WASFAA 2011-12 Executive Council Quarterly Meeting

February 29, 2012

SunCoast Hotel, Summerlin, Nevada

Present: Kay Soltis, Jack Edwards, Sandi Guidry, Ashley Munro, Ashley Salisbury (replacing Renee Davis), Peter Miller, Wendy Olson, Jennifer Zimmers, Scott Nielsen, Luhui Whitebear, Sun Ow, Breena Colin, Kevin Jensen, Steve Herndon, Mindy Bergeron, Abrii Hunt, Judy Saling, Laura Hughes, Leonard Walker, Jim White, Nichole Doering, Tami Sato, Lynn Fox, Jodie Kuba (proxy for HI)

Not Present: Elizabeth Ziegelbein, Bert Logan, Adam Hatch, Katharine Baggett, Candice Wong, Darcy Keller, Mary San Agustin, Tracey Lehman, Neil Woolf, Donna Fulton, Paula Cady

Call to order: A quarterly meeting of WASFAA’s executive council was held at the SunCoast Hotel, Summerlin, Nevada on February 29 and March 1, 2012. The meeting convened at 1:02 p.m. with Kay Soltis, President, presiding and Wendy Olson as secretary.

MOTION Approval of minutes: A motion was made by Sandi Guidry to approve the minutes of the November, 2011, executive council quarterly meeting in Coeur d’Alene, Idaho. MOTION CARRIED.

TO DO State President’s Group – Mindy Bergeron reported that the state associations are moving along.

Kay Soltis, representing WASFAA, will try to help Hawaii get a high quality trainer from the U.S. Department of Education. Efforts were made in the past unsuccessfully, but we can try again. Hawaii could also use some help with their conference for presenters. Scott Nielsen said that four states were represented at their meeting this morning. Nevada has a new president and they are excited about that. Hawaii’s annual conference will be in March. Idaho is selecting new board members. Kevin Jensen will be the new Idaho president. Idaho will be using Google Docs instead of maintaining a website and will be offering a scholarship for the WASFAA conference in Portland, Oregon. California had their conference in December in Sacramento. Numbers were slightly down. Their elections are coming up soon. More state associations are finding it difficult to recruit candidates for their leadership positions and committee chairs. The presidents will make the current report template work for their purposes rather than develop a new format. The information on the reports is helpful to have for NASFAA board reporting. State presidents’ reports need to include the “state of the state” information for NASFAA reporting.

TO DO State presidents please send your “state of the state” information to Kay Soltis to help her with reporting at the July NASFAA board meeting.

State Presidents’ Reports: For Nevada, public school funding is now based on completion. This change will have a very large impact on the community colleges. California community colleges’ policy may be based on success rates as well. State grant issues for California may reduce private schools’ access to state grants. Idaho is looking at performance-based funding as well. Alaska’s Promise Scholarship should be approved again this week. The Alaska Permanent Fund recipients will get free fuel or free electricity because the value of oil has been increasing so significantly. Alaska’s state conference will be next week
and Kay Soltis plans to attend. The Department of Education has been slow in communicating their plans to participate in the Alaska conference, which makes it hard to put the program in place.

Fiscal Planning Committee: The Fiscal Planning Committee met this morning with a full agenda. The disposition of the files from WASFAA’s past attorney, and identifying a new attorney to represent WASFAA, were a couple of the main topics discussed. Judy Saling suggested Becky Cady-Rude as a candidate. She was involved in WASFAA in the past and is now an attorney who specializes in non-profit organizations.

Kay Soltis will set up a conference call with Becky Cady-Rude and some of our elected officers. They will discuss our needs and expectations and perhaps invite her to join us at our next executive council meeting in Portland.

