

NAFAA EXECUTIVE COUNCIL MEETING MINUTES

November 12, 2003, Reno, Nevada

9:15 a.m.: The teleconference meeting was called to order by Marsha Dupree, NAFAA President, University of Nevada, Reno

Present: Marsha Dupree, University of Nevada, Reno, President
Jacquie Carroll, University of Phoenix, President-elect
Al Camp, Western Nevada CC, Treasurer
Anita Daphnis, Nevada State College, Secretary

Meeting was called to discuss the Thursday morning business meeting agenda for the annual state conference.

Minutes: Past minutes discussed. There was no quorum in Hawaii to pass fall 2002 conference minutes. At the upcoming business meeting Thursday morning we'll vote on fall 2002 fall conference and Lori Brown's financial report from spring meeting.

Al suggested base quorum on paid membership. By-Laws state that you must have 1/3 representation for quorum. We need 1/3 to hold an official meeting and 2/3 to change the by-laws.

New Business: Tip will announce where Fall 2004 conference will be held. Anita will give the report on the books/supplies collected thus far for project starfish. Principal from Smithridge Elementary School will come and accept donations from project starfish. Committee volunteer form will be passed to get people thinking in terms of what they would like to do. The goal is to announce chairs at the Spring conference. Al will promote the WASFAA/NASFAA training in December. Enrollment is low for the training. Need approval for the president-elect to attend the NASFAA leadership conference in Washington D.C. each year. This year we will vote for NAFAA president-elect, Jacquie Carroll, UOP to attend.

President's

Goals: To update By-Laws. Jacquie suggested each committee to have a handbook. Committee chairs can put together a policies and procedures manual they've done this year. Marsha suggested that Jacquie start the manual book. Purpose of the business meeting is to show what has been done and receive approval on new ideas.

NAFAA's non-profit and incorporation status will be mentioned during the treasurer's report. Al researched with the IRS on incorporation. Al suggested hiring an accountant. Jacquie has paralegal degree and will look into it. Al will explain problem and why we need to have our status changed.

Jacquie proposed to allow credit cards to be used for transactions instead of

using checks and reimbursing. She also thought to have a “Pulse of NAFAA” which is a survey for input and we should have a drawing for all whom participate.

We need to gather history about NAFAA; past and present growth rate in history. College Bowl Sunday - NAFAA should be included but we need the 501 tax status to join the College Bowl Sunday planning group.

Marsha will keep goals short for efficiency. Update directory yearly and any changes to be placed on website. Create 3-ring binder for interchangeable directory. Housekeeping – It was agreed to write a check for \$225 for all expenses for the scholarship recipient of the Fall 2003 conference for reimbursement of airline and hotel. Registration already deducted and membership was already paid.

The quorum must be paid voting members. 2/3 equals 33 people are needed to vote on by-law changes. 1/3 equals 17 people for a quorum. Currently, there are 84 school representatives plus 34 vendors/affiliates who are paid NAFAA members.

Meeting adjourned at 9:58 a.m.