**Virtual WVASFAA Executive Committee Meeting**

**January 18, 2023**

1. **Call to Order-** Candi Frazier, President, called the meeting to order at 1:04pm. Those in attendance: Stephany Amos, James Buchanan, Cody Call, Ed Cole, Candi Frazier, Sheri Goff, Laura Helmich, Karen Martin, Sarah Musgrave, Chester Priest, Lake Tackett, Christie Tomczyk, Bethany Hirst, and Jacob Witt. Candi welcomed Jacob as a new member with Kevin Holman to oversee the Spring conference program.

1. **Review and Approval of Minutes-** The minutes from the November 1, 2022, executive meeting were provided prior to the meeting. Ed moved and Lake seconded to approve the minutes. The motion passed.
2. **Review of Treasurer’s Report-** A Fall conference report, current general ledger, and cash statement were provided prior to the meeting. We had a profit of $4600 and are sitting strong with bank balance and CD. Candi thanked Stephany, Laura, and Nicole for their work in keeping the conference expenses below budget.
3. **Reports:**

**President’s Report-** Candi has attended 2 MASFAA state president’s meetings. The last call dealt with checks and balances within associations. She has been participating in strategic long term planning for the association-what is its role and identity.

No one from WV attended the NASFAA Leadership & Expo due to budgetary concerns. Candi asked if anyone did outreach to volunteers who expressed interest in a committee. Sarah said she was holding off to see if people decided to work on another committee. Jacob said Katherine and Christine are helping with Spring conference.

Lake needs to reach out to her volunteers for membership. Candi asked Karen about her volunteers, and she still needs to reach out to them. Candi said Nicole resigned. We need a President-Elect and President-Elect-Elect. Consuela volunteered as did Lake. Consuela has agreed to put her name on the ballot for President-Elect-Elect if she does not get any volunteers for the position. Karen moved and Ed seconded to accept Lake as President-Elect. The motion passed. Her term will begin in July 2023.

**Committee Reports:**

**Nominations and Elections, Past President-** Candi said James, Stephany, and Matt agreed to run in their respective offices. No one has expressed interest in President Elect-Elect, who would take office July 1, 2024. Candi asked if anyone is interested in the position that is on the call. Bethany said she could send out a list-serve email regarding the vacant position. A ballot is needed 30 days prior to the Spring conference.

**President-Elect-**no report

**Spring Conference-** Jacob & Kevin will do program. Laura will do local arrangements. Jacob shared: proposed budget for conference ($8040-$8712) and fees: $100 registration fee; $500 returning vendor, $750 new vendor; meal options. Laura said she is waiting on new food menu/costs. Candi said estimate of 60 is lower than in previous years. We want to lower the registration fee and lower the returning vendor fee to $500 to reward them for exhibiting in fall. Conference is shortened Thursday & Friday. Conference will be a highly regulatory agenda (NASFAA “Inside the Beltway” and FAFSA Simplification) and diversity & inclusion session. VA, clock-hour, Banner Bits & Bytes, compliance (program or audits), sessions have been suggested. Lake said we need a session for 2324 proprietary changes, and she will reach out to Consuela for assistance. Candi asked if there is a proprietary school list-serve-Lake said she would check. Thursday dinner will be on your own. Awards will be presented during general sessions by Candi & Chester (power point for years of service and retirements announce only in attendance, presidents award, meritorious service award, lifetime member award).

Jacob said Kevin volunteered to sponsor game night food and drinks. Candi said he needs to reach out to Matt so other business partners can have an opportunity to sponsor as well. Candi said we need a vote on registration fee and reduced business partner fee for returners. Sarah suggested dropping 25% due to shortened conference. Sarah said if we promote lower costs in communication that will help. Jacob moved and Karen seconded to set the shortened Spring conference registration fee to $100 and the reduced vendor fee for returners to $500. The motion passed.

**Associate Member-**Candi said Matt was concerned with making registration fees setup easier for spring (late, new, returning). She asked that Bethany & Cody research web options.

**Awards-**Chester said he will be sending out communication regarding years of service and retirees**.** He asked if we want certificates for both years of service and retirees or just retirees & Candi said it was up to him. Chester said he would do certificates for everyone. Candi asked him to reach out to Buck to present Jeff his Lifetime Membership award.