Steve Herndon gave an update regarding our NASFAA investments. We have transferred $250,000 to NASFAA’s investment manager and now have several Charles Schwab accounts. We may invest more but will give it a quarter to see how it goes. We have about $100,000-$200,000 more we could invest after a decision is made at our next meeting. The treasurer’s report was reviewed and adjustments to the budget were discussed. The adjustments were that the amount for Member Gifts would go up $1000 for a total of $4000 and dues income would go up $1,000 to $31,000. WASFAA’s eight potential income streams were discussed and reviewed for 2011. The income report is based on our calendar/fiscal year but some of the data involves more than 1 calendar year of information. Steve Herndon reminded us that we need to get away from a break-even mind set related to our events and recognize we need to have a higher income to support the organization. We cannot keep using up our asset reserves at the rate we have been ($62k was drawn for 2011). The income supplement for 2012 from asset reserves is around $40,000. The Fiscal Planning Committee reviewed goals 10, 11, and 12 that the committee had set earlier in the year. Goal 10 had to do with the Sister Dale Brown Summer Institute (SDBSI) and Training committees reviewing the FA101 concept that was suggested at a transition meeting. The two committee’s chairs looked at it and analyzed cost benefits and needs and we are not ready to move forward on this. We will see if the issue comes up again later. For Goal 11, the NASFAA investment strategy has happened as mentioned earlier. We will continue to monitor our investments carefully. Goal 12 was to review our shared-room policy. We have decided that based on NASFAA’s study of the topic and finding it is not always cost effective we will not recommend this policy. Leonard needs to know in advance if this concept is to be adopted in the future, because it impacts the number of rooms he reserves. Ashley Salisbury said that there was nothing to update for the historical archives asset report. An item for “New Business” addressed by the committee was putting QuickBooks Pro up on the web with read only access for officers and committee chairs, and author and editor access for the treasurer and treasurer-elect. Fiscal Planning will look into it and report back at the next meeting. It could require some software changes. They also discussed the role of the Treasurer-Elect. Mindy Bergeron is happy to help Peter Miller in any way she can. W-9 processing should be done by the chief fiscal officer so either of Peter Miller or Mindy Bergeron will assist in providing W-9 forms to those who need it.

Treasurer’s Report: NASFAA has our funds and has made purchases of $227,000 so far, as of February 21, 2012. The W-9 Form in PDF format can be sent off as needed by Peter. One issue with the W-9 was related to the address on the form being different than the registration address for our conference. The W-9 form has not changed. Fiscal Planning monitors our fiscal liabilities. At this point in time, we are pretty lean with our contracts; there are none beyond our current fiscal year. We have prepaid...
Occidental College for SDBSI and the Benson Hotel for our conference, so the report shows a little over $36,000 in total liabilities. Upcoming liabilities will be a new contract for the Jerry R. Sims Management and Leadership Institute this fall, the 2013 conference as well as Executive Council costs at Occidental College. We will see what happens with our NASFAA investments for this first quarter and then determine if we should invest more. We can use our Vanguard accounts if we need cash. WASFAA has no investment restrictions specifically indicated in our bylaws. Scott Nielsen has recommendations about how to invest our funds. Membership was projected to have an income $5,000 less than last year due to our tendency to be conservative on the income side.

MOTION Sandi Guidry moved we accept the treasurer’s report. **MOTION CARRIED.**

*Rep at Large – EDAC:* Luhui Whitebear removed some members from her committee who were not participating. She has held monthly on-line meetings. The committee has revised its goals. There will be a double session for the conference that will focus on the Dream Act. Luhui will provide lunch for the presenters from her budget. The conference reception will highlight a student group. RMSFAA wanted to learn about our EDAC. The question was brought up about whether diversity scholarships should be available to those with disabilities. This issue has been brought up in the past as well. EDAC may do an article about it. The EDAC membership survey from about 2006 has information about this topic.

**TO DO** Wendy Olson will look to see if there are results from the survey still available. Lawrence Persky will be the new chair for 2012-13. Breena Colin needs to respond to the person who asked about disabilities scholarship eligibility. There are no plans to expand eligibility to include people with disabilities.

*Award Committee:* Breena Colin is busy getting award information in place prior to the conference as well as making scholarship designations. There was no promise of a specific amount for the scholarships, so Breena will have more flexibility with scholarship amounts. Award plaques will be produced in Reno. Breena Colin asked that a multiple conferee discount be considered in the future.

