

West Virginia Association of Student Financial Aid Administrators
Executive Committee Meeting
Canaan Valley
Canaan, WV
October 26, 2010

MEMBERS PRESENT

Joyce Cabral, Tresa Weimer, Carla Strawn, Karen Lay, Steve Riffon, Amanda Sites, Damia Dobbs, Jennie Spitznogle, Sandra Bennett, Patricia King, Evelyn Hansen, Betsy Headley, Carla Marshall, Sharon Howard, Trish Harmon, Stephanie Morris

Meeting called to order 7:05pm

SECRETARY'S REPORT

Minutes were reviewed. Amanda made a motion to accept minutes, Joyce seconded. Motion passed.

TREASURER'S REPORT

Checking account is now at BB&T. Sharon deposited \$5000 today for this conference and new memberships. Suzanne Duranti has last year's records working on auditing them. There was one \$25 mistake and Sharon has corrected it and redid the ledgers. Suzanne received the gift certificate for \$100 from Tuscan Spa and thanks us.

Karen made motion to accept treasurer's report and Tresa seconded, motion passed.

COMMITTEE REPORTS:

ARCHIVES

Nina called Amanda and said that she has a bunch of pictures from past conferences that she will send to her to archive. Everything from last conference is archived and stored.

AWARDS

We need to decide on an appropriate gift for retirees. There was discussion about Jan and whether we consider her retired even though she is at HEPC now. Usually when someone retired they do not return to a conference so that we can give them the gift. We could put it in the program to acknowledge.

Sharon makes a motion to remove the language in the P&P and change it to state that we will acknowledge the retirement in a nominal way all retirements within that year. Damia seconds motion. Motion passed

Chris will remain awards and is coming to the conference. We will have some awards for this conference.

AWARENESS AND GUIDANCE COUNSELOR TRAINING

Nina is no longer with AES. Tresa does not have anyone to take it yet.

EMAIL BLASTER/ NEWSLETTER

James no longer works at WV State and Sandra has been sending those emails out.

GOVERNMENT ISSUES

Brian is not at the meeting but will be at the conference. He did participate in a national issues teleconference.

HIGH SCHOOL COUNSELORS WORKSHOP

Everything is pretty much in place for the Counselors' workshops. We have 12 sites for the workshops starting on Nov 10-19. Materials have been ordered and they will be shipped to Steve and he will have to ship to all the sites. There was some discussion about whether it is worth the shipping to each site or whether each site would use them or use their own material. Should we be consistent with every site or is it ok to provide accurate information and present it in our own form and way. Sharon suggested that Steve could email each site to see if they really want the materials and if so we will ship them and if not each site can work from their own materials. The people from HEPC are short-handed and Jack has let Steve know which days that he can attend. Steve is waiting on HEPC because is trying to update their guidance counselors list. Steve will use that list to contact guidance counselors. Sandra, Trish and Amanda have already contacted their guidance counselors by phone and email.

Sandra asked what should be done about the evaluation form if we are not using the national materials. Do we still want to use an evaluation form for next year. And do we still want to support this with the \$100 reimbursement because money is getting tight. This was started as an endeavor to train guidance counselors on how to have financial aid nights and we still have to go to the schools a couple times a year. Most schools spend much more than the \$100. Trish suggests that we keep the coordinator to stay in contact with HEPC and to keep up with materials and if the schools needed assistance with anything. Steve says that there are four options for materials, we are not either all in or all out. He will gather information and bring back to us at the spring conference so that we can make a decision. Each site can do their own evaluations and turn them over to Steve and he can pull the information together and bring back to us the information on each workshop so we can get feedback on what each site is doing.

WEB PAGE

Karen continues to make updates.

NASFAA TRAINING

Damia will be doing a couple of sessions at this conference.

NOMINATIONS

Robert Eagle is coming to the conference and does have some nominations. We will need a motion during the business meeting to destroy the ballots from last conference.

P&P, CONSTITUTION, AND DIRECTORY

Tresa will make sure changes are made and pass on to be updated on the website.

