

**Minutes
WVASFAA Executive Committee Meeting– Oct. 27, 2015**

DATE: Tuesday, Oct. 27, 2015	PLACE: Glade Springs Resort	CONVENED: 6:46 PM	CONCLUDED: 9:44 PM
MINUTES RECORDED BY: Donna Feijo	Voting Members Present: Kathy Bialk, Karen Martin, Carrie Watters, Rachel Hagen, Sarah Musgrave, Jo Ann Ross, Candi Frazier, Katie Cooper, Carla Strawn, Chester Priest, Chris Baker, Brian Weingart, Donna Feijo, Tresa Weimer, Damia Dobbs, Debbie Turner, Jeanie Spitznogle Guests: Susan Swisher, MASFAA President; Faith Phillips, MASFAA Exchange – Ohio Representative; Chester Priest		Voting Members Absent: Amanda Sites, Sharon Howard, Ben Burdock, Sandra Oerly- Bennett, Evelyn Hanson,
NEXT MEETING	TBD		
ITEM	DISCUSSION		
1. Secretary’s Report – Donna Feijo	Review of minutes: Amend April in #16 Spring Conference. Karen Martin made a motion to accept the minutes with this amendment. Carrie Watters second. Passed unanimously.		
2. President’s Report - Kathy Bialk	Made updates to the website and has been working with individuals. Represented WVASFAA at the 15-16 MASFAA Planning Retreat in August, which was held in St. Louis.		
3. Past President Report – Amanda Sites	None		
4. Nominations & Elections Chair Report –Amanda Site	No Report. Kathy stated that she spoke to Amanda and asked whether she will be able to handle the duties of Nominations & Elections Chair considering she is expecting a child in November. Amanda indicated that she does not anticipate a problem with handling the nominations. There was discussion again about the timing of elections. Candi said that there is nothing in the by-laws prohibiting the association from having elections earlier, but the results of the elections must be announced at spring conference.		
5. Treasurer Report – Jeanie Spitznogle	Jeanie presented the Treasurer’s Report. She also discussed a few items. Jeanie addressed the expense of PayPal. Consensus of the group determined that the ease in which sponsors and many conference participants are able pay using PayPal is well worth the cost. Jeanie raised the issue of members paying for the pre-conference and whether members should be required to pay considering it is core training, which according to P & P should not be a charge to members. Kathy clarified that the Federal Student Aid Academy was offered to WVASFAA members for free, primarily because HEPC covered the cost of the NASFAA training materials. The pre-conference is different. Although the core materials are used, WVASFAA is covering the expense of individuals training for the conference, e.g., transportation and the meals for the attendees. Furthermore, WVASFAA needs to engage financial aid professions into becoming involved in WVASFAA. If you don’t pay		

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	dues, you don't get WVASFAA announcements through the list-serv.
6. Finance and Budget Chair Report – Sandra Oerly Bennett	Jeanie Spitznogle reported on behalf of Sandra and she distributed a proposed budget. Costs from 13-14 and 15 were used to determine an estimated budget. Kathy asked if there was a reason that we would not have a budget for the NASFAA leadership conference and the MASFAA leadership conference. Jeanie said this was a rough draft/working budget, something to start with. Kathy said that Association Governance Committee needs to be added. All committees should be listed. Katie asked about conferences on page 2 and if this amount should be cut in half. Carla said that the average is about \$12,000 is the average per conference. Discussion. Katie asked about the MASFAA exchange costs. Karen Martin brought up the cost for NASFAA core and the training. Kathy feels that the budget needs more work, but it's a start. She asked for committee chairs to review the budget and provide additional feedback so that we can potentially approve a budget by the next Executive Committee Meeting. Brief intermission...Dinner was served.
7. President-elect Report – Katie Cooper	Has just started conversations with future chairs. She said there would be some turnover but not much. Thanked all those that helped her with this conference. Shared that we are on guidebook so we can view the program on our smart/l phones. This was a free service. When requesting sponsor ads for future program booklets, ask for the ads to be in jpeg format. Karen Martin said she could help with scanning these into jpeg. Jo Ann asked if Diversity and Inclusion was going to continue. Katie said this is something she wants to continue now and for the future.
8. Conference Program Chair Report – Katie Cooper	
9. Conference Site Chair Report – Carrie Watters	Thank you to everyone for their support. The invoice for programs is in. Cost was \$350. Printed by Central Printing.
10. Associate Members Report – Ben Brunock	Absent. Kathy commended Ben for his work and reported that we have 10 sponsors for the conference.
11. Long-range Planning Chair Report – Carla Strawn	Carla discussed two potential locations: Waterfront in Morgantown 11-8 /11-11 are the only dates that they can do. The room rate is \$129 with parking included. Food and room rentals are fairly priced and negotiable. Bridgeport Conference Center is the other location. The room rate is \$89 with the hospitality suite included. Either place, we should be able to do a conference fee of \$125 to \$130 and cover the costs. This would be with one dinner on your own. The main difference would be the room rate and the hospitality suite at the Waterfront is not actually in the hotel. The one at Bridgeport is right off the conference center and it has a kitchen. Bridgeport date would be 10-18. Oct 2 -5 is MASFAA in Kansas City. Discussion regarding FSA Academy, Default Prevention, Counselor Training, Oct 1 PPY... is this going to be possible for a full conference?... Brian said this has been discussed many time over the years. He suggested polling the membership. Tresa Weimer reminded us that for many of the offices in our state this is the main source of training and because of staff limitations, 2 conferences allow for more staff to participate. Many cannot attend FSA, so this is used as their main training. More discussion... Katie said that she felt we are too far in to start making changes and that we should stay with the full conference. Brian Weingart made a motion that the conference be held at Bridgeport. Candi Frazier Second. Passed unanimously.

