

Minutes
WVASFAA Executive Committee & Chairs Meeting – April 19, 2011

DATE: 04-19-11	PLACE: Lakeview Resort & Spa	CONVENED: 7:25 p.m.	CONCLUDED: 9:15 p.m.
MEMBERS PRESENT:	Tresa Weimer, Alicia Frey, Sharon Howard, Amanda Sites, Judy Kee, Steve Riffon, Stephanie Morris, Damia Dobbs, Sandra Oerly-Bennett, Trish Harmon, Evelyn Hansen, Carla Strawn, Carla Marshall, Betsy Headley		ABSENT: Chris Taskalines, Brian Weingart, Cindy Hudok
Participated by Phone			
MINUTES RECORDED BY	Alicia Frey		
NEXT MEETING	TBD		
ITEM	DISCUSSION		
1. Secretary's Report	2010 Fall conference minutes were not available at time of meeting - will need to accept at next meeting; members were read minutes from the December 10, 2010 Executive meeting held at Eat-N-Park in Bridgeport, WV – Sandra motioned to accept and Sharon 2 nd to accept December 10 th minutes		
2. Treasurer's Report	Final Profit from Fall 2010 conference totaled \$815.26; all members were provided a copy of WVASFAA's General Ledger for 2010-11, Fall 2010 conference financial report, and cash totals ledger with BB&T; no bills have been paid for Spring 2011 conference yet; Sandra motioned to accept and Amanda 2 nd to accept Treasurer's Report		
3. 2010-2011 Committee Reports			
Archives	Amanda is checking into Photo Bucket website problems, a recommendation was made to try Flickr or Facebook for uploading photos, and Amanda was asked to take more photos throughout the conferences		
Awareness	There was discussions about using local famous WV natives such as Brady Paxton, Jennifer Garner, Chad Pennington to promote financial aid and WVASFAA; It was suggested that WVASFAA link with the CFVW website and provide WVASFAA banners to the College Goal Sunday locations		
Awards	There are 4 years of service awards to present at Spring conference Thursday's dinner; MASFAA State Leadership Award nominations are being accepted through June 30 th		

Minutes

WVASFAA Executive Committee & Chairs Meeting – April 19, 2011

Email Blaster/Newsletter	E-mails about upcoming conferences, job postings, and on-line trainings were continuously sent out to all members
Government Issues	The uncertainty of year round and cross-over Pell was discussed, as well as the reduction in 11/12 SEOG funding due to budget cuts
High School Counselor Training	Out of 11 surveys sent out discussing the date of the workshops only 2 responded – both said to keep in Nov (too busy in Dec) – Steve will re-send the survey
Long Range Planning	Fall 2011 @ Charleston House Oct 25-28 Spring 2012 @ Charleston House April 25– 27 \$79/night Fall 2012 looked at Wingate in South Charleston, Days Inn in Flatwoods, or Quality Inn in Lewisburg; the Wingate is marked tentatively for Oct 23-25 with rooms at a rate of \$79 per night with breakfast included and conference rooms available for \$600 per day
NASFAA Training	No updates; sessions for Spring conference were taken from NASFAA core training materials
Nominations	3 executive committee members on ballot for President, Secretary, and Treasurer; there are at least 2 candidates for each position; will need list of current members to verify voting eligibility
Policies, Procedures, Constitution	No updates
Recruitment and Retention	All new WVASFAA member not registered for Spring conference were contacted 21 new 1 st time members are registered An email was sent to financial aid representatives/offices not registered for conference by comparing last Spring 2010 registration to Fall 2011 registration and the current Spring 2011's – some recipients did not realize they were not current members
Web Page	Website was updated with current executive committee info and photos, spring conference information, and service buttons added; Evelyn would like to look into adding WVASFAA on Face Book and is going to follow up with the cost of adding items to our calendar;

Minutes
WVASFAA Executive Committee & Chairs Meeting – April 19, 2011

	<p>It cost \$250 to change photos on our website, even though there is no cost to change current items only new items have a cost (for example, there was an add'l fee for a new field being created for the \$50 new fee added to registration), Sandra confirmed that there was not cost when the conference agenda was updated 3 times previously</p>
<p style="text-align: center;">Associate Member Representative</p>	<p>There are 5 exhibitors registered for Spring conference: KHEAA, NelNet, Great Lakes, PNC, and USA Funds</p>
<p style="text-align: center;">Associate Member Representative – Elect</p>	<p>(Vacant)</p>
<p style="text-align: center;">Spring 2011 Conference – Lakeview (Program/Site)</p>	<p>Program: Committee received positive comments about the tentative agenda; vocational rehabilitation representatives backed out due to bad timing; The Chancellor wanted to present a session so the agenda was altered to fit him into the schedule</p> <p>Associate members would like to work with program planner more in coordinating sessions</p> <p>There are less general sessions and more breakouts this conference, and only one lunch has a keynote speaker (per suggestions from previous conference evaluations – attendees want more time to converse with colleagues); there will only be one meal with a head table but there is a “reserved” table near the front for executive committee acknowledgements</p> <p>Greg Martin is on vacation so AnnMarie Weisman is our Federal speaker for the conference</p> <p>Site: 90 attendees registered</p> <p>We are 19 room short for meeting room commitment and may lose 20% contract discount</p> <p>Car pools are needed for Wednesday evenings activity at Coopers Rock (dinner, fire, ghost stories), have to be out by 8:45 for park rangers to close up</p> <p>Thursday evenings masquerade event will include a DJ/Karaoke</p> <p>Location of meeting rooms and lunch/dinner was explained</p> <p>Breaks are all liquid due to cost but at registration, each attendee will receive a goodie bag with snacks</p>

Minutes
WVASFAA Executive Committee & Chairs Meeting – April 19, 2011

	<p>All speakers are receiving a separate packet with agenda, name badge, and session info; Betsy will be their greeter near the registration table</p> <p>Attendee packets are ready to go</p> <p>It was noted that evaluations are 2 pages due to the number of breakout sessions</p>
Fall 2011 Conference –?? (Program/Site)	<p>Registration fee was previously discussed to be set at \$135, but Sharon motioned to set at \$140 because individual room rates were being negotiated at a low rate, all in favor for \$140 registration fee</p> <p>Early registration will be set up to accommodate attendees budgeting options out of the current year instead of next year if needed</p> <p>One evening dinner is set for attendees for their own coverage</p> <p>Sharon requested that web registration be set up to have membership separate from conference fee cost for those that do not want to be members, currently Sharon has to manually make adjustments</p> <p>There was discussion about changing membership from an individual to an institutional membership (like NASFAA) – tabled for further discussion/review</p> <p>Sharon is looking into the process of changing the membership year again (Teresa mentioned that MASFAA is also discussing changing back to the fiscal year)</p> <p>Teresa attended Iowa conference and shared entertainment ideas (charity fundraising)</p> <p>Would like to see more consideration for evenings on own when the location is prime and attendees can be provided with a list of local events/attractions</p>
4. Old Business	Discussion of changing calendar year tabled
5. New Business	None
6. Adjournment	Sharon motioned, Sandra 2nd