**TO DO** Committee chairs must make sure that their membership listing is correct on their reports as well as on our website for Breena so she can create the certificates of appreciation. The asterisk is important in the listing on the reports to indicate new members. If a committee member has not participated, then it is up to the committee chair to decide to remove him or her from the list of committee members. Certificates are valued by volunteers. It is the responsibility of the committee chair to see that the members get their certificates. JRSMLI and SDBSI faculty certificates are handed out at the events so are not required for the conference.

*Bylaws Committee:* Jack Edwards reviewed our bylaws to research what would happen to the designated state representative position if a state association dissolved. Specific information was not found but an active member for WASFAA is limited to the state in the WASFAA region and members on council are supposed to be from each of the associations in the WASFAA region.

*Conference Committee:* No chairs were available for this meeting. The interest-session information will be posted in a week or two. 135 people have registered so far. It would be nice to have past history of registration numbers based on the number of weeks into registration to track whether we are on target based on past history. Later in the meeting the treasurer reported that we are a little ahead of the previous year. Kay will be encouraging attendance at the conference during her remaining state conference visits. More publicity for the conference would be great to generate more registrations. CASFAA has found that there are patterns of last minute registrations. Most often the delays are caused
because of a need for approval. It is hard to put the program together when things are last minute. Kim
Schreck has been promoting our conference at the state conferences she is participating in. There will
be a newcomer’s welcome session on Sunday and Executive Council members are encouraged to attend.
Kay Solitis or the conference chairs may want to send out a reminder to membership that it is important
to register at the hotel for your room. Starting in March there will be weekly notices advertising the
conference. The budget is based on 200 attending.

**TO DO**

**Electronic Services and Historical Archives Committee:** Ashley Salisbury responded to inquiries about
the contents of the storage units as they arose. The asset inventory is up to date. We may need to order
more ribbons for the annual conference. She is currently making sure that award information on web is
accurate. The bill for the storage unit was recently paid. We will be having projectors transported from
Reno by Reno-based Executive Council members to the Portland conference. Ashley Salisbury has been
taking care of the job openings. She has also gotten the information out related to registrations for
various events. The 12-13 Executive Council listserv is ready to go. She reviewed ATAC’s services that we
are not using. WASFAA could use QR codes in our publications which can be scanned and open our
website automatically. Member forms can be posted on the website for no additional charge. This could
include blog opportunities. There is no increase in costs for ATAC services for the next billing cycle.
Ashley Salisbury has been working with Sue Shogren about Go2Meeting. Information about Go2Meeting
was passed out. We have five available spots for Go2Meeting usage. California wishes to use one of
those spots. We can offer slots to other states as well. The cost will be $600 for California to use it for
the year. For occasional meetings, Ashley could be the organizer. Part of the transition training could be
to teach new Executive Council members how to use Go2Meeting. The information as to how to use it
will be put on our website. Training will look to see what a one-time usage fee might be.

**MOTION**

Peter Miller moved that we develop a method and fee structure to sell Go2Meeting time on a single use
basis. **MOTION CARRIED.**

**TO DO**

The Fiscal Planning Committee in conjunction with the Training committee will investigate what would
be a good rate for a one time usage fee for Go2Meeting.

**Federal Issues Committee:** Kevin Jensen mentioned that we noted that the federal level of activity is
outside the norm of federal policy and regulation development; education policy is now being driven by
the budget process and changing how we can advocate. The committee tries to recognize when the
right time is to have advocacy activity. NASFAA is now having monthly conference calls with regional
Federal Issues chairs. This helps us to know what is important to address. There are few things that are
coming up to address with advocacy efforts. With the budget process things can turn on a dime. Kevin
Jensen can hear what other regions are doing during these conference calls. All of the regulatory
changes are putting more pressure on campus financial aid offices. The offices come across as
technocrats and not student friendly. We need to think about how to address that as a community.
State presidents should pass the information on to their listservs that come out from this committee.
Lynn Fox thanked Kevin Jensen and his committee for their work.

