**Executive Committee
September 27, 2021
Minutes**

1. **Call to Order –** Alicia Frey, President called the meeting to order at 1:04 pm. Those in attendance were: Candi Frazier, Alicia Frey, Stephany Harper, Laura Helmick, Karen Martin, Sarah Musgrave, Chester Priest, Alice Roberts, JoAnn Ross, Bethany Schiffbauber
2. **Secretary Report** – Karen Martin presented the Minutes from the Executive Board Meeting for March 18, 2021. Candi Frazier motioned to accept the minutes as presented, Alice Roberts second the motion.
3. **President’s Report** – Alicia Frey reported, as everyone is aware, she had to step up from President-Elect to President because Tiffany Myers resigned. Also, Karen Martin agreed to take over as Secretary after James Buchanan resigned. Due to the pandemic, there will be no fall conference. Candi and Alicia have discussed and came up with an idea to have a one-day virtual event to include a state and federal update and a business meeting, which is required in the bylaws. Alicia presented her committees for approval by the Executive Committee as follows:
	1. **Long Range Planning** - Laura Helmich
	2. **Nominations & Elections** – Nicole Solomon
	3. **Financial Aid Training for Counselors –** Karen Martin
	4. **Professional Development and Training** – Candi Frazier and JoAnn Ross (pending the addition of David Shoemaker)
	5. **Constitution, Bylaws, Policy & Procedures** – Candi Frazier
	6. **State and Federal Issues –** Brian Weingart
	7. **Associate Member Representative** – Laura Helmich
	8. **Awards** – Chester Priest
	9. **Diversity & Inclusion** – Consuela Phillips
	10. **Auxiliary Member Representative** – Alice Roberts
	11. **Social Outreach & Promotion –** Sarah Musgrave
	12. **Website** – Bethany Schiffbauer
	13. **Membership -** vacant
	14. **Conference (Program)** – vacant – inquiry out with volunteer

Candi motioned to accept the Committee appointments and Alice Roberts seconded the motion. Motion carried. Alicia then presented her Budget for 2021-2022 totaling $19,000 for approval. Laura Helmick motioned we accept the budget as presented; Sarah Musgrave seconded the motion. Motion carried.

1. **Treasurer’s Report** – Stephany Harper presented the 2020-2021 Cash Report, the 2020-21 General Ledger, 2021-2022 Cash Report, and the 2021-2022 General Ledger. Balance as of today is $27,718.33.
2. **Committee Reports:**
3. **Long Range Planning** - Laura Helmich reported, on September 11, 2021, she contacted Bridgeport Conference Center to cancel the fall conference. Dates for the spring conference were verified as March 29 through 31, 2022. We also verified we would honor our 3 conferences contract extending to spring of 2023.
4. **Nominations & Elections** – Nicole Solomon was not in attendance. Candi reported on behalf of Nicole that we were going to need nominations for 2 elections.
5. **Financial Aid Training for Counselors –** Karen Martin reported we have completed 5 in-person counselor workshops and will have 2 virtual conferences this week. Attendance has been good; however, the virtual conferences have larger registrations. Per the Policy and Procedures, $350 will be reimbursed to the 5 hosting institutions. She told Stephany she would approve and send the reimbursements forms when all are received.
6. **Professional Development and Training** – Candi Frazier and JoAnn Ross reported they were still interested in Best Practices for an upcoming conference. Sharing procedures with all institutions helps one another. Neophyte training is also important. Candi asked Sarah Musgrave what she has been planning. Sarah reported, because the NASFAA will only offer a 50% voucher for the cost of credential testing when training is virtual, which is how training would have to be conducted this year, HEPC did not buy the 2021 Authorized Event (formerly Core) materials. Sarah reported she and Brian Weingart are planning some training sessions in early November geared toward new financial aid professionals from NASFAA materials and on state aid programs. Discussion about the WVASFAA One-Day event piggybacking this training as well as discussion about whether to charge registration fees and extending membership. Suggested WVASFAA One-Day Event would follow the training and be November 10, 2021, with a State update along with a Business meeting and possibly other trainings or information in lieu of a Federal Update so close to the Federal Student Aid Training Conference.
7. **Constitution, Bylaws, Policy & Procedures** – Candi Frazier took over for Gwen Baulsey who has left the profession.
8. **State and Federal Issues –** Brian Weingart - Absent
9. **Associate Member Representative** – Laura Helmich reported Business Partners were very pleased with the way the Spring Virtual conference turned out with their participation. She reported she would be sure to see if the business partners wanted to participate in the One-Day Event.
10. **Awards** – Chester Priest reported, at the spring conference, we would be giving awards for three year.
11. **Diversity & Inclusion** – Consuela Phillips - Absent
12. **Auxiliary Member Representative** – Alice Roberts had nothing to report.
13. **Social Outreach & Promotion –** Sarah Musgrave reported she would start promoting the One-Day Event on Facebook as soon as we nail down the information. Let Nicole know, when she wants, Sarah will promote requests for nominations.
14. **Website** – Bethany Schiffbauer reported she had made some updates to the website for Alicia’s letter and updated the Executive Board. She was asked to also include the Committees.
15. **Membership –** Discussion ensued about membership dues be extended because of not having the Fall Conference. After some discussion Candi motion that we extend the present membership dues till March 28, 2022. JoAnn seconded the motion. Motion carried.
16. **Conference (Program)** – vacant – inquiry out with volunteer
17. **Old Business**
18. **New Business** – Laura asked if she could get a copy of the members. Candi wanted to know the last time we had an audit done. It was agreed it had been a long time. Stephany agreed to look into getting someone to conduct an audit. Alicia talked about a Winter Executive Board meeting to make sure things were lined out for the Spring Conference in mid-January.
19. **Adjourned -** Meeting adjourned at 2:55 pm.

Respectfully submitted,
Karen Martin, Appointed Secretary