Executive Council Meeting
Portland, OR
February 9, 2006

Meeting called to order by President Herndon at 1:08pm

Members present: Steve Herndon, Tami Sato, Frank Green, Frank Silva, Pat Peppin, Leonard Walker, Doug Severs, Kathy Campbell, Sandi Guidry, Don Black, Bert Logan, Larry Chambers (EASFAA pres elect), Jeff Scofield, Dwight Berreth, David Tolman, Renee Baker, Kate Bligh, Joanne Brennan, Catherine King-Todd, Pam Doerner, Peter Miller, Theresa Bosworth, Judy Saling, Tracy Lehman, Kay Soltis, Lana Walters, Jim White, Wendy Olson, Carla Idohl-Corwin and Michelle Sharpe (WA)

Steve provided introductions and welcomed Larry Chambers, EASFAA President-elect. Larry is from New York and is visiting on the President exchange, something that is done each year in the each region. Steve also provided housekeeping items; reviewed agenda and adjusted as needed. Joanne Brennan will give her state report today. Executive session will be needed tomorrow for Awards.

MOTION: Tami Sato moved to accept agenda with changes, Pat Peppin 2nd to approve amended agenda. Motion carries

Minutes from November meetings. Clarification was provided on sections indicated. Pam Doerner will make corrections.

MOTION: Moved by Jim White to accept minutes as amended, 2nd by Frank Green. Motion passes.

Treasurer’s Report – Peter Miller (see report)
We switched companies who handle our credit card payment and business is booming with conference registration. Fund development checks are being deposited by Brooke (Fund Development committee) at her local Bank of America branch to help save time. Approved budget is attached (new and improved). Peter has written a document for future registrars so they can use their local Bank of America branch to make check deposits rather than have to make copies of checks, mail to treasurer and then treasurer has to mail to Bank of America since there is no local branch in Anchorage.
Bert asks what the training expense to date comes from and Peter explains it is from expenses for ‘train the trainer’ travel.

Peter explains the differences in credit card payments between last year and this year are because WASFAA now accepts vendor payments via the web. This process is proving to be efficient as well as time saving.

Steve thanked chairs who were able to work and save money within their own budget allotments. Interest income came in higher and the job links helped increase funds in checking/savings.

Vice President Berreth verifies he has reviewed the treasurer’s information, and everything looked fine thru January 2006 bank statement.

MOTION: Frank Silva moved to accept the treasurer’s report, Jeff Scofield 2nd.
Motion carries.
Fiscal Planning – Lana Walter
FPC members met this morning and Lana provided an update to EC.

***PD go to fiscal planning minutes n- treasurer report

1. SI co chairs change income and expenses – Kay Soltis added that room for first session was TOO small so they needed to move to a bigger room which costs more.
2. Dorms were also switched to newer dorms with air conditioning.

MOTION to approve budget increase of $3460 on income side; increase carry forward from last year by Jim White as reported by Lana and prior year income. David Tolman seconds.
Motion carries.

FPC received request from Frank Green on behalf to the state presidents. How to help state presidents get more involved in WASFAA? Is the question. There are two parts to this request – 1. having a formal state president meeting prior to an EC meeting might involve an extra night hotel cost and 2. offering a state president exchange that would allow state presidents to visit another state board meeting or conference. Costs were reviewed taking into consideration current air fare costs, WASFAA per diem and one or possibly two nights hotel costs. Lana explained it’s a pilot program; Volunteer chair could oversee the first meeting held prior to the EC meeting to help get it off the ground then it could rotate between the presidents, who would coordinate future meetings on their own. Discussion around the table.

Jim White moves to amend budget by the amount requested ($6500) by state presidents and carry over funds from last year. This line item can be called State Presidents Meeting. Jeff Scofield seconds.
1 opposes; remainder approve.
Motion carries.

