

**Minutes**  
**WVASFAA Executive Committee & Chairs Meeting – 4/24/2012**

<b>DATE: 4/24/2012</b>	<b>PLACE: Charleston House</b>	<b>CONVENED: 7:14p.m.</b>	<b>CONCLUDED: 9:28pm</b>
<b>MEMBERS PRESENT:</b>	Patricia Harmon, Stephanie Morris, Donna Feijo, Damia Dobbs, Karen Lay, Tresa Wimer, Amanda Sites, Nina Morton, Judy Kee Smith, Carla Strawn, Cindy Hudock, Sharon, Howard, Nora Overath, Herman “Boats” Keene		<b>ABSENT: Evelyn Hansen, Sandra Oerly-Bennett, Mary Jones</b>
<b>Participated by Phone</b>			
<b>MINUTES RECORDED BY</b>	Stephanie Morris		
<b>NEXT MEETING</b>	TBD		
<b>ITEM</b>	<b>DISCUSSION</b>		
<b>1. Secretary’s Report</b>	Cindy stated error in long range planning to correct fall 2012 to fall 2011. Sharon motion to accept as corrected Amanda second		
<b>2. Treasurer’s Report</b>	Sharon-Profit last time \$5,152.20 Cash ledger-Reflects 1 <sup>st</sup> of October to end of March and part of April General Ledger- everything through end of March Financially solvent Cindy motioned Teresa second		
<b>3. 2011-2012 Committee Reports</b>			
<b>Archives</b>	Amanda-Pictures on FACEBOOK, adding as she can, old secretary minutes different information scanned and electronically archived on laptop and disks. If you want tag yourself identify places, people, etc. let Amanda know Sharon asked about old audited records if she could give them to Amanda. Amanda said she is getting scanner and will gladly take care of it. Judy-flyer to put on table, Tresa said some were left from old conference put them on table Trish said we would use those and make copies here if necessary Steph asked how to get pictures to Amanda. Amanda said however, electronically, disk or mail.		
<b>Awareness</b>	Judy-we were recognized as a part of college goal Sunday....they stated they could not do it without financial aid professionals Should we get a link from CFWV to WVASFAA-link to our resource page In meeting it came up that they needed more financial aid help Started selection with Gear Up people Trish asked how sites were selected-Judy stated its where sites have contacted them. Trish asked about coordinators Judy says there is a disconnection between site coordinators and locations. Cindy said we were going to have to assume more responsibility		

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	<p>Trish stated Erma Byrd was coordinated by work-study student          Judy-Hoping we can get in on the beginning of the coordination from the start          Sharon stated that they mostly just go to get FAFSA filled out nothing else          Karen asked if there were financial aid nights going on at the same time...they are separate and doing FAFSA's there too          Nora stated that they put the info in elementary kids folders to get parents and nontraditional. Her campus had big turn out and Trish stated that having a financial aid person involved helped with numbers          Trish stated she had never seen numbers or reports. Judy said this was asked for immediately          Judy is going to try to list high school night on CFVV websites          FAFSA completion rate is sad...high school with most completed is GW. Those were for Promise..on the bottom of the list is coal field schools</p>
<b>Awards</b>	NO REPORT
<b>Email Blaster/Newsletter</b>	Email blast was supposed to go out regarding this meeting but an error occurred she apologized for that.
<b>Government Issues</b>	Karen said Mary is doing Email blast-Carla said she did a great job
<b>High School Counselor Training</b>	<p>Nina-in past we have used national training information...Karen and Steve in session...Nina got email...all workshops reported by August. Going to get information and go from there          Tresa said they quit sending packets, we get email          Trish asked if Steve shared any info from last year numbers or sites          Nina several sites cancelled she thought, she will get with Steve and find out          Trish past couple years it has been up to individual sites to notify...no general info went out...been left up to sites          Trish says a general email with list of sites to all high school counselors in state then they could pick sites best for them          Karen-high school counselor meetings we could put something in there packets          Nina-they have their own organization...she will research and see what she can come up with          Trish-invitations to schools that want to be a site          Nina-may send out something on list serve...does association still provide funding?          Sharon said \$100          Karen said we can send email to all paid and unpaid members          Nina will get a list of all schools in WV and send info to director and associate director</p>
<b>Long Range Planning</b>	<p>Donna-2 places she is looking at Clairion in Sheppardstown, Greenbrier will not work, looking at Mardi Gras, Quality Inn Harpers Ferry, Ramada          Looking at Mardi Gras-passed out handout-said go to website and look at video of facility...got them down to \$99 a night. They are a 3.5 to 4 star hotel...food will be worked within our budget..they are also willing to give \$10 in slot machines, \$2 greyhound race bet voucher, triple points for players club, \$133 per person with everything</p>

