November 17, 2005
WASFAA Executive Council Meeting
San Francisco, CA

Members present: Frank Green, Segmental Rep; Frank Silva, EDAC; Tami Sato, Pres-elect, Fed Issues; Lana Walter, Fiscal Planning; Peter Miller, Treasurer, Electronic Services; Kay Soltis, Co-Chair SDB SI and Awards; Andy Promisiri, Co-Chair SDB SI; Rachelle Sharpe, WFAA; Jim White, Past Pres; Wendy Olson, Membership; Catherine King-Todd, Volunteer Development; Renee Baker, NAFAA; Don Black, JRS MLI; Pam Doerner, Secretary; Gayle Northrop, Consultant; Joanne Brennan, CASFAA; Jeff Scofield, PacFAA; Pat Peppin, AASFAA; Sandi Guidry, Co-Chair Conference; Doug Severs, Research; Dwight Berreth, Policies & Procedures; David Tolman, IASFAA; Bert Logan, Co-Chair Training; Kathy Campbell, Newsletter Co-Chair; Leonard Walker, Co-Chair Conference, Site Selection.

President Herndon called the EC meeting to order at 1:05pm. He thanked and welcomed all to San Francisco. Housekeeping information was provided. Steve also welcomed Gayle Northrop, our consultant for the WASFAA Five Year Plan. Steve reported the following people will not be at our meeting – Judy Saling and Theresa Bosworth Fund Development Co-Chairs; Sheryl Reinschmidt, Graduate/Professional Chair; and Vice President Kathy Anderson (Kathy has resigned her position and Steve will provide more information on this in Executive Session); Janell McIntyre, ALASFAA; Marianna Deeken, USDoe; Kate Bligh, Historical Archives; and Selmarie Stacy formerly Electronic Services Chair who has also resigned.

President Herndon asked everyone to review the agenda. Renee Baker moved to accept the agenda. Jeff Scofield seconded. Motion passes.

Minutes from the June EC meeting and an updated Treasurers report are being printed at this time. Pam Doerner reports as soon as they are available, they will be provided to members.

President Herndon asks Gayle Northrop to provide a review of the Strategic Plan after summarizing where it was EC began and where the process is to date in developing the goals and measurements for WASFAA’s Five Year Plan. The Strategic Planning Committee (SPC) has gathered all the information and put it into a 16 page document.

Frank Silva moved to approve the Strategic Plan as presented by Gayle Northrop. Frank Green seconded. The WASFAA Five Year Plan passes unanimously.

Discussion continued on how to keep the document active. The SPC will make sure
1. annual goal setting by committee
2. monitor and discuss plan each quarter
3. develop a tracking tool to establish baseline data and complete each year
4. select a committee chair. Currently, the by-laws say this belongs to the
   president-elect however it may be wise to move to the past president who will
   have established some history with the plan as it is at that time.

The EC also suggested:
   SPC review plan in 2-3 years for relevancy;
   Consider revision/update/development of new plan in February, March, or April
2009;
   Committee chairs give suggestions for changes or additions to plan;
   Hold Transition meeting with new and old members;
   Provide access to prior year committee reports for new chairs; and
   Hold State Presidents meeting at Transition meeting, chaired by the Volunteer
   Development Committee Chair.

TO DO: President Herndon will write an article for the newsletter and continue to
provide information about the FiveYear Plan to state meetings and at the annual
conference.
   Peter Miller will put the Five Year Plan in PDF format and put on the website;
seek estimates on the cost of printing and binding copies of the plan.
   It is also suggested to refer to the goals and values with every upcoming
WASFAA activity. Possibly create a poster or bookmark that highlights the goals and
values of the Five Year Plan. Catherine King-Todd offers Volunteer Committee to
develop a poster idea.

Gayle also gave an update on the Sister Dale Brown Summer Institute Survey. Keeping
in mind this was not a survey on the Summer Institute but rather a tool to gather
information on what new members to WASFAA want from their association
membership. Group discussion pointed out the following suggestions:
   Attach highlighted information on WASFAA services to an auto reply message
when payment is received; promote WASFAA benefits at SDBSI, JRS MLI and state
association meetings; give information on different committees; and develop a
standardized tool for all training events and activities to gather statistical data.

*BREAK*

3PM - President Herndon calls meeting back to order. The minutes from the June 2005
EC meeting and the updated Treasurers report were passed out. President Herndon asks
members to review the June 2005 EC meeting minutes tonight for corrections/approval
tomorrow.

   **Treasurers Report**
   Peter Miller explains the checking account appears to have a high balance but that
is to cover the withdrawal that will occur because of the change in the Vanguard account.
Because of changes beyond our control, the Vanguard account has been changed to a
different type of account so in a few days, the funds in checking from the prior Vanguard
account will be transferred to the new Vanguard account. Peter explained the current budget adjustments Fiscal Planning made this morning. Since any budget adjustment of $1500 or more needs EC approval, Pat Peppin motioned to accept the current budget adjustments; Jim White seconded. Motion passes unanimously.

