**WVASFAA Executive Committee Meeting**

**November 1, 2022**

**Bridgeport Conference Center**

1. **Call to Order-** Candi Frazier, President, called the meeting to order at 7:07 pm. Those in attendance were Stephany Amos, James Buchanan, Cody Call, Ed Cole, Buck Eagle, Candi Frazier, Sheri Goff, Laura Helmich, Karen Martin, Sarah Musgrave, Matt Nettleton, Consuela Phillips, Chester Priest, Aaron Staats, Lake Tackett, Christie Tomczyk
2. **Introductions-** Candi welcomed everyone to our meeting asked all members to introduce themselves and their role within the association.
3. **Approval of Minutes-** The minutes from the July 12, 2022, Transition Meeting were provided. Karen moved and Laura seconded to approve the minutes. The motion passed.
4. **Review of Treasurer’s Report-** A current general ledger and cash statement were distributed. Candi said that line 103/CD would be referred to as conference reserve. Laura stated that we are under budget for the fall conference: $15,000 was budgeted and we are around $12,000. Stephany said Ernest will be refunded $750 for a duplicate exhibitor fee. Candi asked how many attendees still owed the registration fee and Stephany said just a couple. Candi said she purchased $100 in alcohol and asked if anyone would object to her being reimbursed, which no one did.
5. **President’s Report-** Candi provided a summary of her recent activities, which included attending MASFAA’s 2223 Board Retreat in Minneapolis, MN 7/31-8/2/22 as well as their 60th Anniversary Conference in Dearborn, MI 10/15-19/22. At the conference she provided a WV basket for the charity. She also wrote an article for MASFAA’s July Newsletter and a letter from WVASFAA congratulating MASFAA on 60 years.

She also discussed her general goals, which include:

\*Increasing volunteerism and networking at the state, regional, and national level: Candi will attend the OH Spring conference in March and a WI representative will come to WV for our Spring conference. Aaron will be attending the NASFAA Leadership and Legislative Conference & Expo in February. She asked for a volunteer for MASFAA’s Nominations & Elections committee and James volunteered. Candi will also represent WV on MASFAA’s Strategic Planning committee.

\*Hold high quality state conferences providing opportunities for members to learn, grow, and network

\*Continue to train school counselors on financial aid activities and programs:

Candi also asked that we reach out to the first-time attendees, of which there are 20, to increase volunteerism and involvement within the association. She created a volunteer form which will be available at all conference sessions.

1. **Committee Reports:**
2. **Fall 2022 Conference Program and Local Arrangements-** Laura said everything was ready to go. Business partners set up would begin at 8am and Registration would start at 10am. The Newcomer’s Reception starts at 11am and Candi asked that everyone attend if possible. Laura did a walk-thru and all presentations received were loaded on the computers and that she and Aaron will doublecheck everything. Laura also provided a summary of meals and activities and said that a QR code would be available at all meeting rooms (Ballrooms A & C and Suites 1 & 2).
3. **Training for School Counselors-** Karen and Sheri provide a summary of this year’s workshops. Karen said we need to consider increasing the $350 reimbursement amount since most schools exceeded this amount. She also mentioned the added expense of ASL interpreters. Karen said to email her if you want more info about evaluations to email her. Karen suggested moving the workshops later in the year and possibly having two available remotely. Candi said we need to provide the workshop recording to attendees. Karen said all programs are on You Tube housed by CFWV. Sarah said HEPC did live webinars. Christie said UC & WV State did a counselor workshop with the assistance of Joe Duffy, Director of Counseling and Testing for Kanawha County Schools. Candi suggested WVASFAA and HEPC partnering to help with training and outreach. Matt said Indiana still did College Goal Sunday and that Donette Cassman and Heidi Carl are the contacts.
4. **Policies and Procedures-** Lake and Buck will review the manual after the conference. Gwen Bausley previously updated the manual to reflect current policy first and historical policy second and created a table of contents. Candi has reviewed the manual and worked a lot on job descriptions. She said Conference and Site need more work, which Lake and Buck will discuss.
5. **Old Business-** for Diversity & Inclusion Consuela said she and Ed incorporated a mission statement.
6. **New Business-**

\***Archive**s-Bethany is researching Google Drive and Microsoft One Drive for the association.

\***Virtual Winter Executive Meeting**-the meeting will be held in late January or Early February.

\***MASFAA Conference 2024**-the conference will not be held in WV due to financial concerns MASFAA has regarding their reserves. MASFAA is also changing the state rotation and skipping WV and Iowa for now.

\***How do we increase volunteerism and involvement in WVASFAA sponsored trainings?** -Candi said that a survey will be available to see what membership wants to do about conferences. Matt said business partners prefer states with one conference and one drive-in training. Candi said we need to decide on the number of conferences and live with it. Candi said Brian Weingart will schedule a conference call with financial aid directors to discuss training, staffing, and conference attendance. Candi also wants to create a partnership with HEPC for training. Candi said the association used to have a NASFAA trainer who would go to Washington, DC and then come back and train the membership. Candi says the P & P manual will need amended if we decide to not have two full conferences.

Buck said that the association needs to: re-tool and market itself differently and figure out what our customers need in terms of training; increase networking; partnering with other professional organizations; get back to basics; shape our conference agenda for tracks for financial aid, admissions, and registration offices.

Lake moved that the association have a shortened spring 2023 conference, a one day training in fall 2023, and a full spring 2024 conference. Consuela seconded. The motion passed.

**\*Institutional Membership-**tabled

**\*Ballot-**Candi said we could not get a ballot together for the conference. We do not have anyone to run for associate member-elect and president elect. Stephany and James agreed to run for Treasurer and Secretary again, respectively. Sarah asked if elections would be pushed to the Spring conference and Candi said yes. Consuela volunteered to run for president-elect if Candi serves as president again. Candi said we need to allow HEPC staff and associate members to run for elected office.

Sarah said we need to create justification statement for directors and managers of why to send staff to association training and conferences. She also said we should send via email a listing of association committees and officer job descriptions and profile officers and chairs to discuss what they do and what the association means to them and tie it into volunteerism. The ballot will be a winter transition meeting agenda item. Candi suggested providing one free registration for the one-day training. Ed suggested a buy one, get one free option.

**\*Lifetime Membership**-Lake moved to nominate Jeff Scott, former WVU-P employee and long-time WVASFAA member, for lifetime membership. Candi said the nomination must be done by secret ballot. Karen seconded. The motion passed. Candi said she would check the archives for pictures of Jeff, asked Cody to archive the nomination form, asked Chester to order the award, and asked Buck to make the presentation to Jeff.

1. **Adjournment-** Candi adjourn the meeting at 9:30pm.

Respectfully submitted,

James Buchanan

Secretary