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<p>12. Professional Development & Training Chair Report – Brian Weingart</p>	<p>Default management training, over 80 attended. First Federal Financial Aid training, over 40 and today’s Federal Financial Aid training over 30.</p>
<p>13. Financial Aid Training for Counselors Chair Report – Karen Martin</p>	<p>As of Friday we had 353 registered for the 12 sites. There is an increase of three sites for financial aid training for counselors this year: University of Charleston, Potomac State and WV Wesleyan. Karen raised concern that some institutions were not entirely using the training opportunity for financial aid, but for recruiting. She has addressed that, however, and for the most part all participating schools are compliant.</p> <p>The motion was approved in the July 2015 Executive Board, stating that, “The reimbursement allowance would be reimbursed up to \$350 per workshop site, to be approved by the Statewide School Counselor Workshop”. Karen moved that the section on School Counselor Workshops on page 11 of Policy and Procedures be updated to reflect the following amendment:</p> <p>New Amendment to Policy & Procedures: "All host institutions will be responsible for setting the agenda according to the directive of the Financial Aid Counselor Chair to cover all aspects related to financial aid and will not include promoting their own institution, or give information pertaining to admissions and/or academic affairs at their institution.” .</p> <p>Kathy said that she thinks that we need to move forward with this, reminding everyone what the policy and procedure is and the expectation. There was discussion that if the policy and procedure is not followed that the site would no longer be used for the workshop. More discussion. Candi shared that WVU was one institution that did this. She clarified what was done. She shared that it is a soft sale anyway because they are on your campus. More Discussion... Brian said that some schools tailor to meet the needs of the counselors, so sometimes the topics vary. More discussion... Kathy brought the committee back to the motion on the table. The motion for the new amendment to P & P was read again. Katie Cooper seconded the motion. After brief discussion, Kathy called for the vote. All were in favor with five abstentions. The motion passed.</p> <p>Candi Frazier moved that we change the name to Financial Aid Training for Counselors. No discussion. Passed unanimously.</p>
<p>14. Membership Chair Report – Rachel Hagen</p>	<p>194 members – 29 first time members. 4-5 are interested in mentoring. Anyone that is interested in being a mentor needs to contact Rachel. Newcomer’s gifts are ready and will be given at the Newcomers reception. Newcomers will be recognized at lunch.</p>
<p>15. Constitution & Bylaws, Policy & Procedures Chair Report – Candi Frazier</p>	<p>The new reimbursement form is on the web site and it calculates. There are inconsistencies in the Bylaws and Policy and procedures. Needs a lot of clean up. Both motions from July passed. When these were updated this created the need for other changes, which does require a vote of the association with a 30 day comment period. Candi moved that with the recommendation of the committee, she find all the discrepancies in the Bylaws and Constitution and get them out to the membership and give them a 30 comment period and then allow them to</p>

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	vote to provide consistency in the document. Discussion... Candi will pull out the discrepancies and send this to executive committee and then with approval send to membership.
16. Government Relations Chair Report – Debbie Turner	Kathy opened with discussion regarding chairs being on MASFAA committees. Kathy asked Debbie to be the Chair for Government Relations for WVASFAA. The issue we could have is instances when a WVASFAA member may not have funds to pay MASFAA dues. Although WVASFAA will pay up to \$350 for expenses that aren't budgeted, Kathy felt that the Policies and Procedures should include permission to pay MASFAA dues for the Government Relations chair, if that person is an active member MASFAA Federal Issues Committee. Candi Frazier agreed that WVASFAA needs to be active in MASFAA. Kathy asked if this change could be addressed in the cleanup that Candi is working on with WVASFAA's P & Ps. JoAnn reminded us that MASFAA is our voice and the importance of being involved. Brian said he would like for Debbie Turner/ Government Relations Chair to serve on the Federal Issues MASFAA committee. Debbie is also on the Financial Advisory Board at HEPC.
17. Website / Electronic Initiatives Chair Report – Evelyn Hansen	No report. Updates to the website have been ongoing by the requests of Kathy and Katie.
18. Awards Chair Report – JoAnn Ross	Will be soliciting names, years of service and retirees before spring conference.
19. Auxiliary Member Representative Report – Chris Baker	Getting to know who the auxiliary members are and their needs so he can represent them.
20. Newsblog Chair Report – Sharon Howard	No report.
21. Social Outreach and Promotion Chair Report – Sarah Musgrave	Requesting photos be sent for Facebook. Everyone needs to like us on Facebook
22. Association Governance Chair Report – Sandra Oerly Bennett	Kathy shared that Sandra has formed the committee.
23. Unfinished Business	--
Timeframe for Elections	Kathy - Association Governance will look into this and give us some advice.
25. New Business	

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<p>2016 Spring Conference – Tresa Weimer</p>	<p>April 5-8 at Olgebay Park – NASFAA training as pre-conference. Discussed possibly having 2 nights on our own when in Wheeling. Suggestion of coordinating groups for dinner on our own.</p> <p>Association Mailbox is in Morgantown. Mail goes to Jeanie so we don't get much mail at Morgantown. It was moved to Morgantown as a convenience. We can keep the mailbox there if needed, but it is not being used for anything. Kathy said the mailbox is for business purposes. Discussion... Mailbox will remain in Morgantown.</p>
<p>26. Adjournment</p>	<p>Carrie Watters made the motion to adjourn. Karen Martin second. Passed unanimously at 9:44 pm.</p>