

Minutes
WVASFAA Executive Committee Transition Meeting / Planning Retreat –July 8, 2015

DATE: Wednesday, July 8, 2015	PLACE: Holiday Inn Hotel & Suites Huntington Civic Center	CONVENED: 8:47 AM	CONCLUDED: 12:32 PM
MINUTES RECORDED BY: Donna Feijo	Present: Kathy Bialk, Karen Martin, Carrie Watters, Ben Burdock, Rachel Hagen, Sarah Musgrave, Jo Ann Ross, Candi Frazier, Katie Cooper, Sandra Bennett, Carla Strawn, Chester Priest, Chris Baker, Brian Weingart, Donna Feijo	Absent: Tresa Weimer, Damia Dobbs, Sharon Howard, Debbie Turner, Evelyn Hanson, Amanda Sites, Jeanie Spitznogle	
NEXT MEETING	TBD		
ITEM	DISCUSSION		
	Kathy Bialk called the meeting to order asking those present introducing themselves. Those absent were introduced by Kathy.		
1. Secretary's Report	Donna Feijo commented that the minutes from our last meeting were sent out electronically. Hard copies were provided by Kathy Bialk for everyone to review. Rachel Hagen motioned to accept the minutes. Karen Martin second. Passed unanimously.		
2. President's Report	Kathy Bialk reviewed the following:		
DropBox	DropBox folder has been sent out as a means of communication. Everyone should have received an invitation and was encouraged to join. This is a free resource that will enable better communication and be useful for archive purposes. Use was initiated when Kathy and Katie Cooper were working together on conference information. It worked well, which lead to using it as a tool for WVASFAA documentation.		
MASFAA Leadership Symposium Nominations	<p>Katie Cooper and Sarah Griffith attended the MASFAA Leadership Symposium. Katie gave an update. This was held in Indianapolis. For Katie it was a time of self-reflection, lecture and networking. The networking was the most beneficial part for Katie. For future attendees, she felt it would be most beneficial for someone wanting to become a Director.</p> <p>Kathy Bialk shared a thank you letter from Sarah Griffith, who found the leadership symposium extremely helpful and inspiring. Kathy also commented on the importance of the symposium in regard to growth. Kathy indicated that she was able to approve sending two persons to this event because the cost was within the \$350 limit set forth in the WVASFAA Policy & Procedures. MASFAA paid for the training expense and Katie and Sarah's schools covered the transportation costs. Kathy recommended that this be an item budgeted for the future to ensure that we provide opportunities for WV financial aid professionals to professionally develop into higher level positions within the profession or to hone their current leadership skills.</p>		

