up before we use it.

Colleen MacDonald: how would this information be used?

Renee Davis: it will be part of the membership database. You will be able to get this information for the conference or other.

Historical Archives
Renee Davis: sent out the most recent inventory. There are some things we still have a large quantity of and will be ordering more. If you have WASFAA inventory, let Renee Davis know so she can put it on inventory list.

Federal Relations & Graduate/Professional
Kevin Jensen: had some successes and failures for the committees. Have been very active this year. Put out about 15 surveys and got a good response. Were meeting every week over the summer but dropped down to every other week. Have been happy with the work being done. Has been generating contacts with other organizations. Has been a big task to keep up with all the regulations that came out. GP has not been active due to the time commitment. Talked to Kay Soltis about it being its own committee again so it gets the attention it needs.

Tami Sato: when working on the NPRMs noticed that a lot of the graduate programs that offer certificates will be affected.

Kevin Jensen: there is a lot confusion of the changes that came with NPRM and who they will affect. Have been really active getting the correct info out there.

Tami Sato: thinks NASFAA is impressed with WASFAA’s level of advocacy
Sandy Guidry: asked federal student aid how they thought WASFAA’s response was very well thought out. The letters are posted on their website.

Kevin Jensen: needs to post minutes on the committee page

**Site Selection**

Leonard Walker: Super week is going to be a type of meeting we never had. Combining meetings to address some of the concerns we have been talking about. We should save money, but won’t know until it happens. The room rate is really good. A lot of hotels are hurting for business and offer good deals. Need to get the TRF’s in as soon as you can, at least on time. If you don’t turn it in, you won’t get the information everyone else is getting. Can’t wait for people to turn in the forms late to book the rooms.

Sandi Guidry: Kay Soltis, Sandi Guidry, and Wendy Olson are going to make a chart so people know when to get there.

Leonard Walker: If you don’t know what days you should be there, email Sandi Guidry and cc Leonard Walker. For transportation, use best judgment. Everyone will be taking the shuttle in to Tahoe. WASFAA is paying for your transportation to Tahoe for the EC meeting. The hope is that people will be able to go to MLI as well.

Jeff Scoffield: are there certain times for the shuttle?

Leonard Walker: yes. They will send a bus or a van depending on how many travelers there are. Once the TRF is received, the shuttle arrangements will be made for you.

Rebecca Wonderly: if we want to come in early or stay late, what do we do?

Leonard Walker: just put it on the TRF. The room rate won’t be for after meeting though. The weekend rate is a lot higher.

Rebecca Wonderly: what about transportation?

Leonard Walker: put all the info on the TRF

Colleen MacDonald: when is the TRF going to come out?

Peter Miller: it should be out by mid-December.

Leonard Walker: The next EC meeting after the February meeting is going to be the Saturday before the Conference. The Summer Institute was supposed to be in Arizona, but was moved to Spokane.
Yvonne Gutierrez-Sandoval: when do state presidents need to be there?

Sandi Guidry: Saturday morning for the meeting at one.

Yvonne Gutierrez-Sandoval: what roles do the state presidents have in the conference?

Colleen MacDonald: To be a presence and help people be more involved with WASFAA.

Leonard Walker: we have this rotation is place. The next place in line is Arizona. Do we want to go to a place that we can get a lot of people? California only has 92 members and has the most schools in the region.

Colleen MacDonald: if going to California, there are places that are expensive. Travel is easy though.

Leonard Walker: just needs to know

Sandi Guidry: the states in line are Arizona, then Oregon. Do we want to go out of rotation to California?

Jeff Scofield: what does the president-elect think we should do?

Kay Soltis: wants to do what is best for WASFAA. Would like to go to Arizona, but understands there are travel restrictions to go there. Thinks we need to look at what the numbers at the past conferences have been.

Yvonne Gutierrez-Sandoval: need to think about the fact that the California state conference is in December, then there are the holidays. It is hard to get justification to go to another conference.

Rebecca Wonderly: knows there was a rotation at one time and there was a reason at one time. However, there are hard economic times. We should think of what is most economical. When did the rotation stop benefiting us? We should reconsider the rotation.

