

VASF~~S~~AA Board of Directors

Meeting Minutes

January 31, 2007

I. Call to order

Erik Melis called to order the scheduled meeting of the Virginia Association of Student Financial Aid Administrators (VASF~~S~~AA) Board of Directors at **10:10 am on January 31, 2007** in **Newport News, VA**.

II. Quorum

A quorum was established. The following persons were present: Erik Melis, Pat Kelley, Brad Barnett, Jeanne Holmes, Kerrie Roth, Zita Barree, Melissa Barnes, Michael Poma, Keith Wellings and Lee Andes.

III. Presentation of Agenda

The agenda was approved as presented.

IV. Approval of minutes from last meeting

The minutes from the October 15, 2006 and the December 11, 2006 meetings were approved as presented.

V. Reports

- a) **President** – Erik Melis (report on website): Erik noted that he attended the SASFAA Board meeting in Atlanta and the joint NCASF~~S~~AA/SCASF~~S~~AA per invitation at the Grove Park Inn, NC in November. He commented that it was nice to experience the “joint” conference and noted that VASF~~S~~AA may want to experience something similar in the future. He also attended the VCAN conference in December and applauded the members of VASF~~S~~AA that are serving on the VCAN Board.

- b) **President Elect** – Pat Kelly (report on website): Sector Coordination – Pat noted that she is seeking “Sector Coordinators” and topics for the Spring Conference and will put out a request to the VASF~~S~~AA Listserve for topics. She also noted that the Marriott-Newport News has been selected as the conference site. It has been noted that our planned conference date for 2008 conflicts again with EASF~~S~~AA but it was decided that we will proceed with the selected dates but that with future planning, the site selection team should check not only with SASFAA states but also with Tri-State and EASF~~S~~AA because of their close proximity to us. The two questions that we wanted more clarification are still being addressed: RE: the cancellation language – it is now more lenient, thus acceptable (see contract as will be signed); though the drayage issue and storage are still questionable – but it was determined that if we use outside drayage – it would certainly be more expensive than in-

house. Pat also mentioned that Vera is working on a location for a Fall “Mini-Conference” and the Wyndham was suggested as a possible location. There was much discussion on this, and it was suggested that other sites be considered. This was topic was tabled for a later discussion. Strategic Planning – Pat noted that Lefter requested an increase in the budget for this committee to cover the cost of an in-person meeting. This was tabled until after the treasurer’s report.

- c) **Past President** – Brad Barnett (report on website): Brad presented new language to be voted on for Retirement Recognition (see the report for appropriate language), JH motioned to accept the changes, ZB seconded, and the motion carried unanimously. Brad also presented award recipient nominations to be voted on: Two additional recipients of the retirement award for the 2006-07 – Phenie Golatt, Virginia Union University, and Eugenia (Deanie) Hickman, Virginia Wesleyan University; and the New Professional Award: Paula Rafferty. KW motioned and PK seconded, and the motion carried unanimously. It was also suggested that we add the listing of the recipients of the Retirement Award to the P&P. MP motioned, ZB seconded and it was passed unanimously. There was discussion on the election process and vote count for the position of Representative-at-Large. It was presented to change the current policy to state that the candidates receiving the highest number of votes will be elected to office. MP moved to change the P&P to reflect this under elections, ZB seconded, and the motion carried unanimously. Finally, there was a recommend bylaw change for the definition of a life member and the addition of a non-discrimination policy for VASFAA. The slate of candidates/offices for the Spring 2007 election for the 2007-08 year are: President Elect: Brenda Burke (JH motioned, MB seconded – carried); Secretary: Joe Dobrota and Vera Riddick (ZB motioned, KR seconded – carried); Treasurer-Elect: (KW had to leave the room) Angie Hawkins, and Keith Wellings (MP motioned, PK seconded, - carried); and Representative-at-Large-electing 2: Susanne Angheloni, Sheila Nelson-Hensley, and Bill Wendle (KW motioned, PK seconded – carried).
- d) **Secretary** – Jeanne Holmes: Archives (report on website): Jeanne noted that Holly continues to work with the VASFAA Archives and is continuing in her preparation of sorting the files to prepare them for scanning for permanent recording. Jeanne continues to work to update the P&P with the goal of having all completed by handoff at the transitional board meeting.
- e) **Treasurer** – Kerri Roth: Kerri reported that she is currently over-budget. The new mileage rate is \$0.485. She also reported that for some reason there is a differential between her reporting and what is showing in ATAC and she will work to clarify. She is also checking on the expenses for AV equipment rental at the last conference, but did note that the two that were purchased in 2003 cost \$2499 each. Kerri noted that the Vendor/Sponsor report noted \$79,750 but she is only reporting \$78,500. She will research to determine the