Dwight Berreth and David Tolman provide the following information. Barb Alm recently discovered 36 WASFAA backpacks found in the Boise State University mailroom. Fiscal Planning Committee recommends to EC to donate the backpacks to BSU. Kay Soltis would like to have half of them for giveaways for summer institute. Bert Logan suggests donating them to a local school in Boise. Dwight explained in more detail about the walk-a-thon the BSU Financial Aid Office staff will participate in and why Barb has requested them as giveaways for staff who participate in the walk-a-thon. Steve voiced that this is an opportunity to show a goodwill gesture to BSU.

MOTION: Jeff Scofield moves to allow BSU, under Barb Alm’s direction, to distribute the 36 backpacks as she sees fit. Renee Baker seconds.
Motion carries.

Joanne Brennan, CASFAA state president asked about having a CASFAA booth at the WASFAA conference in Reno. Catherine King-Todd asked for more information on this request. Joanne suggested this would help CASFAA members who attend the WASFAA conference to see the value of joining WASFAA.

Strategic Planning – Steve Herndon
The committee met this morning to continue working on the plan; EC finalized the final draft working on measures and tracking tool. Steve asked to work with Gayle to draft newsletter article and that was sent out to members. He highlighted sections in the monthly updates.

3 goals 1- n7c highlights n (communication
2. 8c progress on plan
3. 8d updating template for committee reports.

Committee Reports
1. SDBSI-Kay Soltis see Andy’s report.
2. By-Laws- Jim White by laws on ballot that passed! Peter has already made web changes. ATAC has not provided the numbers of segmental votes at this time.

Introductions around the table.

| Break 2:25 pm Resumed 2:50 pm |
3. Conference- Sandi Guidry 305 registrants for conference; email sent to those not registered reminding of the 2/17 lower price. Room block is at 92% 2/21 Committee meets w/Nugget staff for vendor area---see report Program requests have been asked for, Sandi will check with Tip Ryan as to when it will be available. Kate Bligh will start looking thru old newsletters etc to find info that can be used on cards displayed thru out the conference area.
4. Electronic Services – Peter Miller Pre-conf, Conf info, sponsorship info on web. Been a busy time with this and elections. Report will come out later
5. Ethnic Diversity – Frank Silva see report. Been in touch with 0607chair to pass on info. Not as many scholarship applications received to date as in past.

ACTION ITEM- Steve wants EC members to review the WASFAA scholarship application form regarding the wording of prior scholarship applied for and won.

After discussion around the table, Kay Soltis reports the wording is not on the scholarship application.

Steve gave more detail about the combo President/EDAC reception at the annual conference.

6. Federal Relations – Tami Sato update after report – s1932 bill passed by 2 votes. Pres signed bill yesterday. Dear Colleagues will be coming out; still reauthorization could make changes. There has been a change in house majority leader. 6.8 interest rate for Stafford Loans. Most of the changes are effective 7/1/06; some at signing. New loan amounts July 2007.

7. Fund Development – Judy Saling, Theresa Bosworth - Brooke M is keeping spreadsheet of the sponsors/vendors. To date, there are 22 sponsors with $63,000 in sponsorship. Sponsors appreciate credit card access. Sponsor forms are now on the web. The committee continues to work on vendor gifts.

8. Graduate/Professional – Sheryl Reinschmidt (not here today)

9. Historical Archives – Kate Bligh has no new information to report at this time. Renee Baker, soon to be the Historical Archives Chair, and Kate have talked about the transition. Scanning is done and up to date; electronic documents are now being stored.

TO DO: Kate to check on the projectors (one is needed for March transition meeting, the rest for conference) in storage unit.

Catherine King-Todd would like council to approve two boxes of portfolios to be given away to attendees at the 2006 Conference Newcomers reception.

TO DO: Kate will mail the portfolios to Renee Baker at Truckee Meadows CC

10. Membership - Wendy Olsen asked for members to please pass ideas for the “value of WASFAA membership” to Wendy. This info will be added to an auto message that will be
sent once membership fee is paid. Catherine King-Todd suggests using the value message information on the back of the strategic plan packet.