Leonard Walker: if you want it economical, you would go to Nevada, but the membership draw is low. Everyone would have to fly in.

Rebecca Wonderly: if there weren’t travel restrictions, we could go to Nevada every year. It’s more about doing the most with what we have.

Tracy Lehman: agrees with Rebecca Wonderly.
Peter Miller: in the policies and procedures it states that the Site Selection committee will endeavor to rotate the sites.

Kevin Jensen: when trying to justify the travel, always says that it is a regional association and we need to travel around the states to support their states as well. If we stop the rotation, might lose this justification.

Yvonne Gutierrez-Sandoval: what do the types of institution numbers look like?

Tracy Lehman went over the numbers from her report. 
Jeff Scofield: the rotation to PacFAA is very important to Hawaii. If they are not a site at least every 8 years, we really limit the service to the members out there.

Ted Malone: looked at website and the numbers. Where we went didn’t make a big difference depending on where we were.

Leonard Walker: the reality is, is that we are in new territory right now.

Kay Soltis: would like to see what Arizona has to say. The Embassy Suites were fine and could accommodate the space needs.

Leonard Walker: have been trying to get their input.

Catherine King-Todd: with the immigration law that was signed, there were concerns with attendance. There were people expressing concerns about going to Arizona because of the law. There is still controversy in the state. It has calmed down a lot, but there is still controversy. Arizona would be very supportive of having WASFAA, but there could be concern about going there from other states.

Sue Shogren: thinking about organizing the Training Committee meeting, there were committee members nervous about going to Arizona. There was a training there, but only had 6 people attend. Have to think of the perception people would have going there.

**Jeff Scofield made a motion to hold the 2012 Conference in Oregon. Adam Hatch seconded. Vote: majority vote passed.**

Steve Herndon: that statement Peter Miller read is important to point out. It is important to keep the rotation idea in place.

Sandi Guidry: hopes that the next EC will consider Arizona for the next conference in 2013.

Leonard Walker: we will be going to Portland for the 2012 Conference.
Ted Malone: the good thing is that we have much more expanded hotel options.

Leonard Walker: will be looking at the Benson and the Embassy Suites.

**Policies & Procedures/Bylaws**

Kay Soltis: not a lot to report other than the bylaws need to be updated. In talking with Wendy Olson, found that the policies and procedures haven’t been updated since 2008. Will be putting all the changes since then updating the policies and procedures.

Peter Miller: there is a typo on page 21 under the site selection section.

**Membership**

Tracey Lehman: numbers in report says 453. up 40 members to 493 as of now. Most likely due to fall training. Hasn’t needed to spend any money yet. Will have to print some material for the conference. OASFAA sends out a birthday notice to members. WASFAA doesn’t track birthdays right now. can talk to Renee Davis about adding this to the membership form.

Ted Malone: more of a membership database question. As conference notices are sent out, some bounce backs come in or responses come in to remove them from the list. Is it okay to delete them?

Clarification yes: Renee Davis said to let her know if she needs to delete them

Judy Saling: the birthday thing came up for the newsletter. Went to search the database for the info, but it wasn’t in there. Peter Miller sent the info.

Peter Miller: took years off.

Sandi Guidry: another thing that was brought up in the past was to send out an invoice to people that haven’t renewed their membership.

Tracey Lehman: the only thing with that is getting people to pay their invoices for people that are active members or just signed up.

Peter Miller: would have to talk with Paula to see if the invoices could be created through ATAC. It would be good to do this right after the conference.

Tracey Lehman: that would be a good time to do it because people get confused on what year they are. Talked about adding who the president, or institutional contact yesterday. Can pursue this if needed.
Adam Hatch: it would be good to have the institutional contact so people can decide who is the best contact.

Wendy Olson: when trying to collect payment, is it going to be easy to see which ones are the for sure renewals to collect payment?

Peter Miller: we can talk to ATAC about doing an auto renewal on the form. They can cancel those invoices six months down the line.

