

July 8, 2004
NAFAA Transition Meeting
University of Phoenix
Reno, NV



MINUTES

In attendance: Renee Baker (President-Elect), Al Camp (Treasurer), Jacquie Carroll (President), Jake Elsen (Representative-at-Large), Ann Hope (Training), Kelvin Howell (Scholarships Co-Chair), Paige Hurley (Bylaws), Eric Ordonez (Technology), Annie Webber (Membership), Diane Van Wie (Awards).

Absent: Anita Daphnis (Secretary), Tip Ryan and Rhonda Groce (Conference Co-Chairs), Laura Whitelaw (Historian), Christina Twelves (Nominations), Charlotte Curtis (Scholarships Co-Chair),

Jacquie called the meeting called to order at 9:15.

Renée volunteered to take minutes in Anita's absence.

Jacquie welcomed the members and covered housekeeping items. Those present introduced themselves. Jacquie mentioned Paige, Ann and Annie would be arriving later.

Jacquie gave an update on the arrangements for the 2004 NAFAA Conference in Henderson. It will be at the Sunset Station and Jacquie said that the rooms would be newly remodeled by the conference date.

Jacquie reviewed the new committee chair assignments and the meeting agenda. She gave background on the four goals for 2004-2005. She also discussed the need for committee chairs to share information with their successors. Executive Board members and committee chairs were all given new binders to help store committee documents.

Bylaws

Paige gave her bylaws report. She discussed that the copy of the bylaws everyone has in their binders includes the proposed changes that did not pass this last spring due to inadequate numbers of voting members.

Jacquie and Paige read through bylaws step by step to familiarize attendees with the contents. Article II, which covers purpose was discussed. Most purposes are being at least partially met, but it was noted that there has not been a lot of involvement in legislative issues. Paige suggested we involve Nancee Langley @ UNR and/or Judy Belanger @ UNLV, both of whom follow legislative issues closely.

Article III Section I add a student category to membership, so there will be three classifications.

Article III Sec 4: membership year changed to November 1 to October 31.

Article IV Sec 3: proposed change to match membership dates, but Jacquie mentioned she thought it would be better to match officer change with the WASFAA conference. Diane mentioned that if the intention to have the election during NAFAA, then new officers could not take over on November 1. Al said it is important to have you conference during the membership year. After discussion it was decided to not propose a change and keep the officer terms from May 1 to April 30.

Article V: change “member at large” to “representative at large.” Also discussed was the option of adding language regarding empowerment of board to do business for the association between meetings. A quorum must be established for Executive Council as well.

Article VI Section 4: add report to Executive Council @ quarterly meeting.

Article VII added: vacancy of officers.

Article IX added: nominations.

Article IV to add: Executive Board will meet quarterly.

Article VIII: Paige discussed need to provide more information regarding committees. She suggested we use the WASFAA bylaws as a model. Jacquie pointed out that we should also look at WASFAA policies and procedures.

Article IX: Jacquie discussed the need for consistent balloting, which has not occurred in the past. Paige thought we should rework this article to include election info as well as nomination info.

Article XI: Jake and Diane suggested we should omit language (or redefine) requiring vote for “any action.” It was suggested that election of officers, dissolution, and bylaws are the only items that need to be voted on by membership.

A distinction needs to be made between EC meetings and meetings of membership. Ann pointed out 501-c3 designation would require periodical meetings.

Article XII: Consensus was that we should change the votes required to amend the bylaws from two-thirds to one-third. Voting, dissolution and bylaws only items which need votes by membership.

Budget

Jacquie suggested more guidelines are need for spending since there is not a yearly budget. Areas needing guidelines are awards/gifts, meals, meetings, committee business, etc. Currently, Al is reimbursing for items approved by president and that is how it has been done historically by NAFAA. Al suggested committee chairs submit budget requests to treasurer/EC. Al will buy stamps to use for his organizational mailing and be reimbursed by NAFAA. Ann reminded that a balanced budget will become necessary once we receive 501-C3 status. Perhaps we need to propose having a treasurer-elect.

Paige asked why we are working toward 501-C3 status. Al mentioned we cannot apply for particular grants and participate in particular activities unless considered a 501-C3. Is this necessary?

Jacquie also discussed need for more formal audit procedure for NAFAA. Ann pointed out that a regular audit would be required if 501-C3 status was granted.