**Fund Development Committee:** Sun Ow has had success in obtaining funds for the organization. We
have new exhibitors and had no complaints about our fee increase for the booths this year. Things are
looking good for the conference. The hotel can hold 20 booths and currently we have 17 sponsors. The
booths will be mostly around the perimeter of the room. There is a fee to transport the boxes which will
cost about $1000. Other fund raising ideas may be grant writing, a table with training literature from
vendors, advertising information on lanyards, etc. With only 17-20 versus 60 vendors like in the past, our income is not nearly what it once was. She is looking for contacts with software companies to see if they wish to participate. Breaks will be in the vendor room. A silent auction could be a way to earn money.

**TO DO**

Sun Ow will contact Idaho to see how they do their auctions. The federal code of conduct does not limit sponsorship of meals for the whole conference. Sun Ow could see which vendors are registered but have not planned to have a booth. Laura Hughes will provide a list to Sun Ow.

**Conference Revisited**– We could use air miles for the scholarship awards. There will not be full registrations paid out as scholarships. The conference committee needs the number of scholarship recipients for holding hotel rooms. Information on recipients will be decided soon.

**Graduate/Professional Committee** – The committee will have two interest sessions for the conference. Jack Edwards will provide a session about financial literacy for graduate students and the second session will be a round-table session for GP issues. There will be a newsletter article for the final issue and the committee also plans to update the GP web pages.

**Membership Committee**: Abril Hunt has lost her committee members this year, but now has three new people. The committee needs to get through 4000 pages of inactive members and clean out records of those who are no longer in the profession in the region. Annual membership has increased this year. She will be reaching out to state membership chairs. She wants to purchase welcome gifts to newcomers with her budget. It may make sense to have the cost go out of the conference committee’s budget. We want to have a consistent way to compare membership numbers from year to year for the strategic planning tracking tool.

The Executive Council recessed at 4:30 for Executive Session where discussion of awards for 2012 took place.

The Executive Council reconvened at 8:15 a.m. on Thursday, March 1, 2012.

Present for the second day: Mindy Bergeron, Tami Sato, Jodie Kuba, Lynn Fox, Kevin Jensen, Breena Colin, Peter Miller, Laura Hughes, Kay Soltis, Steve Herndon, Sun Ow, Jennifer Zimmers, Abril Hunt, Ashley Salisbury, Nichole Doering, Laura Hughes, Kay Soltis, Jack Edwards, Judy Saling, Luhui Whitebear, Ashley Munro, Sandi Guidry, Leonard Walker, Jim White, and Wendy Olson. Donna Fulton arrived at 9:30.

**Sister Dale Brown Summer Institute Committee (SDBSI)**: Jim White reported that registration will be open the 2nd or 3rd week this month. The quarterly Executive Council 2012 meeting is tentatively planned to take place on Occidental College’s campus where SDBSI is taking place. We will be staying in a residence hall there. Jim White will send an update as to what we should bring to Jack Edwards and he will share with the 2012 Executive Council. The SDBSI participants are welcome to join us for our EC meeting on Friday morning.

**Communications and Newsletter Committee**: Judy Saling sent out a survey to members and got 159 responses to the survey. 62% stated that they read the newsletter all of the time. People prefer getting
information via email. They don’t think that the printed newsletter is worthwhile. Judy will stop the printed version, which will save about $500. Many had Facebook accounts, and most do not want to use Twitter for communications from WASFAA. 49% said they would like to have information monthly. 31% thought the quarterly newsletter was fine. Judy Saling is thinking that we can do a blog for timely information and continue with a quarterly newsletter. Training, professional development, federal updates and philosophical debates were some of the topics people would like to read about. Four people are willing to help with the blog. We can use ATAC’s blog feature for free. They will take care of how it looks, and Judy Saling can post the blog text directly. Nichole Doering suggested a smaller newsletter that would be created every month. She is concerned that people may not check it. The blog could be available to non-members if we wish. Peter Miller still thinks that the paper newsletter can be used to help encourage past members to rejoin. CASFAA uses a blog to communicate; it started off slowly, but it is picking up. The blog will look more professional than just a listserv notice. We don’t get anymore advertisement income with a paper version. Nichole Doering reminded us that we may need to think more about necessary cuts. Maybe we could have sponsors for our various events or the blog? Some of our members may not really understand what a blog really is. Other regions are starting to use blogs rather than a president’s highlights. Mindy Bergeron signed up for RMASSFAA’s blog and it just comes to her as an email. They come every few weeks. One responder complained about the emails from WASFAA regarding job opportunities. Abril Hunt uses Twitter to get news on higher education and really likes it. It may be demonstrated at the conference. We can also encourage people when they register to stop by the WASFAA booth for more information. There was some debate about whether to do away with the paper version or not.

