

**Minutes**  
**WVASFAA Executive Committee Winter Retreat – March 19, 2015**

<b>DATE: 3-19-15</b>	<b>PLACE: Glade Springs</b>	<b>CONVENED: 8:20 am</b>	<b>CONCLUDED: 11:42 am</b>
<b>MEMBERS PRESENT:</b>	Katie Cooper, Chris Baker, Donna Feijo, Rachel Hagen, Debbie Turner, Sarah Musgrave, Carrie Watters, Jeanie Spitznogle, Sharon Howard, Kathy Bialk, Candi Frazier, Karen Martin, Brian Weingart, Chester Priest, Carla Strawn		<b>ABSENT:</b>
<b>Participated by Phone</b>			
<b>MINUTES RECORDED BY</b>	Donna Feijo		
<b>NEXT MEETING</b>	TBD		
<b>ITEM</b>	<b>DISCUSSION</b>		
<b>1. Secretary's Report</b>	The committee reviewed the handout of the minutes from the last Executive Committee meeting, April 23, 2014. Corrections need made to the names Karen Martin in Secretary's report, Candi Frazier in Spring 2014 Conference committee, Dobbs, Headley, and Oerly throughout the minutes. Candi Frazier made a motion to accept the minutes with the corrections. Carla Strawn second. Passed unanimously.		
<b>2. Treasurer's Report</b>	Jeanie Spitznogle reviewed the handout of the Treasurer's report. Discussion regarding pay pal and the payments that have been made. Sharon Howard made a motion to accept the Treasurer's report. Carrie Watters second. Passed unanimously. Our business license is current. The annual audit will be on June 30 <sup>th</sup> . We currently have 149 members.		
<b>3. President Report</b>	Kathy Bialk reported that Amanda Sites attended the Ohio conference.		
<b>4. President-elect Report</b>	Kathy Bialk was responsible for coordinating the Executive Winter Retreat. Kathy recognized Carla Strawn, giving her full credit for putting together the retreat, which was a very successful event. Debbie Turner and Kathy Bialk attended the NASFAA Leadership and Legislative Symposium. (WVASFAA pays for two people to attend. Kathy expressed that she feels the President-elect and Treasurer should go to this. She noted that this was excellent professional leadership training. Debbie Turner agreed that the event gave guidance that would help newer people coming into the various leadership roles. Debbie noted that the conference brought up the fact that we can be held liable if we have something in our bylaws that we are not doing. This prompted discussion.) MASFAA Executive Committee met in January. MASFAA was seeking a report from WVASFAA. Kathy Bialk has submitted the report to MASFAA. The list of Officers and Committee Chairs for the 2015-2016 year were handed out and reviewed by Kathy Bialk. Social Outreach and Promotion committee was added.		
<b>5. Past President Report</b>	Kathy Bialk gave report on behalf of Cynthia Hudok and asked input from Sharon Howard. Sharon Howard reported that nominations were taken. There was only one nomination for each position. Ballots have gone out.		

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	<p>The announcement for these offices will go out at spring conference. There was much discussion about the nominations, voting, and timeframe. Chester Priest made the suggestion of reviewing other associations to see what they are doing and put together a report and bring it back for review. Kathy Bialk appointed an ad hoc committee of Sharon Howard, Candi Frazier, and Chester Priest to research other associations in regard to the voting timeframe for a better transition of leadership.</p> <p>Karen Martin made a motion to approve the Committee Chairs for 2015-2016. Chester Priest second. Passed unanimously.</p>
<b>6. Committee Reports</b>	
<b>Archives</b>	No report. There was discussion regarding, if records were being kept on multiple types of media.
<b>Awards</b>	Candi Frazier and Kathy Bialk reported that we will be recognizing 2 years' worth of awards at the upcoming conference.
<b>Awareness</b>	No report. Kathy Bialk talked about TRIO involvement and announced the new chair of the Awareness committee, Scott Robinson.
<b>Email Blaster/Newsletter</b>	No Report. Kathy Bialk shared that Evelyn Hansen has been working behind the scenes getting information on the website.
<b>Financial Aid Training for Counselors</b>	Karen Martin handed out an Overview of the Counselor Workshops. 355 were registered this year, which is a 14% decrease from the last year. There was a mix between High School Counselors, Voc. Rehab Counselors, TRIO representatives and Financial Aid Officers. 56% return on the workshop's electronic evaluations. Looking at adding another location in the Greenbrier Valley area.
<b>NASFAA Training</b>	No Report. Kathy Bialk asked Brian Weingart to talk about the NASFAA Core Training. This has been held in October the last 2 years. This is a 2 day training and includes the credential tests for those who want to take the tests. 10 people participated last year. Discussion regarding NASFAA Core Training.
<b>Constitution &amp; Bylaws/P&amp;P</b>	Kathy Bialk said that the membership vote that was regarding associate members voting privilege and being allowed to hold elected positions came back. This passed in regard to the voting privilege, but holding office was rejected. These results have not been announced to membership. Discussion. It was recommended that the results be verbalized at the upcoming business meeting.
<b>Membership</b>	<p>Kathy Bialk shared that Damia Dobbs will be facilitating the newcomers' reception at the upcoming conference. Candi Frazier shared that we have 149 members, with 26 of these being new. The newcomer's event will be at 11:00 prior to the conference beginning. Damia Dobbs and Tresa Weimer are coordinating the event and all Executive Committee members are urged to attend.</p> <p>Kathy Bialk shared that the membership e-mail is being cleaned up. She has received numerous return e-mail. This prompted discussion.</p>
<b>Associate Membership</b>	Chester Priest reported that 8 registered for upcoming conference and 5 have paid. Discussion regarding auxiliary membership and the need for auxiliary to be listed on registering online. Jeanie Spitznogle reviewed the