Membership Survey

Jacquie pointed out we need to find a way to know if we are meeting the needs of the membership. Paige mentioned we may want to have EC council members survey the membership via phone. Jake suggested perhaps one encouragement call per institution, asking them to complete surveys and if there are any additional comments. Send survey to entire membership via listserv. Another proposal was to assign an EC member to each member school to actively solicit a response.

Suggested survey elements:

Demographic info: position, length of service, institution type (Jacquie)

What type of training sessions are you interested in? (Ann)

What do you think NAFAA should be doing for you? (Paige)

Membership

Al needs checks and membership forms both to be mailed to him. He will send spreadsheet with membership info to Annie. He will also send membership forms in batches so that contact information can be updated on website. Annie can forward the information to Eric. Al will refund incorrect membership fees as necessary and send receipts for payment.

Jake suggested starting a job listing on the NAFAA listserv.

Jacquie suggested putting a monthly profile on the NAFAA website to encourage interest in the website. Diane suggested beginning by introducing the executive board. Eric suggested selling ad space on the website.

Jacquie explained all members will be “pinned” at the conference and thereafter new members will be pinned every year.

Scholarships

Kelvin will submit a budget for scholarships. Those we have offered in the past are: student, WASFAA conference, NAFAA conference. Do we want to include MLI or do we want to offer to cover transportation to Federal training in San Francisco at the regional training center or EAC? WASFAA will be funding each state one MLI scholarship and two WASFAA conference scholarships. We also need to establish a timeline. Renee will send Kelvin electronic copies of all the past applications.

There was some discussion of changing the criteria of the NAFAA student scholarship. Al explained that the intent of the scholarship was to assist students identified by member schools as having “fallen through the cracks” since we all see student in our office we are unable to help due to various circumstances. To determine this, students have been required to file a FAFSA and not be Pell eligible. Jacquie mentioned that maybe we broaden the criteria to include who don’t apply for aid because they know they won’t qualify. Renée suggested that such decisions be left to the scholarship committee.

Training

Al announced Federal Fall training is on student loans. Ann will keep the membership posted on what training is available.

Jacquie asked that everyone who attended the meeting at WASFAA in May review the minutes and submit corrections to Anita via email.

Meeting adjourned at 12:50.

ACTION ITEMS

1. Jacquie will call Nancee Langley to see if she is interested in serving as Legislative liaison for NAFAA.
2. Paige will put together another set of proposed changes to bylaws in time for next Executive Council meeting.
3. Eric will be in contact with ATAC regarding what services are currently available to us for the fees we are already paying. He will also look into the possibility of electronic balloting and registration. He and Jacquie will also attempt to locate the contract with ATAC to ascertain what services they should be delivering. Additionally, Eric will check to see the cost of setting up job posting on the NAFAA website and an open forum. He will analyze hits to the website and provide info to the EC. This will all be reported on his September committee report.
4. Membership needs to work on active outreach to schools throughout the state.

5. Jacquie will check with Nevada Secretary of State regarding our status as a corporation, as it is possible NAFAA is already incorporated. Ann, Jacquie and Renee will work on incorporation (if necessary) and the 501-C3 process.
6. Committee chairs will submit budget requests to AI by August 16. He will compile the requests and put together a proposed budget for consideration. Additionally, Jacquie will provide suggestions to AI for other line items (transitional meeting, sending president-elect to NAFAA leadership training, etc.). If no request, then the budgeted amount for the said committee is 0. Currently the conference committee is handling fund raising (this year it is Diane Fulmer). Most contributions from lenders seem to come at that time.
7. Each EC member and committee chair will send 2 questions to Jacquie for survey of membership by August 16. She will compile and email. To be discussed at September teleconference.
8. The next conference call September 16 from 2pm to 3 pm. EC and committee chairs will be in attendance and prepared to discuss their reports. Committee reports and budget will be sent electronically to EC and all chairs one week prior to meeting. Eric will check with ATAC regarding setting up a committee chair list to make the process easier via the listserv.
9. All committee members and officers should write down what they do in order to begin creating policies and procedures.
10. Annie will clean up membership directory online and contact schools for updating.
11. Christina will be asked to come up with a nomination and election template and a clear timetable.
12. Diane will look at establishing the types of awards and definitions/criteria. It is recommended that she refer to the WASFAA policies and procedures.
13. Jacquie will ask Laura Whitelaw to serve as immediate past president on the EC since Marsha Dupree is no longer working in financial aid. She will also confer with her regarding her historian responsibilities and gathering photos from NAFAA's past.