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MASFAA Nomination for 2015 MASFAA Conference	Kathy reached out via the list-serve to see if anyone was interested in being nominated to receive a scholarship to attend the MASFAA Conference. Kathy nominated Mary Jones, who has the support of her supervisor, Karen Lay, to attend the MASFAA Conference.
Financial Literacy Steering Committee	<p>Brian Weingart: Part of the commission was the Gear Up Grant that goes to both Middle and High Schools. Part of the grant is to create a Financial Literacy component for Middle and High Schools. They contracted with Education Alliance to spearhead on the Financial Literacy program. They are bring the stakeholders throughout the state together to see what is the best way of offering Financial Literacy that will extend through Middle to High School to College. This is in the beginning stages and the hope is to pilot something by next fall and continue to expand. Something sustainable statewide in the future intent.</p> <p>Ben Brunock is a volunteer with JA (Junior Achievement), which is a bridge between professionals and community, which is already in place with a 5 part seminar that is taught in high schools in PA and other areas nationwide. He offered to share this information and contacts with Brian to assist with the current Financial Literacy project for WV.</p> <p>Sandra Bennett shared that she and Brian are on a sub-committee looking at partnerships and what could be put in the MOU. WVASFAA could be a part of this...so we need to think about what we could commit to in becoming a partner and what would be in the MOU. Discussion regarding the challenges that we have at our own institutions regarding Financial Literacy and how this is going to be in the Middle Schools/High Schools... will this be a curriculum requirement? Discussion... Candy Frazier suggested that we come up with bullet points of what we can commit to. Brian talked about the E-mentoring program. Discussion regarding WVASFAA being a facilitator of the Financial Literacy, similar to what we do with Financial Aid nights at the High Schools. Kathy asked about the deadline. Sandra said the deadline for the MOU is July 30 and the next meeting will be on Sept. 12.</p>
HEPC Financial Aid Advisory Board	Brian Weingart asked Kathy for a nomination of a representative for this board. Kathy accepted this behalf of WVASFAA. Brian Wiengart explained the role of the HEPC FA Advisory Board: The board provides support and guidance regarding policy and how we can coordinate. They have done Default Management and, Net Price Calculator. They advise in regard to Promise, Higher Ed Grant, HEAPS. Members include: Mary Blizzard, Suzan George, Anna Crawford, Debbie Turner, Patrick Leggett HS Counselor and Kathy Bialk.
2016-2016 MASFAA Planning Retreat	Kathy Bialk, as President will be representing WVASFAA at the MASFAA Planning Retreat in August in St Louis.
Correspondence Received	Karen Lay sent a thank you note in regard to WVASFAA acknowledging her retirement. Susan Tiernik sent a thank you. Susan was with us through MASFAA Exchange. She was from Marquette University, Wisconsin. The thank you notes were read aloud by Kathy.
Requested updates to WVASFAA Website Home Page, Leadership Page, Meeting	There are updates that are being made on the Webpage. There is now a welcome message from our President on homepage. The back drop stock image will be replaced with our own image. It will be the picture we took by the FAFSA van. Missing approved minutes from the past few years have been uploaded to the website, but there

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WVASFAA Travel Reimbursement	Kathy handed out the form for mileage for this meeting. Candi Fraizer will make the form calculate for current State rate for reimbursement and covert the form to excel format. Kathy will correct the mileage reimbursement rate on the forms that will be used to reimburse everyone for their mileage to attend this meeting and give these to Jeanie Spitznogle for processing.
3. Past President Report	No Report from Amanda Sites
4. Nominations and Elections	<p>This would be Amanda Sites 15/16 responsibility.</p> <p>Discussion regarding the time frame being moved for elections. Candy Fraizer is checking to see if the timeframe is in policy or constitution. Discussion... Carrie Watters: Constitution Article 2, Section 2 says they will be done at the spring meeting or by absentee ballot. Discussion regarding structure and timeframe. Sandra Bennett shared that she would like to see progression through offices to prepare leadership. This would help the leadership to have an internal knowledge of WVASFAA. Kathy suggested an Association Governance Committee be formed to help to look into our structure and to overall provide guidance and recommendation to the Executive Committee. She suggested that past Presidents serve on this committee as they have valuable experience they could offer. Kathy asked if Sandra would chair this committee. The description and goals will be developed.</p> <p>Candy Fraizer moved that a 30 comment go out to membership to move the elections from spring to fall. Carrie Watters second. Kathy asked for discussion. Brian asked what is the current staggering of offices for re-election. Kathy said it will be, President Elect, Treasurer, and Secretary. Brian suggested that this is a part of the problem and that if this were staged differently this could eliminate so many coming in new at one time. Kathy came back to the motion, as this is a different component. Discussion... Passed unanimously 8 in favor, 1 against. Discussion. Candy Fraizer will send this out for comment.</p>
5. Treasurer Report	Jeanie Spitznogle was not in attendance to provide a Treasurer Report and since there were some corrections necessary, we aren't able to review the Treasurer's Report. A request was made that the Treasurer Report be sent to Executive Committee by email (electronically) so that it can be reviewed to help with establishing budgets. In fact, it was suggested that two years of the Treasurer Report will be needed to work on establishing a budget for 15-16. .
6. Finance and Budget	Sandra Bennett shared that this committee existed in prior years. This committee works with the President as they establish the goals to determine the expectation and then the committee would design a budget. She has been in contact with Jeanie Spitznogle and she anticipates going back further than 2 years to see what kind of funding we have been spending on committees that have continued through the years. The President can change the committees based upon need. The last several years, we have had the same committees over and