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	<p>language of the last vote regarding membership. It was determined that auxiliary membership was not addressed at that time. Types of memberships are regular, associate and auxiliary.</p> <p>Sharon Howard made a motion to put out for a 30 day comment period, a change to the constitution and bylaws to address allowing auxiliary members to vote and hold elected and appointed offices. Jeannie Spitznogle second. Much discussion.</p> <p>Sharon Howard amended her motion to remove elected office. The motion reads, “put out for a 30 day comment period, the change to the constitution and bylaws to address allowing auxiliary members to vote and hold appointed offices. Carrie Watters second. No discussion. Passed unanimously.</p> <p>Discussion. Candi Frazier made the motion to remove the reference to the Federal Family Education Loan Program in the constitution and bylaws. Sharon Howard second. Passed unanimously.</p>
<b>2015 Spring Conference</b>	<p>Candi Frazier reported that 101 are registered for the upcoming conference. Budget was built on 90. The association is offsetting some of the expense because of MASFAA’s expense to members. The upcoming conference agenda is meaty. Moderators are needed for conference. Rachel Hagen and Karen Martin volunteered to moderate. During the upcoming conference, we will be doing one evening on our own. Carla Strawn will put together a list of restaurants that are near Stonewall. The Presidents suite will be available for socialization. The banquet will be on the 2<sup>nd</sup> evening.</p>
<b>Long Range Planning</b>	<p>Carla Strawn reported that the Fall 2015 conference is scheduled for October 28, 29 and 30 at Glade Springs Resort. Spring 2016 has not been set. Carla Strawn went over information from Oglebay Resort. She is going to continue working on negotiations for affordability at Oglebay. Discussion regarding length of the conferences.</p> <p>Candi Frazier made a motion that we change the policy and procedures in reference to conferences and trainings, to indicate that we will have at least 2 full conferences per year, one in the fall and one in the spring. Karen Martin second. Passed unanimously.</p>
<b>7. Old Business</b>	<p>None. Kathy Bialk made a comment on professional commitment to serve and her appreciation for those attending. Kathy Bialk asked for a commitment from those assembled, if they need help that they would reach out to their committee and seek assistance.</p> <p>She asked for committee representative to share some of their goals.</p> <p>Policy and Procedures – Candi Frazier – wants to align policy and procedures with what we are actually doing. She will be bringing information forward as it needs addressed. She will also be working on an electronic functional format.</p> <p>Financial Aid Training for Counselors - Karen Martin – to increase to 13 locations for workshops and work with getting at least one representative from each high school.</p> <p>Membership - Rachel Hagen – increasing membership – discussion of newcomers event</p> <p>Conference Site – Sharon Howard – wants to recruit new people to get them involved and plan a good conference working with Katie Cooper.</p> <p>Professional Development and Training - Brian Weingart – Develop a one day training for mid-level people – one day workshop for default management.</p>

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	<p>Social Outreach and Promotion – Sarah Musgrave – New – Candi Frazier and Kathy Bialk explained about this committee and said that it would be good to work closely with Evelyn Hansen.</p> <p>Government Relations – Debbie Turner - Making sure that communication is happening regarding State and Federal issues.</p> <p>Kathy Bialk – Main goal is to set the stage for members/association to further grow and develop - to be inclusive and to move forward as a professional organization - she wants us to really gain from networking and working together professionally.</p>
<b>8. New Business</b>	None
<b>9. Announcements</b>	None
<b>10. Adjournment</b>	Sharon Howard made a motion to adjourn. Candi Frazier second. Passed unanimously. 11:42 am