Rebecca Wonderly: agrees with Adam Hatch about having a choice

Volunteer Development
Tracey Lehman: do we want to give anything away at the conference?

Peter Miller: work with the conference committee on that.

Catherine King-Todd: the Vice President decided what the president took around to the states, then what was leftover went on the table at the conference.

Renee Davis: there are vests left.

Kay Soltis: the vests would be good to give away at the newcomer’s reception.

Tracey Lehman: sets up the WASFAA booth in the vendor area. Will be emailing all the EC members who will be going to the conference to find out when they can help. Been trying to talk to committee chairs to see if the time commitment listing is accurate on the WASFAA brochures.

EDAC
Not in attendance

Proprietary
Not in attendance

State President’s Group
Catherine King-Todd: main goal is collaboration. Started discussion on websites. Three of the groups using ATAC. Alaska is using facebook. Idaho hosted by ECMC, but looking at facebook. California is using hyperclicks. Hired a consultant to get them started. Still less costly than staying with ATAC. PacFAA is still doing their own website. Talked about who has formal policies and procedures. Some have them, and some do not. The size of them varies as well. Some have a how-to in them. The question about web conferencing came up for states. Reminded them to talk to Sue Shogren if they are interested in a license. California thinking outside the box. Did an online auction this year. Working
with bidding for goods, which cost $500. Has a list of vendors they can go to for vacation packages. They get a percentage of the sales.

Jeff Scofield: a lot of the people who helped start these associations may be interested in keeping the legacy going. Worth considering.

Catherine King-Todd: another idea was to have an online wall of fame. The last thing was the issues coming up with volunteers. Some states are struggling with getting volunteers or getting them to follow through.

Leonard Walker: is the group needing to meet during superweek?

Wendy Olson: yes.

Steve Herndon: did the discussion about whether or not states want to go in on the NASFAA investment should WASFAA pursue it?

Some states indicated interested.

Yvonne Gutierrez-Sandoval: is there a presentation scheduled about how to be more involved?

Sandi Guidry: it is just at the regional option right now. Just seeing if states are interested to bring up during the meeting.

Colleen MacDonald: what about getting the million dollars from WASFAA and the states in the region? That may give the states an opportunity to be involved, especially the smaller states.

Steve Herndon: have discussed this with Peter Miller to some extent.

Kevin Jensen: is there an advantage to having the million dollar mark met?

Sandi Guidry: that is the requirement

Break from 10:25-10:50 a.m.

Alaska
Ted Malone: everything in the report. The biggest thing statewide is the Alaska State Merit program. Will not be awarding students until August. Virtually every school in Alaska has seen an explosion in veterans. Had a 2.5 increase since last year. Not getting more staff for this growth.

Sandi Guidry: finding that they have more red tape than financial does.
Ted Malone: had a fall conference which was well attended. Met on campus to cut down on expenses. Did not solicit vendor participation.

Arizona
Not in attendance

California
Yvonne Gutierrez-Sandoval: been busy. Had about 13 meetings. Have four in person meetings and conference calls. Conference coming up, theme is synergy. Conference registration is about at 700. Had to increase room block to meet attendance. Had a number of trainings this year as well. Moved state training to the conference. State issues committee has been very busy sending letters to governor. Have been fundraising in online auction and signed up for members to designate their points to CASFAA from their purchases.

Leonard Walker: when doing the conference reports, can you please let him know

Yvonne Gutierrez-Sandoval: San Diego at the Manchester Grand Hyatt at $169-$190 per night

Sandi Guidry: Arizona was at the Mesa Hilton at $99 per night.

Idaho
John Bender: attempted a fall conference. Cancelled it due to travel issues. Will reschedule it for the spring. Was looking at the Red Lion in Lewiston at $89 a night. Looking at website, which is very outdated. Looking into facebook but doesn’t have a lot of support from some members. Went to the ORCAN conference which was a networking conference. Albertson’s Foundation is the biggest scholarship program in Idaho. Was able to make some contacts at ORCAN. Having a FAFSA day in February to help students fill out their FAFSA. Had 12 kids last year. Doesn’t sound like a lot, but they wouldn’t have been in college if that hadn’t happened.