**Long Range Planning-**Laura recognized Sheri for her help with local arrangements. We do have to sign a contract with Bridgeport that includes full day rental of B & C and Suites 1 & 2 and Vendor room and B & C for ½ day Friday. Candi said Laura can sign the contract. We are waiting on updated food costs for Bridgeport, which should be available by the end of January. Laura will reach out to Wingate for room blocks. Will executive committee meeting be on Wednesday night? Candi says yes. Laura will reserve Robert Bode (MASFAA rep) and Candi’s rooms. Laura will begin exploring options for Fall 2023 training and Spring 2024 conference locations.

**Government Issues-**no report.

**Website-**Bethany said the biggest task is how to archive previous digital content. The way to go is a One Drive-Google Drive route. She asked if we had a vanity account for the association-Stephany said it is wvasfaa@gmail.com and she will send her password. Size of files is the main issue-there is a 750 GB daily limit. Cody asked if there are other places that houses association information. Candi has a box of stuff that would need to be scanned. Treasurer’s info is on a flash-drive and Secretary’s minutes have been posted. Stephany has info to be uploaded as well. Cody asked who access to drive should be given to. Bethany said we would need to decide how to grant and remove access based on committee chair length. Reimbursement form was updated.

**Financial Aid Training for Counselors-**no report

**Social Outreach & Promotion-**Sarah said to keep her in the loop regarding agenda sessions and meal info, nominations, etc.…

**Membership, Constitution, Bylaws, & P&Ps-**Candi said length of conferences needs updated and job descriptions for conference committees. She said to bring Jacob, Karen, Laura, and Sheri together to update. The newest P&P needs updated on the website.

**Diversity & Inclusion-**no report. Candi asked about mission statement update-Ed said he and Consuela are reviewing.

**Professional Development-**Christie thanked everyone for attending the Fall conference newcomer’s session.

**Auxiliary Issues-**no report

**Retired & Lifetime Member-**no report. Karen asked if it is too late to nominate someone. Candi said no-the nomination needs to be put in writing to Consuela and then we can vote by secret ballot by email.

1. **Old Business-**

**\*Archives-**previously discussed

**\*WVASFAA Fall Conference Survey Results-**Candi asked James to send a summary to her, Lake, Laura, Jacob, and Kevin.

**\*Institutional Membership-**Candi said 2 states in MASFAA are considering moving to this. Several directors on the conference call with HEPC said it would be easier to have an institutional membership.

1. **New Business-**

\***Checks and balances for Treasurer position**-Candi said the MASFAA presidents had a call with association treasurers. A plan needs put in place, especially for signatures. She suggested past president or president-elect help with this.

\***Association insurances**-Candi said the following areas need reviewed: protection of officers, raffles, liability for accidents or injuries, audits (who audits ours), and tax return preparation (which Stephany currently does). Candi will forward information to Stephany and Lake.

**\*Fall Training**-Candi wonders what we are doing. She suggests WVASFAA and HEPC collaborate on a training session that could include a business meeting and a presentation, especially since HEPC has taken the lead on NASFAA training. There would be no charge for this. Karen said Brian would split any cost for purchasing NASFAA materials with WVASFAA. Sarah said they have hosted at Charleston and Bridgeport separate from WVASFAA. NASFAA allows credential testing twice within 40 days for free if sponsored by HEPC.

Lake asked how many 2324 training blocks there are-Sarah said there were 16 credentials. Candi asked Lake if this is the direction she wants to move in and if so, who can work with Sarah from WVASFAA to help with this. Candi asked Lake to put together a recommendation and decide prior to spring conference if possible. Karen and Jacob volunteered to help with this.

1. **Adjournment-** Karen moved and Lake seconded to adjourn the meeting at 2:47pm. The motion passed.

**Addendum:**

On 2/27/23 Candi emailed the Executive Committee and said we needed to make an adjustment to the budget for the website to cover the increased 2-year cost for the Wild Apricot annual subscription, which will be $408. Ed moved & Brian seconded to increase the budget for the website to cover the additional $408 due to an increase in fees. The motion passed.

Respectfully submitted,

James Buchanan

Secretary