difference. Discussion on Board Liability Insurance – it was noted that it is not typical for a non-profit to have a liability policy. Kerri reported that the investment is dormant, thus we are paying a \$10 monthly fee. She and KW have been charged to complete a net worth report so that VASFAA can identify all of the accounts, and have the information on the budget in a member protected area on the website.

- f) **Treasurer Elect** – Zita Barree (report on website): Zita and Kerri are working together planning and preparing for the year in transition of records and responsibilities. The Budget and Finance Report is posted to the web site, as is the New Century and Sue Ross funds. Zita noted that there are 3 applications that will be presented to the Board for New Century funding requests. KW asked about the possibility of looking at additional investment opportunities for the Sue D. Ross CD because of rate increases. He also noted that we currently have no diversification because all are in CDs. He asked What leverage is there to determine the best vehicles for investment management, and EM noted that SASFAA has a policy which provides guidance in their P&P titled “Guide to Financial Management” and has charge KW to look into this and bring a proposal back to the board, if necessary and appropriate.

- g) **Professional Development** – Michael Poma (Conference, Experienced Aid, Support Staff and Training reports are on the website): Conference - Michael noted that the registration form and mini conference site should be up and running by February, The hotel for the Spring 2007 (VA Beach Hilton) will be handling the drayage expenses with no additional charges to VASFAA Project Discovery is the fund raising recipient. JH noted that they were a past recipient in the last 5+ years and suggested that this be considered in the future as there are many other possible recipients that we can support. Support Staff indicated that 3 sites may not be enough for their training as the need grows and to meet the coverage need of the state, thus they have been very frugal in their spending and ask that their budget not be cut. Training noted their dilemma with the DOE and the federal update session and asked if VASFAA would support the “add-on” of the regional Federal Workshop to the Wednesday closing of VASFAA. The Board agreed, and this will happen..

- h) **Information Services** – Angie Hawkins, presented by Erik Melis in her absence (Public Relations and Electronic Services report on website): Electronic Services current focus is the conference mini-site. Newsletter continues to solicit articles for publication. Photography had no report. Public Relations has submitted draft letters to EM to send to the presidents, supervisors, etc of membership as thank you documents. They also noted that they were continuing with the VASFAA Vignettes and EM asked that the Board members please submit a Vignette (if they have not done so previously). The PR committee asked the Board if they wanted the VASFAA

PR informational brochure reprinted but it was decided that this would be revisited to the retreat – as it is not an item for the current year..

