



West Virginia Association of Student Financial Aid Administrators

**WVASFAA Executive Committee Meeting Minutes
October 29, 2020, 2:00 p.m. to 4:00 p.m.**

Call to Order – Nicole Solomon literally hammered the meeting to order at 2:04 p.m. Those present were Gwen Bausley, Candi Frazier, Stephany Harper, Laura Helmick, Karen Martin, Tiffany Myers, Sarah Musgrave, Chester Priest, Bethany Schiffbauer, Nicole Solomon

Review and Approval of Minutes – Karen Martin presented the minutes from the July 21, 2020 Executive Board meetings for approval. After review, Candi Frasier moved to accept the minutes as presented, Sarah Musgrave seconded the motion. Motion carried

Reports of Officers and Committees

President's Report – Nicole Solomon reported she had attended the MASFAA virtual conference meeting and submitted items from WV for the newsletter. Nicole plans on scheduling more meetings, probably in December, to discuss the spring conference. Asked committee to consider an in-person conference or another virtual conference. Will need to discuss if traveling bans and budget restrains would still be in place. After checking virtual numbers in the future maybe we would have one virtual and one in person per year for our conferences as other associations are considering. It would be really hard to guarantee a block of rooms with the vendor not knowing if we had the numbers. To keep in touch, wants to start an hour bag lunch or maybe a happy hour with our friends/members via Zoom. Nicole reported she has been going through old conference programs compiling old topic sessions, archival materials and preparing transitional materials. Nicole also reported that Lake Tackett will not be able to full fill her Past-President's responsibility due to her professional and personal responsibilities. Consuela Phillips has agreed to step in to handle Nominations and Elections for 2021-2022. Candi Frazier moved that Consuela be allowed to fill this duty, Chester Priest seconded the motion. Motion carried. Because the elections have not been started and a 30-day notification prior to the conference has not been met, Karen Martin motioned we move the election to the Spring conference, Sarah Musgrave seconded the motion. Motion carried. In hindsight the 2020-2021 Executive Committee had not been approved. Tiffany moved the committee be accepted; Laura Helmick seconded the motion. Motion carried. Nicole had sent her proposed budget to the Executive Committee, Karen Martin motioned the budget be accepted for the 2020-2021 year, Laura Helmick seconded the motion. Motion carried.



Treasurer's Report –Stephany Harper reported a balance as of October 29 as \$20,102. with membership renewals of 81 paid, 33 not received, total of 114 to participate in the Fall conference.

President-Elect Report – Tiffany Myers reported she has been working on her Executive Committee for 2021-22. Her goals will be awareness and participation, MASFAA participation, social platforms, go more Twitter.

2020 Fall Conference Report and Discussion – Tiffany Myers hailed our first Virtual Conference has 17 sessions and a total of 246 registrations for sessions as of now and more will be coming in. First session will be Kellie Toledo's Self-Care in 2020 on November 2, on November 4 will be MASFAA President-Elect Chad Olson, Developing Your Leadership Skills, on November 5 will be our own Brian Weingart with the State Update to begin. We were not able to get anyone from DOE as they said it was too close the FSA. We were promised that they would participate in spring. Tiffany asked Laura Helmich about her experience with PASFAA with the Virtual Exhibit Hall for Business Partners in a Zoom breakout room. It did not work well. Chester Priest reported Kentucky used vendors are moderators for session. Someone suggested maybe slide presentation would be the answer. Candi Frazier on behalf of the Executive Board to thank Tiffany on a excellent job with the planning of the first virtual conference.

2021 Spring Conference Report and Discussion – Tiffany Myers said plans for spring are on hold not knowing how the pandemic is going to affect the conference. We will meet later to discuss this matter. Spring dates are set as March 23-26, 2021.

Long-range Planning Chair Report – Laura Helmich reported the Bridgeport Convention Center had been excellent to work with over this issue of cancelling conferences. We made a 3-conference contract with them and, with Tiffany's approval as President-Elect, we would just push that 3-conference commitment forward. Chester asked that he still wanted Lake's choice for awards for Spring 2020 and questioned Bethany Schiffbauer if there was a way on the new website with Wild Apricot if she would work out a way to run a report for him to use for years' service awards. Also, Laura said that the spring conference would have a lot to do with the evaluations we get back.

Past-President's Report – Lake Tackett – No Report

Nominations & Elections Chair Report – Lake Tackett – No Report

Financial Aid Training for Counselors Chair Report – Karen Martin reported that a very successful September yielded a good turnout. We had 225 registered over 10 sites. Huntington Junior College due to illness in their office had to cancel their workshop. All workshop materials were excellent. A special thanks to all those at HEPC who presented the State Financial Aid Report Brian Weingart, Judy Kee Smith, Tana Pendell, Sarah Musgrave and Michelle Marlowe. Workshop Evaluations were sent with 60 or 26% replies. Of those 60 evaluations 77% wish in the future to have in person over virtual workshops. It has been suggested in the future that two institutions work in tandem to present the counselor workshops. We will consider this option in the future. It remains to be seen whether we will be able to have in person counselor workshops.



Professional Development & Training Chair Report – Candi Frazier & JoAnn Ross – Candi Frazier reported she and JoAnn have been planning neophyte training, implement a track within the conference for new or growing financial aid professionals. We will have to look into more NASFAA Core training and what they require in the length of the training. Sarah Musgrave explained their requirements. The need for Best Practice discussion between institutions would be beneficial. Panel of Experts would be an excellent session for various general questions - Education, WVASFAA members, by-laws, policy and procedures. Another idea is 10 ways to grow your profession. More ideas than just a newcomer's session.

Membership Chair Report – Jasmine Gonlin – No Report

Constitution & Bylaws, Policy & Procedures Chair – Gwendolyn Bausley reported she is working on a new format for the Policy and Procedures and will have them ready to send to Nicole and Candi for approval.

State & Federal Issues – Brian Weingart-No Report

Associate Member Representative – Chester Priest-Thanks to Laura for helping him with the Business Partners.

Awards Chair Report – Chester Priest – He will be planning for awards for Spring 2021.

Diversity & Inclusion Chair Report – Consuela Phillips – No Report

Auxiliary Member Representative – Alice Roberts – No Report

Social Outreach & Promotion Chair Report – Sarah Musgrave reported she has pre-scheduled numerous posts promoting the conference and sessions on Facebook, encouraging all to share the posts.

Website Chair Report – Bethany Schiffbauer reported she has been revamping the look and feel of the Wild Apricot Website cleaning up some areas that had not been finished. Making it ADA compliant. The website has not been worked on for some time. Karen asked if she and Bethany could get together and go over some of the issues, she is having with posting the minutes. They agreed to do that as time allows.

Unfinished Business - None

New Business

Adjournment Adjourned 3:49 pm.

Respectfully submitted,

Karen Martin
Secretary