Kevin Jensen: in Idaho, there is a big division between the north and south part of the state, which was what really affected the conference.

Rebecca Wonderly: is the FASFA day like College Goal Sunday?

John Bender: yes, but it is not the same. Some schools participate in both.

Nevada
Neil Woolf: related to the conference, there will be a day in March. It will be at Truckee Meadows Community College. Looking at drawing more members from the Reno, Elko area. Will be having a membership drive as well. A lot of schools are transitioning into Peoplesoft. Two of the schools have gone live and reported good things. Held elections. Scott Nielson is president-elect. Other than that, facing a lot of the same issues as other schools. will be presenting at NASFAA on book vouchers.
Oregon
Patty Brady-Glassman: been kind of busy. Put most of the activities in the report. Have a lot of good volunteers that follow through. Held summer drive in at Portland State University in August. NT4CM trainings in the fall for high school counselors. Still scheduled FA101 in January. Has a good attendance. The conference will be in February at Salishan at $99 a night. Will be participating in College Goal Oregon in January. OSAC has been doing FAFSA Fridays as well throughout the year. This year a Volunteer Coordinator was implemented. Trying to define the roles of volunteering. Fund development has been soliciting for support. Had three vendors so far for the conference. Trying to encourage membership. Has been doing more active recruitment of members that haven’t renewed. VP’s have been contacting people in their section. At 81% of membership from last year already. A brochure was developed about OASFAA to solicit support to see what they are about. Oregon Opportunity Grant has been causing a lot of grief. Had to cut off applicants in January. OUS made a decision behind the scenes to backfill for all the OUS schools for students that didn’t meet the cut off. State funds will be filling about half of the applicants at the OUS schools. Shared responsibility model can’t work without being able to fill the need.

Judy Saling: part of the brochure was to inform people that financial aid staff are really the experts in the field

Rebecca Wonderly: how do you find out of the new hires?

Patti Brady-Glassman: we have VP’s for each sector. They check in on it. that is part of why it works well.

Sue Shogren: this happens quarterly.

Steve Herndon: is the $12,500 the goal

Patti Brady-Glassman: yes, but may not make that goal.

Pacific Islands
Jeff Scoffield: Membership holding steady. Did trainings for about 250 people on the islands. Did a loan repayment training for schools for half the day. NASFAA cost of attendance training the other half. Had a good attendance. Has financial aid nights throughout the state. College Goal Sunday is being planned right now which is one of the big events. Not having a conference since hosting WASFAA in the spring. Encouraging members to attend that.

Washington
Rebecca Wonderly: big legislative year. Operate on a biennium. Legislators cut state work study and state need grants. Put state work study back in for Washington residents. State need grant is not meeting needs. Some schools are backfilling if the students were already awarded. Held conference
and had an increase in attendance. Invited Idaho and had about 5 people attend. Worked well. 
Conference was in Oct at the Hilton Vancouver at about $129 a night. Vendor participation went way 
down. Will be in Leavenworth next year. Couldn’t go there in the past due to vendor space, which is 
not the case anymore. Way that their reserves were built up by going to places that offer meals and 
good rates. Looking at cost cutting through conference calling and visiting legislators separately. Had 
some issues with checks being stolen.

Need to list what the meals are due to dietary needs. Dietary needs can also be listed on the TRF.

Kay Soltis: did student “baseball cards” about how financial aid helped them to give to legislators. 
Helped give the state legislators more of a feel of who they were helping. 
Wendy Olson: gave the background stories for the legislators.

Patti Brady-Glassman: does a little of this too. Gives the data for districts so they know what effect the 
cuts will have on students

Colleen MacDonald: how does that work with pictures and permission?

Kay Soltis: it started with the private schools. It lists the types of aid, but not the amounts with majors. 
The students gave permission.

Yvonne Gutierrez-Sandoval: one of the things California did was invite legislators to some schools. Likes 
the idea of the baseball cards. What is the cost involved?

