

WVASFAA BUSINESS MEETING MINUTES
Flatwoods Days Inn, Flatwoods, WV
Friday, March 12, 2004

The meeting was called to order at 1:00PM by President Robert "Buck" Eagle.

1. MINUTES-The minutes of the November 11, 2003 meeting were read. Sharon Howard moved and Nadine Hamrick seconded that they be approved as read. The motion carried.
2. TREASURER'S REPORT-Suanne Duranti had to leave early, so Sandi Richmond went over the report. Alan Batchelor moved and Kathy Fair seconded that the report be approved as submitted. The motion carried.
3. GUIDANCE COUNSELOR TRAINING-James Buchanan and Merle Brown reported that the dates and host sites have mostly been set for the fall workshops. They will be held the week on Nov.15-19, prior to Thanksgiving break and one on Nov. 29, following the break. There were some housekeeping issues for the host sites, such where parking will be provided.
4. NEWLETTER-Lake Tackett said she and Darlene Cummings need information to be included in the next issue, which is due in about three (3) weeks. There will be a conference recap and a highlight of a member in the issue.
5. DIRECTORY-Sharon Howard reported that the directory is in the conference packets. She asked that anyone having suggestions about the directory notify her. The directory cost approximately \$1400.
6. MEMBERSHIP-Judy Kee reported that we have 137 members at this time. She will be sending out membership letters in late May or early June. The membership form may be on the website at that time.
7. WEBSITE-Alan Batchelor reported that the new membership application and conference forms will be on the website soon. As soon as he returns to WVU following conference, he will put the directory on the website.
8. FINANCE-Sandi Richmond placed in the conference packets a comparison that she has been tabulating on conference costs and revenues. She requested that committee chairs notify her of any changes in their projected budgets for the 2004-05 year.

9. AWARENESS-Elaine Chiles was ill and was therefore absent, so Merle Brown asked how many members had seen the article on the HOTLINE in the CHARLESTON GAZETTE. He also asked how many had hear the radio ads about the HOTLINE and WV APPLY SUNDAY. He continues to receive calls on the HOTLINE and has suggested it be a year-round thing. He asked that any suggestions anyone might have on the HOTLINE or WV APPLY SUNDAY be given to Elaine.
10. GOVERNMENT ISSUES-Patricia Harmon said she had nothing to add to what the Chancellor had reported on Thursday night.
11. AWARDS-Jeff Scott said that awards had been presented at this conference.
12. CONSTITUTION-Kathy Fair said that our constitution remains good and strong.
13. POLICIES & PROCEDURES-Debbie Boggess said that there have been a few changes made following the winter retreat. These changes are not on the website as of this date.
14. LONG RANGE PLANNING- Vicki Saunders reported that the Fall Conference will be at Canaan Valley Resort on Oct. 12-15. Rooms will be \$70 for singles and \$77 for doubles. As this is a peak time for the resort, the last day for room reservations will NOT be extended. Spring 2005 Conference will be at the Marriott in Charleston on March 29-April 1 and rooms will be \$94 for singles. Vicki has been working with the Mountaineer Gaming Resort, the Radisson in Huntington and at the Radisson in Morgantown.
15. NASFAA TRAINING-Lake Tackett made a training presentation this morning.
16. NOMINATIONS-Candi Frazier said that she was required to keep the ballots from the fall conference until the spring conference. She asked permission to destroy the ballots. August Kafer moved and Linda Barker seconded that Candi be allowed to destroy them. The motion carried.
17. PROMOTIONAL COMMITTEE-Candi Frazier reported that she had been working with Merle Brown and Margaret Legge to get our new publications ready. It is nearly ready to go to press. Merle has obtained, at no cost to the Association, two (2) table-top display units. We will be able to use these at Higher Education Day at Legislature, at Financial Aid Nights, and other such events. Elaine Chiles' office will house the displays and ship them out as needed.
18. RECRUITMENT & RETENTION-Nina Morton said that as this is a new committee she needs ideas to keep the members we have, to bring back ones who previously belonged, and to recruit new members. She is working to get more of the "technical type" people (such as WIA) to join.
19. FALL 2003 CONFERENCE-Vicki Saunders said that she was glad it was finished.

20. SPRING 2004 CONFERENCE-Judy Kee reminded everyone to complete the evaluation forms. These are very useful in knowing what worked, what did not work, and what members want to see at future conferences.

21. OLD BUSINESS-There was no old business to be discussed.

22. NEW BUSINESS-SECTOR MEETINGS:

- a. PUBLIC INSTITUTION-August Kafer reported that there was much discussion about the Community College issue. He said that Bob Long will be with the Advisory Council of Classified Employees on the Marshall University campus on April 29. The candidates for office of WV Governor will be there also. He said that Douglas Laine of the US Dept. of Ed said that the issue of the breaking away of the community colleges might run into a snag with being able to grant aid. They will be required to gain accreditation within two (2) years.
- b. PRIVATE INSTITUTIONS-Jan Ruge reported that the question as to why the privates cannot get upfront early money from the Higher Education Grant Program was raised. A potential conference session of the nuts and bolts of WIA should be considered for fall. A discussion of the upcoming MASFAA conference in Charleston also occurred.
- c. VOCATIONAL/TECHNICAL/PROPRIETARY INSTITUTIONS-Kathy Fair reported that there were 16 members present for their session. Judy Kee discussed a HEAPS survey with them.
- d. VENDOR/SPONSORS-All the vendors and sponsors had left by this time.

23. Diane Clothier said that she wants the Association to send a letter to the Department of Education saying that we are going in reverse in regards to the software that we are expected to use.

24. Buck Eagle said he wanted to plug the MASFAA volunteer form. He said that we are a small organization and putting on the MASFAA conference will require participation by all of us.

As there was no further business to be discussed, it was by unanimous acclaim that the meeting was adjourned at 1:30PM.

Respectfully submitted,

Margaret Legge, WVASFAA Secretary