MOTION Ashley Munro moved to do away with the printing of the newsletter and have only an electronic version. The cost for the newsletter is about $3000. MOTION CARRIED.

Peter Miller asked if we want to consider laying out the newsletter in house. It would save WASFAA money, but does take a fair amount of time and skill to do the layout. We could look for someone with desktop publishing experience and interest. There are freeware programs available.

Nominations and Elections Committee: Sandi Guidry reported on her activities and thanked Luhui Whitebear for her help in creating the electronic version of the ballot. 40% of the membership voted this year, vs. 43% last year. The election results are: Frank Green, President; Luhui Whitebear, Vice President; Paula Cady, Secretary, Mindy Bergeron, Treasurer-Elect; and Lawrence Persky, EDAC.

MOTION Sun Ow moved to close the ballot. MOTION CARRIED.

TO DO The secretary will destroy the ballots.

Policies and Procedures Committee – Jack Edwards updated the P & P to include changes to the secretary duties and responsibilities. The P & P was also reviewed to see if there was a date tied to training events to see when membership becomes active for the next year. It was determined that this happens when online Registration for the next annual conference goes live on the website. We then discussed if we should change the title of the Communications and Newsletter Committees to Communications Committee.

MOTION Abril Hunt moved that the Communications and Newsletter Committees be combined and named the Communications Committee. There were two separate committees and then they were merged. MOTION CARRIED.

Jack Edwards will update Policies and Procedures and send the updated version to Ashley Salisbury for our website. Number 8 under presidents covers the presidents’ exchange program, where presidents
visit other presidents’ conferences and executive council meetings. The last time we had an exchange was in 2009-10. Jack Edwards will indicate it was suspended due to funding limitations. The presidents’ group will have a liaison appointed by the president instead of the state presidents’ group selecting their own chair. Steve asked that Policies and Procedures include information about procedures for the dissolution of our association and its remaining assets disbursed. CASFAA will have a good example.

Steve Herndon will help Jack Edwards research the text needed for our Policies and Procedures related to the dissolution of our organization. It may need to be in our bylaws.

Jerry R. Sims Management and Leadership Institute Committee (JRSMLI): The institute was held in November. There still was an income to WASFAA even with the lower attendance than what was anticipated. There were four faculty members representing four different states and four different segments. Fifteen attended the 2.5 day event at Lake Tahoe. JRSMLI had a positive revenue stream for 2011.

Site Selection Committee: JRSMLI will be back at Lake Tahoe for 2012. The contract will be the same as last year, just a change of dates. It will be in November once again. Leonard Walker and the hotel should be finalizing that contract soon. Leonard Walker is working on the next conference site location in Arizona. Now that there is a conference chair Leonard Walker will get moving on it. The hotter it is in Arizona the cheaper the hotel rates. The conference dates change some each year to take advantage of the shoulder seasons. It will probably take place in May, 2013. One possibility is Mission Palms, located in Tempe. We will need to get a contract soon and let NASFAA know the main details. This should be possible by the end of March. Jack Edwards won’t be available the last two weeks of April, 2013. The current conference committee wants to advertise next year’s site in their conference program. Our next EC meeting is at the conference and we are on our own for making arrangements. The cost for one night’s stay is covered by WASFAA.

Strategic Planning Committee: Sandi Guidry has been keeping the measures tracking tool up to date. Sandi Guidry, Steve Herndon and Peter Miller will be going through the records and make sure that the numbers are accurate. There was some confusion around membership numbers. We want to make sure we are comparing apples to apples. Sandi Guidry will make sure that the three year plan is written up and on our website. The plan ends in 2013. Kay Solitis will be completing the plan and facilitating the next plan’s development during her year as past president. We probably won’t want to make a five year plan while things are changing so quickly. Steve Herndon reminded us that the annual report information is very important to the maintenance of the tracking tool. There are a number of holes in past years’ data. Good data should be included in reports to as assist with the tracking. Our planning is based on good historical data.