11. Newsletter – Kathy Campbell & Kathreen Silva, Co-Chairs Kathy reports the newsletter will soon be out. Next one, March 5th is deadline for next newsletter which will be a paper version. Does the EC want 2 hard copy issues? Steve suggests using electronic version in March then use the paper version for mailing to members and to put in the conference packet. Discussion about when the best time to send a paper newsletter …how many issues are left for this year…. Maybe we should put newsletter on a CD to put in the conference packet…..OK- one paper to members, one to those who didn’t renew their membership for 0607 and one for the conference packet. Question is, with a 3/5 article deadline, is there enough time for proofing, printing and delivering to Reno by 3/31 for putting in conference packets?? After lengthy discussion, 2/17 is determined to be the updated article deadline for the March/April paper deadline.

| TO DO: Fund Development needs to provide clarification with vendor calendar to newsletter chair. |

12. Nominations and Elections – Jim White, Chair. Jim reports that the elections were held, ballots counted and candidates were notified of outcome. At this point, it is time to purge the 0607 nomination files.

MOTION: Frank Silva moves to purge file with nomination info.
Dwight Berreth seconds.
Motion carries.

13. Policies and Procedures – Dwight Berreth Not a lot to report. Electronic version will be available next week (Friday). There is a proposal for Volunteer Development committee. This info will need to be added to P&P once it has been reviewed and then approved by EC.

14. Research – Doug Severs Pre conference workshop is set. Presenter is bringing own wireless set up to allow hands on training (4 hr workshop) we need to get the info on website so people can register. $42 fee. Committee is building a web page, will have face to face meeting after the conference. Working to develop some surveys. Contacted some profs about research in fin aid to let them know the opportunity is out there. Looking for co-chair for next year, then Doug can move on after 0607.

15. JRS MLI – Don Black – Nothing to report at this time

16. California report- also time high 1586 attendees at annual conference. 3 state pres from Katrina; backpacks were donated for a school who’s students had lost all of theirs. Think they will reach 1800 members this year !! Tami attended CASFAA conference.

17. Site Selection – all sites for next year have been selected. State web ages need to be updated as this is what he uses to make dates/s3elections for MLI, etc –remember to send WASFAA calendar info Dwight.

Recess for day
Be back here for breakfast at 7:30am
February 10, 2006
Executive Council Meeting
Portland

Members present: Steve Herndon, Pat Peppin, Tami Sato, Lana Walter, Bert Logan, Leonard Walker, Kathy Campbell, Doug Severs, Don Black, Sandi Guidry, Larry Chambers, Jeff Scofield, Francie Campbell, Dwight Berreth, David Tolman, Renee Baker, Catherine King-Todd, Pam Doerner, Peter Miller, Theresa Bosworth, Tracy Lehman, Jim White, Wendy Olson, Judy Saling, Kay Soltis, Frank Green, Frank Silva, Michelle Sharpe, Kate Bligh

President Herndon resumed the meeting at 8 am sharp!

Continuation of Committee Reports

Training- Bert Logan and Francie Campbell
Completed the fall training, getting some last numbers and income. 11 sites and 347 members. Train the trainers is being held on March 4th in Portland in cooperation with VA. Approximate cost of each trainer is $600. How many sites do we want to have for training? VA trainers total 6 in the country. This is an idea that stemmed from the VA presentations at EDAC and NASFAA. There are now 7 committee members. Kathy Campbell and Don Black have provided information for creating a training manual. The committee has been able to save money from using vendors who are able to provide their own transportation/rooms charges. Bert is suggesting to collaborate with vendors to increase number the training topics rather than duplicating.

The committee is looking for a recommendation how many training sites for the spring training. Discussion around the table about the importance of training as mentioned in strategic planning, fund availability.