LONG RANGE PLANNING

Spring conference will be at Lakeview. Trish has looked at sites for fall 2011 and spring 2012. She stopped at the Days Inn in Flatwoods and they are willing to give us the same rates that we had in 2008; our meeting rooms would be \$100 more \$1300 for three days and the room rates will be \$78 and \$79. They have the end of March if we want to do that in the spring but nothing available for April. She also looked at the Charleston House in Charleston and they had late October available they would give us a price of \$1000 for meeting room rentals, room rates would be \$89 for a double. She also has a call into the Marriott because she understands their rates have gone down and she also called Glade Springs but our rooms would be \$140 for a single room. Sandra says that the Greenbrier and Oglebay want our business. The Greenbrier would give us \$59 per night room but they will charge us a lot for food. Our last two conferences for meeting rooms and meals have been around about \$10,000. Our minimum at Lakeview is \$5600 and they are willing to work with us. We have 30 days prior to the conference to reduce the room block at Lakeview.

We were tasked to try to have a 2 day conference at this meeting and Trish tried to work with Canaan because they promised some things that did not happen but we could not get the conference changed to two days. We have 98 people registered for this conference and there was an attempt by the program committee to put a program together with the meat of the conference held to two days. The program committee has done a good job with putting that together and there are some people that are leaving after the end of the day on Thursday. Tresa would like to try a 2 day conference for fall.

Trish will follow up with Charleston House and Days Inn to see what we can change if we go to a 2 day conference.

Tresa talked to some people at MASFAA and a lot of the states are moving to a one day training in the spring because people are so busy in the spring and having a 2 day in the fall. Flatwoods would be a good place to do a one-day training because it is easy to get to for everyone.

Trish will also check out Stonewall and she will call Oglebay back to see if they are willing to work with us now.

Trish will get back with some rates for spring and then we can decide.

RECRUITMENT AND RETENTION

Jean Ann cannot be here but she is sending chocolates and pins and we will recognize the new attendees at lunch on Wednesday. Summer Boggess will be doing this committee during Tresa presidency.

WEBPAGE

Our website was adopted winter 2005. It makes registration much easier. In the business meeting last time it was requested that the registration form put out earlier so that if anyone wanted to pay out of the year ending budget, they could. We attempted to do that and it was started immediately after that conference but ATAC did not get it posted until July. Trish says that her business office told her that because it was a fall conference that it could not be paid out of the previous year's budget.

Tresa asked if we put the registration form online before July 1 and then at a later point would be able to modify. Karen says it would cost us to do that. To repost the P&P there is no charge. It is \$100 to post vendor registration form, online voting is \$350.

ASSOCIATE MEMBER REPRESENTATIVE

There are 3 exhibitors; PNC, Nelnet and Student Loan People. USA funds had to back out. Everyone's budgets are tight. We are one of the cheapest states on vending fees so the issue is not necessarily that they don't have the money to pay the vending fees. The issue is what are they going to get out of it if they pay to come. Vendors are wanting to get the most bang for their buck and some conferences give them more than others.

Carla sent an email out asking if they were attending, if not why, and if there was a session for the vendors to showcase their products would they come. Our pool of vendors are about 15. She only had one response to her email. Carla has served as associate rep for about 3 years. Should we continue using her? She will ask if someone else wanted to do it.

SPRING CONFERENCE

We had a financial loss during the spring conference. Due in part to the loss of vendor support. We also had set the registration fee before we took speaker costs into consideration. Trish asked what our registration fees were compared to other states. We do not know but Carla will question some people and come back to us with some numbers.

FALL CONFERENCE

Site will be making announcements throughout the conference. We have the gifts, and signage. We have a DJ one night and a casino night. People do not gamble with their own money, they will get \$50,000 in play money for coming. There will be roulette, craps, and blackjack. You do have the option to buy additional money. You take your earnings and cash them in for tickets and use the tickets to enter raffle drawings on prizes.

OLD BUSINESS

We still have an issue with the mailbox and it's not getting checked regularly. We need to decide if we want to change the address or designate someone that will consistently check it. There is always going to be someone from WVU that will be a member. We will get a PO Box at WVU and someone there will forward the mail to the serving treasurer. We will change this by January 1.

NEW BUSINESS

We need to set registration fee for spring. Meals are pretty expensive for Lakeview. Tresa and Carla spent several days going through what they thought the costs would be for entire conference including entertainment, meals and meeting rooms. They came up with a minimum of \$185. But in light of some information that Trish gave Tresa they have reworked the numbers and are looking at \$135. They did talk about a night on your own. But they were worried about not being able to meet the meal cost minimums. Sandra asks if we might be able to negotiate to two days but Trish says there is not a lot of room for negotiation.

Sharon makes a motion that we set registration at no higher the \$135 and Joyce seconds.

Motion passed.

ADJOURNMENT

Adjourned at 8:52pm