Training Committee: Fall training was well attended and covered verification and tax transcript review. 108 more people attended the in-person event than the previous year. There were 28 webcast sites with probably 2.5 people at each site. They piloted the split day format, afternoon and then morning, at two sites. The follow up survey showed some really liked it and some did not at all. Feedback showed that people wanted more training, so spring will be with Jim Briggs, “the Tax Guy”. He will also be providing training with CASFAA in March, but will probably not impact the rest of our states participation. The fees for the spring training are a bit higher, but Nichole Doering feels we can justify the increase. She thinks it will be a money maker for us. This year they traveled to Alaska after not doing
so last year. Training’s budget includes Go2Meeting costs that are not directly a training expense. 45 people attended the training in Arizona. 91 people joined WASFAA as a result of attending the training. Registration should be up in the next two or three weeks for the spring training. Steve Herndon commended the training committee for the quality and variety of training that they offer. The Hawaii people were disappointed that they were not included in the fall training. Adam Hatch had suggested a partnership with Hawaii to help with training take place at a future time. Adam Hatch was going to offer the in-person fall training in Hawaii when the Hawaii association was already meeting. Jodie thought it would be best not to plan to tag on to another Hawaii event. PACFAA should have been informed with the plans for training. Jack Edwards will try to make sure that PACFAA be included with WASFAA events. Nichole Doering encouraged us all to be sure to participate in the training opportunities and to provide suggestions.

Volunteer Development Committee: Tami Sato had a couple of articles for the newsletter. Tracey Lehman had an article about the great number of volunteers required to put on a successful conference. Tami Sato made nominations for NASFAA and WASFAA awards. She will be staffing the WASFAA booth and has decided on what materials will be available at the booth and for the newcomers’ session. She will also have a presentation for the transition meeting as well. She commended committee chairs for using new volunteers.

Past President: Sandi Guidry plans to interview Justin Draeger for an article, with a question and answer format. Feel free to submit questions for the article. The award recipient data is inaccurate on our website and so Sandi Guidry will be working with Ashley Salisbury to clean up the data. The 2008 year award recipient information is missing and it is not in the newsletter. Breena Colin will publish a final report that will include the award recipients for historical purposes.

President Elect – Jack Edwards has been focusing on getting nominations done and finalizing the list of EC members for 2012-13. There will be some new people coming on board. Sandi Guidry moved that his slate of EC chairs be approved. MOTION CARRIED.

Jack Edwards thanked Sandi Guidry and Kay Soltis for their guidance as he prepares for his year as president.

Vice President – Ashley Munro has been reviewing the financial records regularly. She is getting ready to order the member gift. She is also getting the insurance certificate information together for SDBSI.