Francie will be contacting state presidents for training site suggestions during mid April through the end of May or the first of June. Books from fall training are available for $60. Some books will be available at the WASFAA conference. Wendy Olson suggests advertising the fall books in the next newsletter. Renee says to put training book availability on the website and asked what happened with the filming of one of the training sessions. Francie explained that it didn’t work out as well as expected because of the length and detail of this particular training. Discussion around the table about producing the DVD; Larry Chambers spoke about the use of web casting. David Tolman wants to know if the training manual will also include a timeline that would inform site coordinator. Catherine King-Todd suggests sharing draft of outline with prior site coordinators for review, suggestion. Kathy Campbell has some of this information already in writing and suggests getting a draft out soon in time for this spring training session. Wendy Olsen suggests a reminder that the host site used to qualify for a free registration as an incentive. Online registration has ability to comp a registration for any of our sessions. Steve asks for info on site selections as soon as possible so he can include in the monthly highlights. David Tolman asked about what thoughts are on the numbers for turnout – most members feel VA/PJ will bring in a large/fair number. Discussion on the cost, from $40 to $25 is suggested – EC recommends and agrees on $25 for members then $25 plus membership fee. Kathy Campbell says to be careful about how to advertise this session since some will be looking for how VA affects fin aid eligibility and others will be looking for how to certify VA students. Dwight Berreth summarizes that it would be good to educate on both of these. Larry Chambers suggests partnering with Department of Education and the VA to provide the proper information. Bert explained that our WASFAA trainers will be there with the VA representatives. Don Black suggests the training committee come up with a clear description of the session and then allow each school to decide.
MOTION:

VDC- Catherine King-Todd

Catherine passed around a list of volunteers and the volunteer participation calendar. She asked EC members to please add any information to the calendar on needs for volunteers today or send to her by 2/17/2006.

First comer session will be held for 2 hours. EC members are asked to attend. Steve and Tami will speak and welcome attendees. Committee chairs will be given an opportunity to share how they got involved, benefits they have received. Catherine would like to have one chairperson and EC member at each table to help spread the benefits of WASFAA. She asks for pictures from previous WASFAA events that could be used during the session. Pictures and photos can be sent to Catherine.

Fund Development Chair says there can be a WASFAA table in the vendor area for anyone who wants to stop by and receive information, open during peak periods and manned by EC members, committee chairs. Materials at the table will include highlights, strategic plan, minutes from current year, highlight how WASFAA has reached out to Katrina; Tami talked about a fact sheet of just an overall what WASFAA is all about. Peter mentioned that we should consider a booth vs. a table similar to the NASFAA booth at the NASFAA conference. We could have computers to show the website; area would need manning more than just the peak periods. Renee likes the idea of a booth because of the presence it will provide. Peter and Catherine will figure out what they can handle.

Catherine passed around a draft of a volunteer brochure. Tami suggests using WASFAA logo rather than the one on the draft form. Catherine and Wendy Olsen gave some suggested ideas to add to the draft statement --seeing a regional perspective in financial aid; obtaining valuable training at reduced costs. Tami says to use 8 goals from strategic planning as well. Catherine will put together and ask for a final review by council prior to printing.

ACTION ITEMS: 20 % of committee members should be new to profession/WASFAA or to the committee – EDAC, scholarship recipients, members who have sat on other committees. Wendy suggests saying “20% or more”. Jim does say to remember it is not practical for all committees because of the by-laws. Discussion around table about how to wordsmith this statement. We can add “where possible.”

MOTION: David Tolman moves to have the statement include “20% or more of the committee be represented by volunteers who have never served on a WASFAA committee and who have never served on the selected committee”

2nd by Renee Baker.
Motion carries

Doug Severs would like to know how other chairs will handle not being able to meet these requirements. Steve says these goals are hard to quantify but it is something that we needed to do. Catherine says eventually, through her vision, the Volunteer Development Committee will help us track and monitor who has been on which committee. Renee says don’t worry about how hard it is, let the committee chair seek the information from potential volunteers. Catherine says we can add this information to the membership form on the website.