- i) **Outreach Services** – Keith Wellings (Secondary School Relations, Diversity, and Membership reports are on the website): The Fall Financial Aid workshops went well and under-budget; membership to date is 337. Awareness is finalizing the planning for Super Saturday events. JH asked for clarification on levels of participation – who/how/what – is there any distinction as to what a lender can do vs. that of a school person. It was determined that for now, all volunteerism is welcomed as a VASFAA member, but, we possibly need to have more policies in place to govern this in the future and that it need to added as a discussion item at the Retreat. KW was asked to have a person available at each Super Saturday to take photos for PR purposes. Diversity still has a question on the “blessing” of the food and the appropriate manner in which this is conducted thus EM has charged KW to research a “universal” blessing and then he, as president will make the call as to what is appropriate. .
- j) **Organizational Services** – Melissa Barnes (Vendor/Sponsor Report on website; please post Federal Relations, State Relations, and Research to website): Melissa noted that she had not received a report from Research. Federal Relations indicated that they are “watching” all legislation, and State Relations reported that SJR 334 is a Resolution on the Floor of the General Assembly to have February declared as Financial Aid Awareness month. S/V committee noted that they are still attempting to get “promised” sponsorship funds from committed vendors..
- k) **SCHEV Update** – Lee Andes: Lee noted that the VA General Assembly was in session and had several higher education related items on their plate (see report) He was very positive and said that Higher Education looks good this term!.

VI. OLD BUSINESS

There was additional discussion on the Marriott Contract and MP asked if we have an anticipated ceiling for the maximum cost. PK and MP will work on some numbers to see what they could possibly be. The vote on signing the contract was tabled until after Monday with the additional information to be presented and EM will request an email vote of the Board.

JEH and EM will work to determine where the “job descriptions” are in order to help “market” VASFAA to its membership.

SASFAA 2008 – BB reported that the committee has been set, and will meet during SASFAA 2007 in Nashville to begin the planning process. The site hotel is the Hyatt

Capital City. We also discussed who will attend VASFAA for the SASFAA Update at the Spring Conference – Brent (Pres) or Lianne (Pres-elect) – What does protocol dictate? We would like to invite Lianne because she will be the SASFAA president during VASFAA’s hosting of the event. VASFAA will have a table at SASFAA 2007 for PR on our Virginia 2008. MP is coordinating the table and the volunteers.

Fall Mini Conference – There was much discussion on this with no consensus or conclusion. The question was asked when VASFAA will revisit the single vs. the double conference and/or the timing of a single conference. No answers were provided.

Fall workshops were discussed and it was suggested that “if” there were any they would be drive in with no mandatory over-nights.

The meeting was adjourned at 4:50pm.

Respectfully submitted: Jeanne Holmes, Secretary

VII. NEW BUSINESS

Community College Transfer Scholarship – VASFAA was asked do we have an opinion on this. A student will graduate from the CC with a B or better – transfers to a 4 year and would receive a scholarship to fund the difference in tuition between the CC and the 4 year institution. The major question was: who/where is this funding coming from? No opinion was noted.

Super Saturday and College Goal Sunday – Lee shared that NASFAA is now willing to host this on a say other than Sunday and wanted to know if VASFAA was interested. The discussion was such that because of Virginia’s Super Saturday Concept, we were already accomplishing the same mission and that we would stick with what we have. It was also noted that VASFAA’s 2006 Super Saturday Charlottesville event was showcased in the NASFAA Poster Display in Seattle, WA. Keith will contact Robin White for an article to the VASFAA Voice.

Association/Board Insurance – See comments referencing this in Section VI, paragraph two.

General Assembly visits/interactions – By consensus, VASFAA decided that they were not getting “the bang for the buck” in this effort any more, therefore decided that there will be no General Assembly visit this year. The Board noted however, that VASFAA will remain legislatively conscious on all issues that relate to higher education in VA.

ECMC Foundation Training Partnership – ECMC offered VASFAA the opportunity to partner with them on this effort. The Board said no, at present, and wanted to first evaluate how this ECMC training effort will impact our current HS Counselor workshops.

There was additional discussion on LCD projectors in reference to insurance coverage, are they in working order, do we have enough, and are we still spending too much in equipment rental at our conferences and event. Kerri will examine the Spring 2006 conference bill and see if she can see how much was spent for AV rentals and if we can get a breakdown on what was covered.

VIII. Adjournment

The meeting was adjourned at 4:55 pm.

Respectfully submitted: Jeanne Holmes – VASFAA Secretary