

West Virginia Association of Student Financial Aid Administrators
Executive Committee and Chairs Meeting
Eat-N-Park
Bridgeport, WV
December 10, 2010

MEMBERS PRESENT

Tresa Weimer, Carla Strawn, Sandra Oerly-Bennett, Carla Marshall, Damia Dobbs, Steve Riffon, Summer Boggess, Evelyn Hansen, Betsy Headley, Alicia Frey

Meeting called to order at 10:08 a.m.

SECRETARY'S REPORT

Minutes from executive committee meeting held on October 26, 2010 at Canaan Valley were not available for review/acceptance at time of meeting.

Minutes from the 10/26th meeting will be sent by e-mail to all executive committee members for review and approval.

TREASURER'S REPORT

Sharon was not present but had provided Tresa with current treasurer's report for review. Fall conference cleared with a profit of \$815.26.

Sandra questioned if there were still any pending payments from Fall conference registrations as previously mentioned to her by Sharon. Tresa commented that Sharon had not mentioned any pending payments.

Sharon updated the association's mailing address as previously notified via an e-mail sent out to the members' on the List-serve. Tresa noted that the new mail box is located in the Mountainlair at WVU in Morgantown. Tresa and Candy Frazier both maintain a key to the mail box.

One reimbursement of \$56.xx was submitted to the association for the High School Counselors' Workshop held in November.

Sandra made a motion to accept treasurer's report and Carla seconded. Motion passed.

COMMITTEE REPORTS:

ARCHIVES

No current updates.

Need to update Executive Committee pictures on the web (should not be a cost involved with this since updating something that is already there). Need to check with Sharon on non-profit organization record retention guidelines for bank statements and conference registration information– currently transferring bank statements from 2005 forward to each new President. **Sandra made the motioned to destroy the documents if can.** Also need to check with Amanda about previously imaged secretary minutes. Alicia was passed on a binder containing minutes from 2004. If the minutes were imaged already, Alicia can destroy the hard copies. Need to check with Amanda on taking more pictures throughout the conference and follow up with posting pictures to the photo bucket website – resend account information to association members’ via the list-serve for access to view and upload to WVASFAA’s Photo Bucket.

AWARENESS AND GUIDANCE COUNSELOR TRAINING

Judy Kee agreed to serve as Chair as recommended by Nina Morton (previous Chair)

No updates.

Sandra suggested that financial aid nights be updated on our website and Alicia recommended that information about College Goal Sunday be posted. Sandra will check with Angela about College Goal Sunday information. Evelyn will check on the cost to update the webpage and also on the possibility of adding a “calendar” type format for posting workshops.

AWARDS

Several awards were presented at Fall conference. Years of service awards will be presented at Spring conference.

EMAIL BLASTER/ NEWSLETTER

Chair position is vacant since James left. Tresa will continue to send out updates/messages through the e-mail list-serve.

GOVERNMENT ISSUES

Brian W. was absent but sent a summary of the most recent final regulations published October 29, 2010. Two main points were clarified: elimination of 30% cap on verification but must verify all items as identified on the ISIR selected by DOE per each student; use of IRS data retrieval by students/parents will be coded on the ISIR – depending on the code will depend on if we have to verify or not.

HIGH SCHOOL COUNSELORS WORKSHOP

11 sites hosted High School Counselors' throughout the state. 247 attendees were reported as of the meeting (only one site had not reported numbers)

Steve noted that it cost \$200 - \$220 in postage to mail packets to the site coordinators. As a group we have the option to select AB or CD when receiving information. AB: mandatory to get NT4CM packets and presenters cannot change the material, continuing education credits available. CD: receive all packet information electronically, can make local changes but keep in NT4CM format, not sure if continuing education credits available. We are CD but all the sites still requested packets. Steve is going to verify who used packets and who did not, and who is interested in the credit options.

Discussed evaluations and comments about time constraints with meeting education credit requirements.

Sandra suggested as an Association we should decided to use the materials or not; it would be more strategic to have concise programs across the state. It was also questioned why the workshops are held the week in November that they are. It would be more helpful to hold after the FSA Conference in December. Also holding the workshops in December would help in getting the packets in on time.

Tresa questioned how the sites are selected – where and how many?

Tresa suggested that we look at the 2nd week of December for the workshops and will check with HEPC if better timing for them also. Steve is going to follow up with the current site coordinators for their opinion.

Sandra made recommendation to see who wants to volunteer for sites next year then look at numbers and costs.

Attendees at each site ranged from 12 (Montgomery) to 58 (Wheeling).

According to HEPC (via Kaye), Jack is sending out a Thank You to each site – thought very well presented and put together.

LONG RANGE PLANNING

Looking at Charleston House in Charleston for Fall 2011 conference (mentioned at Fall 2010 conference). Tresa will follow up with Stephanie asap – need information for NASFAA calendar and promotion at Spring Conference. No registration fees have been set yet.

NASFAA TRAINING

Fall conference evaluations suggested that attendees want to go back to basics. Tresa suggested using content from NASFAA core training materials and doing 3 basic sessions on Thursday of the conference.

NOMINATIONS

Nomination ballots were sent out via the list-serve and were also included in Fall conference packets. 2 nominations have been received so far. Sandra will follow-up on timeframe of when official ballot needs to be in place and distributed for voting. Voting will continue from posting through noon on Thursday of Spring Conference.