DISCUSSION ITEMS: consider idea of ‘buddy program’ – matches a seasoned aid administrator with a new person. Committee will try to take research comm. Info and combine with list of seasoned persons to match. Doug says maybe this might become too complex and cautions about the time it takes to put all of this together. Steve says this pilot program that would be meaningful and give us the chance
to see if this is something we want to continue offering. Steve would like to see this happen if we think we can do it in a positive and meaningful way. Don Black is suggesting asking the newcomers to the EC meeting at the conference to get a perspective. Larry Chambers shares what EASFAA does – he has been asked to survey the mentor scholarship program. Their buddy program hasn’t been that successful because the mentoring was supposed to happen and continue beyond the conference. EASFAA hosts a newcomer reception; then the state presidents recommended a mentor scholarship that provided free conference registration and room, a mentor scholarship reception. The mentor scholarship committee then took these people under their wing throughout the conference. Recently it has been changed to a leadership scholarship, giving an opportunity to develop new leaders. Larry is gathering information from 60 prior recipients to see what their experiences were; so far many have said it was a very positive experience.

TO DO move to accept this wording into policy and procedures as corrected.

Renee Baker
2nd by David Tolman

Call for questions
Motion carries

10 am break
10:15 am meeting resumes

Past President’s Report
Jim White
Looking at insurance for association. Jim has information that has been gathered but no action so far. Jim is National Conference Chair for Seattle, WA, July 5-9, 2006. He has been busy.

First question for EC- gift for members from WASFAA. Tami reminded we would give donation to hurricane

Seconded question is about the community service to Tree House – a foster care for children. Coaching is provided to help the children think about going to college; the program pairs a child with an adult and “Little Wishes” – these are small items the child may need. WASFAA could provide gift card that would allow the child to purchase the items they need. Tree House also provides crates of standard supplies to help set up an apartment for those who turn 18 and have to go out on their own.

Local Arrangement Chair Kay Soltis asks for WASFAA website to host a volunteer signup for the region. EASFAA developed this for the NYC conference and it proved an efficient way to gather volunteer information.

MOTION: WASFAA sponsor this on our website and add to Electronic Services existing budget (approx $200) by Peter Miller.
Jeff Scofield 2nd
Motion carries

President Elect report – Tami Sato

Report was posted to list serve. Tracy Reisinger, 2006-07 President-Elect and Peter Miller will attend the NASFAA leadership workshop in March. Transition meeting email to all. Tami wrote a formal letter for a committee chair outlining position and travel arrangements, etc and so she will be doing that for all people on EC this year because it will be helpful. She attended CASFAA’s strategic planning meeting (Gayle is doing that one, too) they are doing several targeted surveys. Committee chairs are in place for 0607 and Tami is working with Don on the transition meeting to be held in Idaho with Leonard
coordinating the transportation. Several EC members will be providing information to the new EC attendees.

Tami would like to have year end reports for transition meeting.

Representative-at-Large – Frank Green
Proprietary segment was asked to provide conference session ideas but at this point Frank has received zero responses back from this sector other than EC members. Well done on WASFAA to send out the request for input, it show’s WASFAA cares. The conference session will be calculating awards for non standard terms, presented by Marianna Deeken. Frank feels it should be well attended as the information is valuable to all schools not just proprietary schools.

Federal Update- Marianna Deeken
Fiscal officer training announcement is available on websites. It’s a brand new session with a brand new Blue Book. Most sessions are already full and the department is trying to add an additional session in southern CA as well as other in other states.

DOE still having budget issues; travel is not always a problem but soon they will be required to have a formal letter (email is ok) requesting their presence at a conference or training session along with a special form and then the request must go through 6 levels of approval.

President Bush’s budget is out. There is a cut in education, Pell award has not increased and some programs are extended through March 31st waiting on congress to make a decision.

Recon Bill signed on Wednesday, February 8th. Two Dear Colleague letters – one on loans and one on everything else will be sent out. There are major programs that will need activating ASAP. New grant programs have money attached but still need more work before they can be implemented.

Doug asked about the fees for direct lending based on date of enactment. Peter asks about fiscal officer training in Alaska? Always has been and will probably continue to be a hard sell based on number of attendees and costs associated with travel.