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	<p>included based on 70+ possible for Spring 2013  Tresa asked if there was a room commitment  Donna said no  For Fall 2013- Clarion in Shepardstown, looks fairly new  Ballroom rent out for \$500 a day but will bring down to 250, ballroom can be split in diff sections, \$79 a night for rooms  Carla asked about Stonewall Jackson  Donna stated they had not gotten back with her...needs specific dates  Trish told Donna to stay away from Easter weekend and call Huntington to get dates  Sharon moved to accept Mardi Gras lock it in and set dates in April  Cindy second  Trish stated divided on one or two conferences. So she to a day and half for fall conference. Exec will meet Wednesday, full meetings Thursday, half Friday, see how it works. Do we want to wait until fall conference to determine if we want to stay that way? Told Donna to set up tentative dates in October.  Trish-Running into competition with MASFAA and FSA shorter conference may be better since attendance is down in fall  Sharon motioned to accept all that was said. We will go with Clarion in fall and will decide at fall conference the length  Amanda second</p>
<p><b>NASFAA Training</b></p>	<p>No report.  Trish- NASFAA training materials should be out by fall conference  Tresa said last time they only chose one topic not sure if they will stick with that format  Trish what to do we want to request  Karen did training on consortium  Cindy-administrative capability  Tresa-Return of Title IV  NASFAA training material will be available September 20th</p>
<p><b>Nominations</b></p>	<p>Tresa ballot was put out 30 days prior to conference  Short on names encourage others to run for president elect on ballot same thing with secretary only got 2 names  Went electronic which was good got a lot of responses  Damia-more than one person on committee/older member to help new person  Carla-how soon do we need names  Tresa-we will vote on Thursday for secretary that office starts Nov 1 2012 and President elect elect for 1314.  2014 is our MASFAA year  Judy stated Brain said that because WV is so small we may not have it.  Tresa and Cindy stated they are finishing this cycle and then going to 2-3 central locations</p>

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<p><b>Policies, Procedures, Constitution</b></p>	<p>Cindy pulled them down last update 2010 Sharon said a few things needed to be updated Trish said she had some changes Cindy asked how to make changes Tresa said get document from Evelyn</p>
<p><b>Membership</b></p>	<p>Tresa said they tried some different things. One of the new things is first time face time for all executive committee, Brian Weingart, and Judy Kee Smith, key players for them to put faces and names together, meet and greet. Right now there are 7 or 8 new members. Will meet in ISOKOFF room for this because it will already be set up Damia asked for them to be told where it would be when they come to registration desk Wednesday will be a newcomers reception Damia reminded that recognition would be Thursday at lunch</p>
<p><b>Web Page</b></p>	<p>No report Tresa asked about updates to web, are we charged every time Karen-routine updates are not charged-change to exec, group pics with officers, she sent membership and photo changes once a month, posting minutes is up to date, updating policy procedures all routine, setting up registration is extra fee Tresa-if we change registration do we get charged Karen-yes Sharon-registration form \$100, Executive form is \$75, Annual Board Chair Update is \$250, Monthly Fee is \$185 Evelyn holding info to save money Sharon stated we are being charged \$185 a month no matter what so we need to add them immediately Karen said add dates onto calendars, MASFAA and NASFAA Tresa-in past has there been any kind of production calendar Sharon said no Karen said that would be good for future people to go on Trish-when we get back remove spring info and add fall info, get minutes out there immediately Karen said Evelyn could get in there and get invalid emails to remove them by sending out a bulk email Carla asked how they reach out to new members Tresa said there is no way Karen said a mailing to all colleges to inform them of association, getting info out there early will help people to plan ahead of time</p>
<p><b>Associate Member Representative</b></p>	<p>Carla we have 3 exhibitor, PNC NELNET and KHEAA Harder and harder to keep up with whose there and whose not, US Bank SunTrust and Chase all out In fall not sure if we will get anybody if we shorten to one day, reps look at budgets because they have several states they are trying to look at, because we are small we are not a priority Banner ads to raise money?</p>

