



WVASFAA Executive Committee Meeting Minutes

October 31, 2017 7:00 pm

Dinner & Executive Committee Meeting

I. Call to Order – JoAnn Ross called the meeting to order at 6:59 pm. Those in attendance were: President JoAnn Ross, Thomas “Chris” Baker, James Buchanan, Candi Frazier, Karen Martin, Matt Nettleton, Consuela Phillips, Chester Priest, Jeanie Spitznogle, Carla Strawn, and special guest MASFAA President Nicholas Prewett

II. Review and Approval of Minutes – Karen Martin presented the April 25, 2017 Executive Committee minutes for approval. Consuela Phillips motioned Carla Strawn seconded the motion carried. The minutes from the September 8, 2017 Executive Committee conference call minutes were presented for approval. Chris Baker motioned Carla Strawn seconded motion carried.

III. Reports of Officers and Committees

a. President’s Report – JoAnn Ross – JoAnn reported that she attended the MASFAA President’s Retreat. She asked Nick Pruett to explain in more detail the MASFAA’s stance that some states financial responsibilities need for oversight. MASFAA has set up a Task Force to study state and regional alignment. Discussion about NASFAA managing more resources for the states like websites. We will have a state exchange for the spring conference from Minnesota, Ann Dohlen. JoAnn will be attending Indiana January 25-26, 2018. NASFAA Leadership Expo will be attended by Consuela and if anyone else wants to attend we will pay for two individuals. Still planning on WVASFAA gear at the spring conference. Ashley Tennant has been working on those items.

b. Past-president’s Report – Katie Cooper – JoAnn reported for Katie that she attended MASFAA October 7

c. Nominations & Elections Chair Report – JoAnn reported Katie had been working on the elections. We have a write in campaign going and she would have a laptop available for voting on November 2.

d. President Elect Report – Consuela Phillips was appointed to President Elect when Debbie Turner resigned.

e. Treasurer’s Report – Jeanie Spitznogle reported that an audit had been conducted by Timothy Oxley, Ed.D., Vice President of Student Affairs of the 2014-2015 and 2015-2016 Cash Receipts and Disbursements for WVASFAA. It was reported for both years that no anomalies were found. A gift card for \$50 was purchased for his services. Ending ledger for 2016-2017 was presented, as well as the first four months of 2017-2018. A special WVASFAA 2017 Spring Conference Report was given it being the 50th Anniversary with all expenses paid we were only \$1,015.91. Dates for maturity of Certificates of Deposit will be monitored and possibly changed to Money Market Certificates with Brian Weingart’s assistance. (Attached)



f. Fall Conference Report – Candi Frazier and James Buchanan reported that everything was in order for the conference. One presenter for “Walk A Mile In My Shoes” was unable to attend. Candi and Consuela will step in and cover that session. Exhibitors will be highlighted at lunch tomorrow. President Dr. Anthony Jenkins, West Virginia State University will be the luncheon keynote speaker. A 50/50 Raffle will be held for the family of Belinda Cox, New River Community and Technical College. Two individuals will be given their Lifetime Membership awards at the Thursday dinner. JoAnne gave a special thank you to Candi and James for all their efforts.

g. Spring Conference Report – Carla Strawn reported that the Spring Conference would be held at the Bridgeport Conference center April 11-13, 2018. Final contracts have not been signed. They are being very generous as we are getting charged for first day only on meeting rooms and the second and third day are free. We will have the President’s Suite competed. Room rates have not been quoted but should be around \$89.

h. Long-range Planning Chair Report – Carla Strawn Fall 2018 at Stonewall Jackson had the dates beginning Monday, October 22 or November 6-7-8. Discussion was held on possibly going to Martinsburg maybe even join with Maryland holding a joint conference. Spring 2019, maybe we will look at the Embassy Suites in Charleston.

i. Associate Member Representative Report – Matthew Nettleton reported there would be seven vendors attending. He wanted to make sure of the procedure to get all the logos updated on the website. They enjoyed interaction at the last conference and thanked Candi for allowing them time at the luncheon on Wednesday to present vendors again.

j. Auxiliary Member Representative Report – Chris Baker reported that he would be the only one attending from the Division of Rehabilitation to conference. Representatives were permitted to attend the free Counselor Workshops held across the state in lieu of attending the Fall Conference. In working with the institutions, they are trying to authenticate whom they are talking to because of privacy and giving out information to the wrong individuals.

k. Professional Development & Training Chair Report – Carrie Watters

l. Financial Aid Training for Counselors Chair Report – Karen Martin reported that the attendance at the workshop were up 4% with 414 participating. Rate of return on evaluations was at an all-time high of 48% of those pre-registered. Individual school evaluations had been sent to the 12 schools. If any member of the board wished to see all the evaluations please let Karen know. Special thanks was given to Brian Weingart for presenting at all 12 workshops. (Attached)

m. Membership & Website Chair Report – Candi Frazier reported that she had been working to cleaning up the membership on the website. She asked Matt to send her all the logos and she would see they were updated. As of today, we have 90 2017-2018 members.
Constitution & Bylaws, Policy & Procedures Chair – JoAnne reported for Gwen Bausley that an email was sent on September 11, 2017 to vote for a bylaws change on extending the membership year from June 30 to October 31 so individuals could be contacted to register for NASFAA Core training. The proposal would change the WVASFAA membership year to November 1st to October 31st from the current membership year of July1st to June 30th. This change



will assure that individuals are able to participate in voting, send notifications on listserv, participate on committees, serve as an officers and receive notifications concerning WVASFAA related training activities and conferences. After the deadline of October 22 to vote – 35 votes were cast 34 Yay, 1 Nay, this will take effect immediately.

n. State & Federal Issues – Brian Weingart will give his update on Friday morning.

o. Awards Chair Report – Chester Priest reported that two awards will be given on Thursday evening and more awards will be coming in the spring. If anyone has retires or folks who need special awards to let him know.

p. Diversity & Inclusion Chair Report – Consuela Phillips reported on the excellent response we got from the Privilege Walk in the spring. She hopes to come up with another similar exercise or program to do in the spring.

q. Social Outreach & Promotion – Sarah Musgrave asked that everyone go out and like our WVASFAA Facebook page. She has numerous posts scheduled to post throughout the conference and would be taking pictures and posting those as soon as possible.

r. WVASFAA Scholarship Initiative – Ashley Tennant – (Not attending)

IV.Old Business – None reported.

V.New Business – it was discussed if it would be advantageous to purchase three or four projectors instead of having to pay the exorbitant cost charged at conferences. It was discussed and costs will be researched.

VI.Adjournment – Carla Strawn moved to adjourn. James seconded. Meeting adjourned 8:35 pm.

Corrected and Approved April 10, 2018

Respectfully submitted,

**Karen Martin
Secretary**