WASFAA Policies & Procedures requires the Vice President to review and sign off on monthly bank statements. Peter currently downloads the bank statements and forwards copies to the Vice President. Kathy Anderson has reviewed and approved bank statements from June through October.

Tami Sato moves to accept the Treasurers Report
Frank Green seconds.
President Herndon calls for the vote and the current Treasurers Report is accepted.

Fiscal Planning
Lana Walter
Lana and Wendy Olson, Membership Chair, reported on the information they gathered from other associations regarding Institutional vs Individual Membership. In our region, the community colleges in California are not authorized to pay for institutional memberships. The individual membership fee can be paid if it is part of the costs of attending training or the annual conference. Proprietary schools surveyed in California do not seem supportive of paying institutional fees. Other regions and state associations also provided information to Lana and Wendy however, President Herndon felt we had enough information and determined he will provide this information in his monthly update to members so they will know the EC has responded to the survey responses regarding Institutional vs. Individual Membership charges.

TO DO: President Herndon to address Institutional vs. Individual Membership charges in monthly update.

Lana explained that the Fiscal Planning Committee (FPC) has reviewed two investment policy statements regarding the management of WASFAA’s investment accounts. The question is how does WASFAA want to maintain the association’s investments; specifically, the investments designated to be liquid for emergency situations? After much discussion, FPC recommends seeking bids from three companies to manage these funds rather than burdening one individual with this task.

TO DO: Lana Walter will request bids from the company used by CASFAA and two other companies who are proficient in managing funds for non-profit organizations.

Budget 2006 – Lana passed out the hot-off-the-press budget overview. Frank Green asked for information on how to request budget funds. Lana asked for the request to come via an email request for her to present to the Fiscal Planning Committee.

New Line Item – Per request from Tracy Reisinger, and approved by the FPC, WASFAA is establishing scholarship funds for WASFAA members to attend the NASFAA 2006 Conference in Seattle and is included and specific to this conference only.
Jeff Scofield moved to accept the NASFAA Scholarship line item addition to the Budget Overview.
Joanne Brennan seconded.
Unanimously approved.

Bert Logan talked about the dollar amount for Training Budget for 2006 and suggests increasing the amount. This required moderate adjustments to the Training Budget Overview.

Frank Green would like to add back in to the Budget Overview an amount for State Projects and fund it at $8,000. Discussion amongst EC members followed. Kay Soltis recommended that the Fiscal Planning Committee take this on and develop a formal proposal. Lana Walter advocated to go forward with Budget Overview as it is and wait for State Presidents to put together their own proposal with a formal budget request. Peter Miller offers to add the request to the Budget Overview with no dollar amount.

Tami Sato moves to approve amended Budget Overview for now by increasing Training request, decreasing asset reserve and moving $6760 asset reserves forward.***********need clarification on this motion
Jim White seconds.
Call for the question – 1 opposes, 1 abstains, all others approve. MOTION CARRIES.

Committee Reports

Awards
Kay Soltis
The Awards Committee was asked to review and make a recommendation to the EC regarding award nominees who are current voting members of the Executive Council. The committee agreed and recommended that these members not be presented to EC for consideration if nominated.

David Tolman moves to change Policies & Procedures to say “the Executive Council will not accept names of current Executive Council members for awards with the exception of ‘Committee of the Year’ and awards bestowed by the President of WASFAA.”
Renee Baker seconds.
Call for the question, all approve.

TO DO: Dwight Berreth needs to make these changes to the Policies & Procedures as well as review the website for appropriate updating.

By-Laws
Jim White
Previous discussion from this morning suggested making changes to by-laws to exclude duties assigned to a specific position.

*****need Jim to help me complete this*****
President Herndon suggests adjourning for the day at 5:25 p.m. and will resume at 8 a.m. tomorrow.

WASFAA Executive Council Meeting
November 18, 2005
San Francisco, CA

President Herndon called the continuation of the Executive Council meeting to order at 8:05am.

Members present: Andy Promsiri, SDB SI Co-Chair; David Tolman, IASFAA; Doug Severs, Research Chair; Dwight Berreth, P&P Chair; Kay Soltis, Awards and SDB SI Co-Chair; Bert Logan, Training Co-Chair; Rachelle Sharpe, WFAA; Wendy Olson, Membership Chair; Don Black, JRS MLI Chair; Joanne Brennan, CASFAA; Jeff Scofield, PacFAA; Renee’ Baker, NAFAA; Sandi Guidry, Conference Co-Chair; Frank Green, Segmental Representative; Jim White, Past President; Lana Walter, Fiscal Planning Chair; Pat Peppin, AASFAA; Francie Campbell, Training Co-Chair; Catherine King-Todd, Volunteer Development Chair; Tami Sato, President-Elect and Federal Issues Chair; Steve Herndon, President; Kathy Campbell, Newsletter Co-Chair; Frank Silva, EDAC; Peter Miller, Treasurer.