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	<p>PNC said if it continues to be small they would do a donation and no table  Karen said each conference those who paid would have banner under sponsor link on page  Carla asked who kept up with that  Karen said Carla could get info and send it to Evelyn  Karen said maybe one of the benefits for being at conference  Sharon said by time someone learns their position it's time to have a new person  Carla said spring is bad for schools so people exhibiting are looking for fall conference  Tresa said they felt we were competing with FSA and NASFAA because they are bigger than us  Carla asked if she had to pay \$250 if they do not exhibit  Tresa said it's more a choice to attend and not exhibit  Sharon said she thought they could just register as associate member  Carla said she could email and ask if they are going to still come in fall  Sharon said if they are going to come then we only charge registration, we would probably only have two 15 minute breaks so exhibitor time will be very limited  Sharon motion that we invite associate members to join conference at regular registration fee, and can put a table beside registration table for their info.  Cindy second motion  Carla said in fall to advertise banners  Cindy said it cost 300, we charge 500  Karen said we need to get an updated price list  Trish said how much do we want to profit  Cindy said we want to keep them coming and not really profit from it  Trish said for Carla to get in touch with Evelyn get a cost and then see how many want to do it and add 100 dollars, 400 total and split with vendors  Carla said some associations allow vendors to put info in conference packets and charge for it  Trish said we have lost a lot of sponsorship and this may be a good way to make a little money  Sharon said we can set up a fee schedule that is not actually in policy  Cindy made a suggestion to remove Online banner ads from procedures  Karen said this info would be in the minutes  Sharon asked Carla to put a price structure chart to present at fall or next meeting for executive to vote on  Cindy will set up a go to meeting for summer</p>
<p style="text-align: center;"><b>Associate Member  Representative – Elect</b></p>	<p>Allen from NELNET, his coworker volunteered him and he may not know</p>
<p style="text-align: center;"><b>Spring 2012 Conference –  (Ramada/Downtown Charleston)  (Program/Site)</b></p>	<p>NO REPORT</p>

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<p><b>Fall 2012 Conference –  (Charleston Conference Center)  (Program/Site)</b></p>	<p>Decide on program and site committee, Trish said that since it's so short she will get her staff to pull it together unless anyone wants to volunteer, contact her if you want to help. Damia will help</p>
<p><b>4. Old Business</b></p>	<p>Sharon-Lay to rest changing year or move forward, this needs to be sent out to all paid members to vote on what they want to do. Wait till after spring conference is over. Do you want to leave current membership as is or change it?  Judy asked if we changed this because of not being able to pay membership unless its attached to conference fee  Sharon read info straight from Constitution  Karen said we changed this due to MASFAA  Sharon said it must go out for 30 day comment period and then a vote  Sharon said we could run July 1, 2012 to next conference on web (membership) then you would still be on listserv till next conference if you didn't come you then got kicked out  Sharon said transition in summer took office July 1<sup>st</sup>, first conference was in fall for these people  Cindy will do a 30 day comment period through list serv</p>
<p><b>5. New Business</b></p>	<p>Trish-MASFAA awards coming up for October conference  Tresa is on Awards committee for MASFAA, passed out current members to MASFAA and nomination form with a list of different awards being considered and last recipient of these awards  Want every state to nominate someone for state membership award, do we want to do this as an exec committee or nominate our own members  Sharon motioned to nominate Tresa  Damia Second  Tresa will get state leadership award  Sharon-suggested we do a onetime scholarship to Huntington Junior College in Trish Kings honor and the school select the student recipient.  Cindy Motioned we do present scholarship in memory of Trish King in the amount of \$1000 and Huntington can split that into 2 scholarships.  Karen second  Trish put on table if we have active paid members that pass unexpectedly that we make a policy/procedure we make a onetime donation  Sharon asked Judy to announce that we are doing that and will give money to Carla to deliver to college</p>
<p><b>6. Adjournment</b></p>	<p>Trish moved to adjournment  Donna seconded</p>