**Agenda adjustment in essence of saving time Steve wants to go to Exec session for Awards during lunch.

EASFAA – Larry Chambers, President Elect
Larry explained there are 13 states, including Puerto Rico and Virgin Islands that make up EASFAA. Elections are currently going on. The annual conference is in Burlington, VT May 7-10th. A leadership symposium held in Baltimore with 75 attendees was completed in December. Some of the sessions were Chicken Gumbo for the Soul, How to Manage a Diverse Workforce and How to Laugh Your Way to The Top. Nancy Coolidge will give insight to upcoming changes at a future Graduate Symposium. Larry liked our strategic planning session. EASFAA is reviewing their 5 year plan, it expires in 2007. Larry shared a copy of EASFAA newsletter.

ALASFAA Report
No report

AASFAA Pat Peppin
Conference is scheduled for May. Nominations have been received so the ballot should be out soon.

IASSFAA
Preparing for elections; interest in need based aid

NAFAA
It has been quiet in Nevada. Elections will be held soon for president-elect and secretary.

Wendy Olsen suggested some states to consider holding elections sooner in the year so the newly elected people can participate in the annual NASFAA leadership workshop that is held in March.

Oregon Tracy
Annual conference had 230 attendees, 42 are new members. New officers in report, 3 going to DC. Also, the association donated funds to the hurricane relief program.

PacFAA
March 20-21 will be the conference on Waikiki. PacFAA has their first ever contract for the 2007 conference. Three College Goal Sunday events were held last week followed by two events scheduled for the big island this Sunday. 57 high school night financial aid presentations have already been completed. Two staff from Micronesia are planning to attend the March conference. Bert asked about spring training being added to conference but it looks not good at this time.

WFAA
Executive committee vice president has had to step down from the position. WFAA is getting ready to award scholarships.

Steve’s Report-NEW BUSINESS
Submission for NASFAA state awards are due soon. NASFAA’s new project is a regional award but does not yet have a clear definition. It is a project based award that is something that could possibly help another region.

Template for the final year end report is available. March 3rd is the deadline in order to be ready for EC transition meeting and then available at conference.

At the November meeting EC voted to send funds to the hurricane states. Steve read the letter he wrote to send with the checks. We received short thank you notes from 2 of the states. Kathy Anderson, former WASFAA VP in 2005-06, is employed in the financial aid field again and can be reached at osugrad75@earthlink.net.

Strategic planning will meet at 8:30, fiscal planning 10 am, and the final EC meeting will be held from 1-4 pm (maybe shorter) in Reno.

OLD BUSINESS- none mentioned

Awards & Scholarships- Kay Soltis

Members promoted to Enrollment Management positions and their function and the job description. Discussion around the table about these new positions not just in management areas but in other jobs as well. Discussion around table about this new area. Jim reviews by-laws for members and it specifically states members are “financial aid administrators” and at this time it is not clear if these job descriptions are aid administrators. Kay S says this is a discussion that has been going on and while we may not resolve it today, it is an issue that needs clarification. Catherine King-Todd states that our issue is only that these positions are not officers but yet can still be nominated and receive awards. David Tolman says we should resolve this at the April meeting, make a recommendation if necessary, to change the by-laws, allowing for these new positions to run for office. This clarification will help people to know who can receive awards.
New scholarship application – The “30 days” needs to be changed to include prior to the event. Kay wants to change to 60 days. Also, application asks for home address and phone. She does not feel this is necessary on the application and will be removed. Finally, the scholarship description needs to be clearer; it needs to describe what it is and exactly what is covered. Recommendation will also be made on how many times one person can receive a scholarship or the same scholarship.

Recess for lunch 11:58 am
MOTION: Frank Silva moves to go to Executive session and return after to complete Awards and Scholarships.
Pat Peppin seconds

Executive Session
Executive session met during lunch to discuss awards for Meritorious Achievement, Distinguished Service, Lifetime Membership.

Meeting résumés at 1 pm.
Awards and Scholarship Report continued – Kay Soltis
Steve reported that Kay presented a great slate of nominees for the awards to be presented at the annual conference in Reno. Steve thanked everyone for their hard work and looks forward to seeing everyone at the conference.

Motion to adjourn the meeting by Frank Silva and seconded by Frank Green.