Minutes from June 2005 EC meeting have been printed and handed out to members. Minutes will be reviewed by members. Corrections need to be submitted to Pam Doerner via email or on the hard copies handed out to EC members.

Wendy Olson suggested making a TO DO list and list of motions included separately at the end of the meeting minutes. Pam Doerner agreed to do this.

President Herndon continued with committee reports.

Federal Issues- Tami Sato, WASFAA President Elect and Committee Chair
A summary of activities covered committee members, Listserv messages, newsletter articles, advocacy efforts, related meetings, a review of Federal Issues documents, future activities and current federal issues was provided to members.

Fund Development – Co-Chair Theresa Bosworth

Historical Archives – Chair Kate Bligh was not present. Renee Baker explained that WASFAA needs to start collecting things for the 40th anniversary. Catherine King-Todd suggested contacting NASFAA for any historical things they may have.

Membership – Chair Wendy Olson
A summary of activities consisted of membership statistics, collection of ethnicity data, institutional vs individual membership, unpaid invoices. The committee
has expanded to include seven members. The scheduled conference call had to be rescheduled to a later date.

Newsletter – Co-Chair Kathy Campbell
A survey sample was shared with EC; minor changes and additions were provided. All volunteers have been contacted. A hard copy newsletter will be mailed ($5800 to print and mail to 1200 members) with information on the Reno conference.

EDAC – Chair Frank Silva
There will be a reception at the Reno conference in conjunction with the President’s Reception. Discussion continued about the choices on the membership form relating to gender ethnicity. The database does not work with write in categories. It was suggested we need to have the option to check more than one category.

Policies & Procedures – Chair Dwight Berreth
The CD with the current P&P has been received however it is “read only.” Discussion about the quarterly report preceded a motion by David Tolman. Dwight provided recommendations to update and add information to the Policies & Procedures.

MOTION – David Tolman moves that we incorporate all the information as presented into Policies & Procedures.
Pat Peppin seconds
All approve

Dwight will put the last two pages of his quarterly report in P&P, per EC approval, and in February the committees listed in report will provide info on descriptions (TO DO list)

Dwight asked for guidance on where to put Item 7 (credit card use and Alaska Airlines miles) – 8-1-d – money management section?

Research – Chair Doug Severs
The committee of nine has become seven. Committee has discussed holding a pre-conference activity or interest session on utilizing research tools. There is information on the website. They are looking at the NASFAA research site at the research suggestions that could not be funded by NASFAA to see if these suggestions are research topics that WASFAA could do. Bert Logan commented that he is glad to see this committee has been re-established.

Jerry R Sims Management Leadership Institute – Chair Don Black
This year’s faculty, Syed Rizvi and Jennifer Satalino, among others, did a fantastic job. Good feedback has been received from the survey. Budget hit on target. It is suggested that a consistent location would be helpful for future MLIs. However, MLI may want to continue to move around because the curriculum does change so the possibility of repeat customers could increase.
Site Selection – Chair Leonard Walker
Leonard passed out a brochure on the Coeur d’Alene, ID site under consideration for the 2010 conference. Questions and discussion about the Grove Hotel and conference center in Boise and Coeur d’Alene provided comparisons of each site.

MOTION – Peter Miller moves to choose the Coeur d’Alene site for the 2010 conference site.
Frank Green seconds.

Leonard asks that dates for 2009 state conferences be posted so the Coeur d’Alene site could be considered for possible MLI and transition meeting while coordinating the 2010 conference costs.

President Herndon called for a vote and the Coeur d’Alene site is approved by all. Motion carries.

Training – Co Chairs Bert Logan and Francie Campbell
The last scheduled Fall Training session is being held today. So far, all feedback has been positive. Good trainers! The chairs appreciate the EC support in providing two trainers per session at each of the eleven sites. The McGeorge site taped and edited the training session. It is a four hour 2 DVD set available for $10. With the remaining NASFAA materials ($51) and the 2 DVD set ($10) plus postage, Doug Severs refers to two possible markets for these materials – administrators who could not attend the live training sessions and for school staff to have on hand. These materials will probably be available in January 2006 and at the 2006 WASFAA conference in Reno. Bert says the DVD will provide an opportunity to see how well the electronic delivery is accepted and give the Training Committee an opportunity to think about for 2006. Francie said that sites are hard to find so she asked state presidents to consider appointing state site coordinators.