Kay Soltis: it wasn’t very much. Also did video clips on the website as a thank you

Wendy Olson: we talked about having the membership dues for WASFAA discounted for state 
members.

Steve Herndon: that is on agenda for February Fiscal Planning meeting

**The “Presidents”**

**Past-President**
Mindy Bergeron: sent out the report. Went to the NASFAA meeting in Texas.

**Vice-President**
Adam Hatch: if you have calendar items to put on the WASFAA calendar, please send it in. Also working 
on the Treasurer’s reconciliation.

Wendy Olson: traditionally discussed the gift at this meeting. would be good to decide for the 
conference and MLI
Sandi Guidry: there are the sling bags that can be used for MLI

Frank Green: this is an opportunity to do something different for Hawaii

Leonard Walker: looking at getting something in Hawaii to save on shipping. It is important to send Adam Hatch the dates for meetings and conferences so the EC meetings and events don’t conflict.

Jeff Scoffield: can we cut the gift? It is a nonessential part of the conference that we can save some money one.

Tami Sato: it was more of a bag to carry the stuff in.

Kay Soltis: can bring own bags. It is important to get the dates out there to make planning easier.

Yvonne Gutierrez-Sandoval: if you do away with the gifts, members will notice. It is a way for members to get something for their membership.

Ted Malone: can do plain bags and have a decorating contest.

President-Elect
Kay Soltis: have co-chairs for the conference already. Tracy Lehman and Mary San Augustine will be co-chairs. Learning a lot so far.

President
Sandi Guidry: thank you all for being here. Hopefully everyone comes away from this with information and a good exchange of ideas. Would like to thank the state she has been to for welcoming her to their conferences. Wants to talk to some issues on the horizon with NASFAA. Talked about the investment option. Also offered to do trainings at each of the regions. They would offer three trainings at the conference. They would pay to get there and their travel expenses. We would just waive their registration fee and their room costs. Thinks it would be a good idea.

Frank Green: how many people?

Sandi Guidry: one additional person.

Frank Green: concerned to get the information to Ron Lee as soon as possible for the program.

Catherine King-Todd: had an issue last time

Sandi Guidry: doesn’t think it would be an issue this time

Kevin Jensen: would want to make sure they aren’t presenting the same thing as the feds
Sandi Guidry: would be more about what NASFAA has to offer. Would be good for people in the PacFAA region to get information about NASFAA. Will let them know that WASFAA is interested. Another thing offered is providing service for the website management. Has not offered the prices yet and the services. They will be providing this information.

Wendy Olson: we can always talk with ATAC about renegotiating.

Kevin Jensen: we would want to find out what is going on with their site. It is going to go through a major revision in the next few months. Want to make sure we know where they are before making a decision. Some of the things that are motivating them for their website are not necessarily our motivators.

Kay Soltis: not user friendly right now, but that is what they are revising. Agrees with Wendy Olson that we can approach ATAC.

Renee Davis: thinks that ATAC is aware that we are looking for other options and has been more responsive.

Sandi Guidry: they also offered their event planning service similar to IMA Solutions, but feel comfortable with our Site Selection right now. Looking for board members. Probably going to reduce their board for next year. It is up for discussion right now. might lose reps on the board, but will be across the nation.

Tami Sato: also talked about having segmental representation in the Representatives-at-Large.

Sandi Guidry: the ballot is set up like that, but doesn’t always happen

Colleen MacDonald: with how many people that have served on NASFAA in past, is this a good thing?

Sandi Guidry: the year on the peanut gallery is important. The past president really has a voice.

Tami Sato: thinks they are really looking at the reps at large.

Catherine King-Todd: at the last meeting she was at, it was more the reps at large. The questions did come up about the presidents.

Kevin Jensen: how many WASFAA members are on the board?

Sandi Guidry: there are four. It is time for nominations right now

Discussion regarding running for NASFAA board
Catherine King-Todd: part of the issue for involvement is the costs

Sandi Guidry: everyone in Nevada that did not renew membership was due to cost

Rebecca Wonderly: how often do they meet?