P&P, CONSTITUTION, AND DIRECTORY

No updates. Follow up from Canaan executive committee meeting – awards need updated on web.

RECRUITMENT AND RETENTION

Carla brought up that we had a significant number of new members at Fall conference and suggested that we send a letter a letter to all new and previous members (so their office will still get in case they have left the school) because there are still a lot of non-members missing e-mail blasts about (e.g.) job postings, conference and training information.

Summer will start campaign after the first of the year. Sandra recommended that she touch base with the 22 new members from Fall conference.

Summer has pens and a book of group games for ice breakers.

A newcomer's reception or meeting was attempted previously but turned out to be too costly. Tresa recommended looking into holding a reception once a year at the Fall conference (since attendance numbers are higher in the Fall)

WEB PAGE

Evelyn is going to look at the costs with linking sites (e.g. CFWV state site), adding a "training" calendar, and adding Photo Bucket.

Fall 2010 conference information needs to be removed - Evelyn will find out if can add an expiration date on items such as this so it automatically comes off – also check on cost of removing then adding (spring conference information on)

Evelyn suggested setting up a FACEBOOK account for WVASFAA – Summer uses daily for student interaction – recommended set up account and try out with executive committee members.

ASSOCIATE MEMBER REPRESENTATIVE

No updates.

Discussion: Members thought \$750 fair vending fee – waiting on budget to determine attendance for next conference, usually can only budget for one conference because most vendors cover multiple states and have to pick and choose – debate on those that attend but do not “vend” – no resolution.

Need to determine Fall conference costs as soon as possible so associate members can budget

Carla noted that the exhibiting area was “dead” at fall conference – concluded due to location on 2nd floor and shorter break periods

Carla will touch base after first of the year with other associates to encourage attendance at Spring conference. Tresa noted that she received some information from WV representatives that attended FSA (e.g. Nelnet, PHEAA) and will share with Carla for contacts.

Vendors are expected to be in hallway (main traffic path) at Spring Conference in Morgantown.

Further discussion on debate over those that vend and those that do not vend – Tresa questioned whether we should consider higher cost for those not vending. Carla noted that Kentucky Associate members not vending are charged a little more in registration but less than vending cost. Other comments – if have different fees, everyone may go the cheaper route due to budget constraints.

Tresa learned at MASFAA conference that some vendors want guarantee from the state that “someone” will be buying their product. Sandra noted that vendors would need to make a site visit to make product need determination. [It was mentioned that PNC Bank is the only current vendor with a dedicated WV rep]

Tresa made a motion that associate members not vending be charged \$250 conference registration fee for the opportunity to attend the conference. (Currently, associate members conference (\$135) is waived if vending (\$750). **Sandra seconded. All in favor.**

Steve suggested 3 tiers of charges for vending exhibits/presenting/attendance only. Tabled for further research.

SPRING CONFERENCE

Program: Betsy has contacted some presenters; program ideas is being gathered from Fall conference evaluations – e.g. Back to Basics, financial literacy, default management, vocational rehabilitation, something for proprietary schools (will send out request to list serve and check with Greg Martin on topics). Sandra recommended a session on audits.

Betsy is going to try and get a hold of all 5 loan servicers to see if we can get some representation present at conference. The committee is looking at shortening the sessions to an hour only instead of an hour and 15 minutes.

Site: Entertainment ideas – Geocaching (expensive for GPSs), Ghost Story Teller and Movies for Wednesday night, Masquerade Ball with a DJ/Karaoke on Thursday night; There is one large room and 2 break out rooms, with the vending in the hallway at Lakeview. Meals will be in the dining room overlooking the lake – one dinner may be on own – looking at cost still. Plated dinners (sit down) are actually cheaper than buffet dinners at Lakeview. Breakfast will be continental. It was suggested that Long Range Planning consider food costs when researching sites.

Carla reminded that vendor online banners used to be an additional cost at registration if wanted. This used to be in a tier pricing format.

Tresa received the following suggestions/questions about the next conference:

- Speaker greeters so they know where to go when they arrive
- Speaker name tags
- Charge a nominal late/on-site registration fee
- Speaker programs – copy of agenda
- Why ribbons on name tags for moderators, presenters, etc. – (can these be put on after the executive committee meeting when stuffing packets so not doing at registration table)

Sandra made a motion that there be a late fee for conference registrations submitted 2 weeks prior - \$25 regular members and \$50 associate members AND if vendors cancel less than 30 days before conference they forfeit 50% of vending fee. Damia seconded. All in favor.

Carla M. noted that final counts for food (and type – plate or buffet) are needed 30 days prior to conference.

Carla S. will work with Evelyn to update associate member form online.

Sandra suggested adding an extra button on webpage.

FALL CONFERENCE

No updates. Location still in the works. Considering 2 full days only

OLD BUSINESS

Look at switching membership year back to match MASFAA who switched back to a calendar year. Sandra shared concerns that the current year limits the transition time for executive committees. Need to discuss in further detail with full executive committee present and find out from Amanda when changed previously – from 2007 minutes archived).

NEW BUSINESS

Old letterhead and envelopes can be destroyed.

ADJOURNMENT

Adjourned at 1:54 p.m. (Betsy motioned/ Damia 2nd)