TO DO – create a site coordinator manual/checklist to help host know what needs to be done to set up training sites and the expectations.

No NASFAA Spring 2006 training is planned. Bert asks if EC wants to provide Spring 2006 training and would like to hear from state presidents with suggested topics and specific training needs.

Volunteer Development – Chair Catherine King-Todd
Catherine passed around a list of volunteer names and asked for updates from committee chairs. Newcomers at the 2006 WASFAA Conference will have “1st Timer” on their nametag. Committee is looking at having a “Buddy Program.” They are working with Fund Development to have a WASFAA table at the conference, staffed at peak times with EC members and Volunteer Development Committee members who can provide more information on WASFAA activities.
Tracking volunteers is a challenge!
Nominations and Elections – Chair Jim White

A notice was sent through the WASFAA website for nominations for all elected positions. The committee through a conference called selected a host of candidates which will be presented for review by the EC today during Executive Session. As soon as the slate of nominees is approved, the ballot will be placed on the WASFAA website and each member will receive a message with directions on accessing the ballot. The election will close and then the President, Past President or President Elect will notify the candidates.

MOTION by Peter Miller to go to Executive Session.
Seconded by David Tolman
Approved unanimously.

EXECUTIVE SESSION – Includes all elected officials and appointed representatives-at-large unless excused) - Steve Herndon, President; Tami Sato, President-elect; Peter Miller, Treasurer; Pam Doerner, Secretary; Frank Silva, EDAC Chair; Jim White, Past-President; David Tolman, IASFAA; Rachelle Sharpe, WFAA; Joanne Brennan, CASFAA; Jeff Scofield, PacFAA; Renee Baker, NAFAA; Frank Green, Segmental Representative; Pat Peppin, AASFAA.

President Herndon discussed the resignation of Vice President Kathy Anderson. Per the Policies & Procedures, the President can appoint a replacement. President Herndon wishes to appoint Dwight Berreth.

MOTION to appoint Dwight Berreth as Vice President by Jim White.
Frank Silva seconds.

The motion carries.

Jim White presented the ballot for WASFAA 2006.

MOTION by Pam Doerner to accept the ballot as amended.
Seconded by David Tolman.

Approved by all.

MOTION to exit from Executive Session by Renee Baker.
Seconded by Jeff Scofield and approved by all.

Regular Executive Council Meeting resumed at 12:45pm with all attendees returning.

State Reports
All state presidents gave a summary of their reports.

Past President – Jim White
Jim gave an update on the nominations, election and By Laws. See attachments.

President-Elect – Tami Sato
Tami summarized her report, see attachment.

Representative-At-Large – Frank Green
Frank met with ACCSCT proprietary accreditation and Career College Association. He has been working on the membership site to view members who listed their school as a proprietary school. Some members were listed incorrectly because of moves or misunderstanding of what a proprietary school is. He is also working on an interest session for the 2006 WASFAA conference.

President Report – Steve Herndon
President Herndon has been busy! Steve has kept members up to date with WASFAA activities in his regular reports in the newsletter, listserv emails and in attending four of the fall state conferences.

OLD BUSINESS
Training and membership fee – discussion continued about the charge for training including the annual WASFAA membership fee.

President Herndon told the EC that Doug Severs, a past WASFAA president, has been appointed as a NASFAA Commissioner for the 2006-07 year. Congratulations from all to Doug.

NEW BUSINESS
EC February meeting – 2 members from NASFAA will be participating. 2007 WASFAA conference in Anaheim will have 2 NASFAA visitors.
Dwight Berreth reports that we need to work on putting in writing and adjust the committee to “Awards and Scholarships” and add to P&P.
In response to Hurricane Katrina – much discussion centered on the affected region and state associations and how it affects the Financial Aid Administrators, the students and the regional associations. EC wants to know if this is something that is part of our mission, part of our purpose.

MOTION by Jim White – WASFAA send $5000 to Louisiana and Mississippi State Associations to help them recover and fulfill their mission to train and serve financial aid administrators.
Seconded by Joanne Brennan.

More discussion ensued which brought forth a recommendation by Dwight Berreth to send $7500 each to Louisiana and Mississippi State Associations to help them fulfill their mission to train and serve financial aid administrators.
The friendly amendment to the original motion was accepted by Jim White and seconded by Joanne Brennan.

Call for the vote; 9 yes, 2 no.

Motion carries.

MOTION by Jim White to adjust budget to reflect additional expense from the appropriate line item.

Seconded by Frank Silva.

Motion carries.

Catherine King-Todd voiced appreciation to President Herndon for the frequent WASFAA Highlights and thanks him for all of his work.

MOTION by Jim White to adjourn.

Seconded by Dwight Berreth.

Approved by all; meeting adjourns at 3pm.