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	over and they may not actually be necessary. She plans to review the financial statements, review the committees and get an average of the amount spent then look at the committee’s goals and determine how much it may cost. She plans to have a proposed budget by the next time we meet. At the end of the year there will be a review to determine if they were on target.
7. President-elect Report	Katie Cooper: Second conference call is on Monday. At this point she has received 13 possibilities for presentations. The majority are associate members. Registration fee needs to be finalized. Katie made a motion that the registration fee be \$135.00. Discussion... Katie said this will cover meals, audio/video and having hospitality suite instead of snacks. Discussion... Katie or Kathy did not have the contract for the conference. Carla will forward the contract to them. Katie said this should cover 2 breakfasts, 2 lunches, 1 Dinner and bowling onsite. There would be one dinner on your own. Discussion regarding costs... Kathy reminded us that the fee was subsidized at the last conference and that was why it was lower. \$135.00 is what has been done in the past before the subsidy conference. More discussion... Karen Martin second the motion. More discussion... Passed unanimously.
8. 2015 Fall Conference Program (10/28-10/30, 2015)	Carrie Watters. Print estimates range from \$300 - \$1000. Has approximately 7 quotes. Discussion on programs, quality and presentation.
9. 2015 Fall Conference Site (Glade Springs, Daniels, WV)	
10. Associate Members	Chester Priest said thank you to the organization and introduced Ben. Ben Brunock asked about exhibitor fees and what was included so he could communicate to the exhibitors. There was discussion... Kathy Bialk reviewed that the fee amounts are online. She also thanked Chester for his work toward the 8 sponsors last year. Kathy asked about who Chester had reached out to in regard to the increase. Chester said he had not reached out to the software market and that mostly he had reached out to the contacts he works with. Ben talked about looking into the cross market with PA business partners to determine who sponsors both states (WV and PA). Possibility of 15 to talk with. Discussion... Sponsor registration deadline is Oct 1. Ben asked if it is ok to recruit sponsors now. Katie Cooper and Kathy Bialk answered yes. Ben needs to be added to the list serve. Discussion regarding online registration of the associate members. Online associate registration/exhibit sponsors needs designated to avoid manual manipulation. Ben should be invited to help test the sponsor registration before the conference registration goes live.
11. Awards	Sandra Bennett and Jo Ann Ross: no awards in the fall.
12. Constitution & Bi-laws and Policy & Procedures	Sharon Howard not present. Candy Fraizer: Kathy Bialk sent out for comment for revision of the language for auxiliary members. Sharon sent it out for membership vote. Karen Martin set up voting. This ended July 2. Karen did not have the results. Karen will send the results to Candy and Candy will notify membership.
13. Diversity & Inclusion	Damia Dobbs not present. Kathy Bialk: This is a new committee but really is a continuation of what Damia has been doing in sessions. One responsibility is to make sure there is a diversity and inclusion session is at each conference. A job description needs to be developed.

