

**WEST VIRGINIA ASSOCIATION OF STUDENT  
FINANCIAL AID ADMINISTRATORS  
FALL 2004 BUSINESS MEETING  
OCTOBER 15, 2004  
CANAAN VALLEY RESORT**

The meeting was called to order at 10:00 by Karen Lay.

Karen announced the results of the Associate Member election for ratification by membership. The Associate Member Elect is Robert Heyle and Associate member Elect-Elect is Mary Jo Sink. The results were ratified by the membership.

**SECRETARY'S REPORT:** Due to a communication mix-up on the part of Lake Tackett, copies of the previous conference minutes were not available for hand out at the meeting. The minutes from the Spring Conference were projected onto screen and read to the membership. These minutes were accepted by the membership with no additions or corrections.

**TREASURER'S REPORT:** Copies of the WVASFAA General Ledger were included in the conference packets for review. After a brief review, the report was accepted as submitted.

**COMMITTEE REPORTS:**

**AWARENESS:** Elaine was unable to attend the conference but will continue to work on the Financial Aid Awareness Month projects in January and February 2005.

**GUIDANCE COUNSELOR TRAINING:** James reported that all of the workshops for this year have been set and notices have been sent to schools, WIA, and WV Rehabilitation Counselors.

**DIRECTORY:** Sharon has sent out requests to members for updated contact information.

**NEWSLETTER:** Darlene requested that members submit items of interest for the newsletter.

**WEBSITE:** Alan reported that our website will be moving to the WVNet system. This move will allow us greater flexibility and interaction will members than our old site.

**PROMOTION:** New signs and table covers have been purchased for members' use at promotional functions. AES has volunteered to store these materials and ship them as needed.

**GOVERNMENT:** Susan Bligh of Shepherd College has agreed to assume this committee responsibility in place of Patricia Harmon.

**NASFAA TRAINING:** Lake attended the NASFAA training on Loan Issues in September and made a presentation at this conference.

**MEMBERSHIP:** Per Judy's report, we had 90-95 members as of the start of the Conference of which 15 were new members. Of these 15, 5 were vendors.

**PROFESSIONAL DEVELOPMENT:** Mary is sending out a survey to the membership, particularly new members, to see what sort of training will be most helpful for them.

**RECRUITMENT AND RETENTION:** Nina report that we did indeed have 15 new members and she is continuing to target potential new members.

**AWARDS:** Sandra presented a belated award to Kay Powell of Salem International University. Sandra requested that people please get years of service and retirement information to her as soon as possible so we can ensure they will be ready for the Spring Conference.

**CONSTITUTION/ARCHIVES:** Kathy reported that the Constitution is fulfilling its purpose. She and Donna Smith are reviewing archived materials to be put in notebooks or stored in weather proof boxes. Sandra has volunteered space for storage of these materials.

**POLICIES AND PROCEDURES:** Angie has been working on updating WVASFAA Policies and procedures and they are currently available on our website. These policies include job descriptions for our committees and officers

**FINANCE:** Sandi reviewed two handouts included in the conference packets. These showed running totals for conference comparisons and expense comparisons through 5/31/04.

**LONG RANGE PLANNING:** Vicki reviewed her report which was included in the packets. The Spring 2005 conference will be held March 29 through April 1 at the Charleston Marriott. Since MASFAA will be here in October we are not planning a separate WVASFAA Fall Conference. It will take all of us working together to provide a great conference. The Spring 2006 conference will be held in Morgantown, Fall 2006 in Chester, and the Spring 2007 conference is set to be in Huntington.

Jan thanked everyone who has volunteered to work on the Spring conference in Charleston and will be setting up a telephone planning meeting after MASFAA. Please send her any suggestions or ideas for sessions.

The MASFAA Conference will be in Charleston on October 16-19 2005. Candi and Margaret are co-chairs for the conference and appreciate all of the volunteers and plans that have been made so far. A special session about the MASFAA plans will be held at our Spring conference.

**OLD BUSINESS:** No old business was presented

NEW BUSINESS: No new business was presented

SECTOR MEETINGS:

ASSOCIATE MEMBERS: Now new issues to discuss

PRIVATE: No new issues

PUBLIC: Sandra expressed schools' dissatisfaction with HEPC services-discrepancies in reports, corrections, etc. Should WVASFAA make a statement expressing concerns, particularly about the resolution presented by Dan Crockett at the HEPC session? Karen reminded the membership that the HEPC resolution is on their website for our review and comments. She also asked that the Government Issues chair stay aware of the status of the resolution in the legislature. Karen is willing to present a statement of behalf of WVASFAA if we decide to take that step. When Joe Manchin takes office he is taking suggestions and ideas from his constituency. He would like a list of five things that would improve organization efficiency and service that would not cost a lot of money. Please get any suggestions to a member of the Executive Committee before the Winter Retreat in January.

ELECTION RESULTS: As chair of the Nominations Committee, Buck thanked all of the volunteers who ran for office this year. The results were reported:

Secretary	Margie Lyons
President Elect-Elect	Lake Tackett

With no further business to be addressed, Karen adjourned the meeting at 10:45.

Respectfully submitted,

Lake Tackett  
Secretary