Sandi Guidry: three times a year. WASFAA is actually hosting NASFAA in the spring in Portland, Oregon. Next meeting will be in Tahoe. Will be a little different because the meeting will be on a Wednesday and a Thursday. will send out a chart for what days people need to be there. There will be two NASFAA guests at the Tahoe meeting. one will be doing an presentation at MLI. There will be an EASFAA rep as well.

Catherine King-Todd: is the meeting structured the same?
Sandi Guidry: Meeting will be structured the same as the EC meetings regularly will be.

Wendy Olson: would like to invite the new state presidents to MLI

**Other, Old, or New Business**

Sandi Guidry: when you are on the NASFAA board, you are on the board for the year. Regardless if you are not president for whole year, you are still on the board for the year. Something that we can think about for future meetings.

Yvonne Gutierrez-Sandoval: will be finishing out the year.

Patti Brady-Glassman: has talked about it in Oregon as well. Makes more sense to attend the last meeting of the year.

Luhui Whitebear: just wants to remind everyone to email if you need an event evaluation, membership survey, or online vote. Can send a direct email through surveymonkey to voting members rather than email the link to the ECV list to make it less confusing.

Sandi Guidry: most of the votes Kevin Jensen needed were within a couple of hours.

Kay Soltis: are the votes secure that way?

Luhui Whitebear: there are two ways to set it up. One allows one vote per computer. The other way that will be used for votes now is a direct email that is accessed through the email and can only be used once.
Rebecca Wonderly made a motion to adjourn the meeting. John Bender seconded. Vote: all in favor. Result: motion passed.

Meeting adjourned at 12:00 p.m.

Respectfully Submitted,

Luhui Whitebear
WASFAA Secretary

List of Motions from November EC Meeting

Catherine King-Todd moved to approve the agenda. Mindy Bergeron seconded. Vote: all in favor. Result: motion passed.

Jeff Scofield moved to approve the minutes. Ted Malone seconded. Discussion: Adam Hatch: can we have people not in attendance listed. Vote: all in favor. Result: motion passed.

Ted Malone made a motion to amend the revised 2010 budget. Kay Soltis seconded. Vote: all in favor. Result: motion passed.

Adam Hatch made a motion to approve the proposed 2011 budget. Kay Soltis seconded. Discussion regarding training. Vote: all in favor. Result: motion passed.

Catherine King-Todd made a motion to accept the Treasurer’s Report. Mindy Bergeron seconded. Vote: all in favor. Result: motion passed.

Jeff Scofield made a motion to accept the 2011 Conference registration fee of $300 for early bird and $375 for regular registration. Adam Hatch seconded. Vote: all in favor. Result: motion passed.

Ted Malone made a motion to approve the Fund Development prices as listed in the report and minutes. Yvonne Gutierrez-Sandoval seconded. Result: majority approval.

Kay Soltis made a motion to go into executive session. Yvonne Gutierrez-Sandoval seconded. Vote: all in favor. Result: motion passed.

Jeff Scofield made a motion to hold the 2012 Conference in Oregon. Adam Hatch seconded. Vote: majority vote passed.

Rebecca Wonderly made a motion to adjourn the meeting. John Bender seconded. Vote: all in favor. Result: motion passed.
To-Do’s from November 2010 Meeting

1. Leonard Walker will see if Hilton points can be used to meet the room block.

2. Tami Sato and Steve Herndon will draft a matrix similar to NASFAA’s regarding services.

3. Sandi Guidry will coordinate a conference call regarding the NASFAA investment.

4. Colleen MacDonald will get the estimate for drayage.

5. Kay Soltis will update the policies and procedures.

6. Peter Miller will contact ATAC to see if auto renew membership invoices can be generated.

Ongoing To-Do’s

1. State Presidents will send conference dates to Adam Hatch for the WASFAA calendar.

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

3. EVERYONE needs to send Sandi Guidry information to include in monthly highlights.

4. Renee Davis will collect outstanding JobLinks payments due.