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<p>14. Financial Aid Training for Counselors</p>	<p>Karen Martin: Asked for discussion regarding the cost of reimbursement for High School Counselor’s workshops. She would like a form to fill out that could be sent to Jeanie Spitznogle for reimbursement form WVASFAA for the workshop. Discussion... Policy and Procedure say \$100.00 reimbursement. Discussion...Kathy Bialk suggested that we go back to making a call for volunteers for the High School workshops. Sandra Bennett reminded us of the history of these workshops, in that this started as a way to get information in the hands of high school counselors for the purpose of their financial aid nights. Now we go in for FA nights. Discussion... Karen Martin made a motion that we change to \$350.00 per school and limit of 12 schools. Carrie Watters made a modification of “up to \$350.00”. The motion is that we change High School Counselor’s workshop reimbursement to state, “up to \$350.00 and a limit of 12 schools”. Sarah Musgrave 2nd. Discussion... Motion carried. Karen Martin will send out registration to the schools after the 1st of Sept.</p>
<p>15. Government Relations</p>	<p>Debbie Turner not present. Carrie Watters: Promise rule was not signed by Governor. Promise remains the same.</p>
<p>16. 2016 Spring Conference Program (04/06–04/08, 2016)</p>	<p>Tresa Weimer not present. Kathy Bialk reported that the conference dates are May 6 – 8, 2015 and the conference will be held at Oglebay Resort, Wheeling.</p>
<p>17. 2016 Spring Conference Site (Oglebay, Wheeling, WV)</p>	<p>Katie Cooper will be conference site chair.</p>
<p>18. Long Range Planning</p>	<p>Carla Strawn indicated that no 2016-2017 locations have been selected yet. Carla has spoken with at Waterfront in Morgantown. She is working with President-elect, Katie Cooper, regarding potential locations. Also potential conference dates are needed. Discussion regarding April and October timeframes, locations and upcoming events... Carla will review other dates to present suggestions at our next meeting. Kathy thanked Carla for her continued service in her role as long-range planning chair.</p>
<p>19. News Blog</p>	<p>Sharon Howard not present.</p>
<p>20. Membership</p>	<p>Rachel Hagen: Asked about the budget for newcomers. Discussion... This will be researched. Candy Fraizer asked if data base was cleaned up. Kathy Bialk said it is being worked on by Damia Dobbs and Evelyn Hansen. Kathy will ask that Rachel gets access to membership. We were asked to encourage returning members to attend. Candy Fraizer brought up the timeframe in which membership pays their dues. Discussion regarding Ballot, timeframe, paid members, dues and voting rights. Candy Frazier rescinded her original motion to a 30 comment going out to membership to move the elections from spring to by the fall. Brian Weingart second. Discussion... Passed unanimously. Discussion was on membership timeframe. Brian said that this has been an issue for years and it has changed numerous times. Sandra Bennett proposed that we, as the executive committee, due to the unique circumstances that are a consequence of the last membership timeframe change, put to vote today that current memberships be extended to the fall, at which time we can vote to change this. Discussion regarding how business took place in the past and that this would be a temporary fix so that we can continue to conduct business. Sandra Bennett made a motion that current membership be temporally extended through Oct 31 2015 due to the consequence of the previous membership year allowing time for</p>

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	committee reviewing our structure to make their recommendations. Ben Brunock second. Motion carried.
21. Social Outreach and Promotion	Sarah Musgrave: Just received access to Facebook. Welcomes ideas... please send her your thoughts.
22. Professional Development and Training	<p>Brian Weingart: HEPC will offer a Default Prevention Workshop on 09/28/2015 at Stonewall Resort, Roanoke, WV. Bringing in trainers from Ed Financial and Inceptia. There will be two tracks: one for financial aid and one for non-financial aid. HEPC will handle the registration, which is expected to go out in August. This workshop will be free, but those who have to spend the night will have to pay for accommodation.</p> <p>The Federal Financial Aid Administrators Academy is sponsored by both HEPC and WVASFAA. It will take place on 10/01-10/02, 2015 at Hilton Garden Inn, Clarksburg, WV. Federal Financial Aid Training will use NASFAA training materials. Registration will go out in Sept. HEPC is paying for the NASFAA training materials and WVASFAA will reimburse trainers for traveling. This training will provide participants the opportunity to test through NASFA University credentialing for certification.</p> <p>WVASFAA will hold a one-day pre-conference as well, which will include some of the sessions offered at the Federal Financial Aid Academy. It was recommended that the training materials be copied on jump drives for those persons attending the pre-conference. The registration for this will be handled by WVASFAA and be connected to the registration for the WVASFAA Fall Conference.</p> <p>Brian will serve as MASFAA's Federal Issue's Chair. He announced that in the spring a visit to the Hill</p>
23. Website and Electronic Initiatives	Evelyn Hansen not present.
24. Archives	Chris Baker: Kathy Bialk asked for discussion about History and how archives is supposed to work. Brian Weingart and Sandra Bennett said the history was scanned/imaged. Discussion... Kathy said we may need to adjust the job description once we look at practices and other associations.
25. Old Business	Covered
26. New Business	Katie Cooper brought up conference calling and costs. Schools and HEPC have been covering this expense. Kathy Bialk said we will look at this again at our next meeting.
27. Adjournment	Sandra Bennett made a motion to adjourn. JoAnn Ross second. Passed unanimously at 12:32.