President – Kay brought us up to date. She has two state conferences left, Alaska and Hawaii. She has had a great experience visiting the state conferences. Frank Green and Mindy Bergeron have the opportunity to attend the NASFAA leadership conference in March. Mindy Bergeron will attend as our treasurer-elect. They provide great information and tips to help people prepare for their leadership year. The NASFAA board has changed their board structure to meet non-profit regulations. There are also going to be fewer members. Usually the past president and president represent WASFAA with voting rights. WASFAA’s president-elect sits in the peanut gallery to observe. We need to decide who will represent WASFAA in the future. In year 13-14, there will be only one voting position for regional leaders and one observer slot. We need to decide who will fill the voting and observer spots. Two options are 1) the president would be the observer and the past-president would be in the voting position or 2) the president-elect acts as the observer and the president votes on behalf of WASFAA.
MOTION Sandi Guidry moved that we accept this first option. **MOTION CARRIED.** Because of our contract with Occidental College we needed a larger insurance policy, so Ashley Munro worked with our insurance agent and the policy was modified. The cost was an additional $2500. With NASFAA’s new training track, NASFAA will be providing some training at our conferences. In April there will be a training track of three sessions. NASFAA can be flexible with planning up to six weeks prior to the conference. A number of options for the sessions are available. Eunice Powell will be joining us in Portland as well as Justin Draeger and Pam Fowler. There will be an inter-regional visitor attending as well. Justin Draeger will be attending our executive council meeting on Saturday afternoon. Kay Soltis will be forwarding agenda information for our EC meeting to our NASFAA guests. Jeff Baker has been asked to participate, but no confirmation has been received. NASFAA’s regional leadership nomination has been submitted. We have finished our contractual agreement with NASFAA for investing. NASFAA University was established to have a certification process. Members are certified for certain topics when the module is completed successfully. Regional training can also count for certification as well. The modules are $50 and must be paid per person. Nichole Doering asked for a tiered fee structure to be considered to make NASFAA affordable. She will send an email out to the listserv to see what other schools think. Remember that as committee chairs you cannot financially obligate WASFAA for anything. It must always go through the president. Only the president can do so. If you have any financial needs, get the information to Fiscal Planning Committee. Feel free to de-obligate funds you won’t be spending. Final reports need to be submitted before the conference and the information will be used in our tracking tool. The more information you provide the better. The year-end report must be for the entire year. The timeline and suggestion sections are very important; please complete it thoroughly. The next NASFAA board meeting is in May, in Florida. The EC meetings prior to the conference will be just Saturday afternoon. The Strategic Planning and Fiscal Planning Committees will be Saturday morning with the usual time frame. Oral committee reports will be abbreviated. State presidents will have their meeting as well on Saturday morning.

**Federal Update** — Kim Schreck sent a written report which Kay Soltis read to us. Keep watching IFAP for more information. Kay Soltis will share the written report. Kevin Jensen mentioned that ACS has been mischarging interest, so be aware.

**New Business:** Peter Miller brought up the issue of keeping our costs down so we are not taking as much from our asset reserves. Our transition meetings have increased our EC costs. Should we reduce the number of committee chairs that attend the meetings? Do we need a commission type set up? Will it be harder to find people to be part of the committee? Taking credit cards for payment costs us $5500 per year. Do we want to continue to offer this? Should we send out a survey to see how members feel about it? The need for ATAC’s services would be reduced if we didn’t take credit card payments. We could have a Facebook page, or we could have a website hosted by an institution. ATAC is a significant expense. We could keep the website informational and use some other means for registration. We are also paying more for insurance, about $4000. Buying laptops every few years is a cost that we may be able to reduce. Maybe the secretary could use his or her own laptop? What can we do to save some money? Investment income can also help the budget. Brenna Colin was wondering how we will be looking at the budget. Today is just a discussion about it and then there will be a game plan. Jim White recommended that we make sure that liquor is not being expensed. Some meetings from years ago had chairs just fly in and give their reports and then leave. If a chair has new proposals or needed for input then the chair would attend. The fee increase to cover the charge card fee was included in the setting of
rates for events in the past, but it may not really be happening any longer. Perhaps there should be an unbiased group to make a tough decision about budget. Fiscal Planning should be involved. Networking at meetings helps some do their jobs better. Getting payments right away from credit cards is a plus. You don’t have to chase members for payments. Our website could be through Facebook and have links to PayPal for credit card payments. More organizations are moving to Facebook. Steve Herndon has studied the budget in a lot of detail and is concerned that we are using such a large amount of our asset reserves. We may need to have the liaison format to represent committees. We have a presidential fund and treasurer fund payment that we may need to suspend. State meetings are a significant cost as well. We may need to eliminate scholarships and WASFAA’s membership gift. Can we charge a fee for credit card usage at time of use? Abril Hunt suggested that we reach out to high school counselors and to students who are interested in working in higher education as possible members.

TO DO Fiscal Planning will review these suggestions and work with Jack Edwards and Kay Soltis.

MOTION Sandi Guidry moved to adjourn the meeting. MOTION CARRIED.

Adjournment: The meeting was adjourned at 11:34 a.m.

Secretary of WASFAA Date of approval