

Minutes
WVASFAA Executive Committee & Chairs Meeting – April 23, 2014

DATE: 4-23-2014	PLACE: Embassy Suites, Charleston, WV	CONVENED: 6:58 PM	CONCLUDED: 9:25 PM
MEMBERS PRESENT:	Sharon Howard, Amanda Sites, Carla Strawn, Kathy Bialk, Carrie Watters, Candy Frazier, Stephanie Morris, Debra Nelson, Jeannie Spitznogle, Cindy Hudok, Evelyn Hansen, Nichole Solomon, Betsy Headley, Damia Dobbs, Tresa Weimer, Chester Priest, Joann Ross, Patricia Harmon, Donna Feijo		ABSENT: Mary Jones, Sandra Oerly Bennett, Mary Blizzard
Participated by Phone			
MINUTES RECORDED BY	Donna Feijo, Secretary		
NEXT MEETING	TBD		
ITEM	DISCUSSION		
	Amanda Sites introduced and welcomed our guest, Janet Ingragiola, ILASFAA visiting from Danville Area Community College, IL.		
1. Secretary's Report	The committee was asked to review the handout of the minutes from the October 29 meeting. Revisions were needed: on the date the top of page 1, delete date on row 2, correct Susan Duranti's name in Treasurer's report, Put in the year on the Committee reports. Change Carrie Watters to Karen Martin in the High School Counselor Training. Sharon Howard made a motion to accept the minutes. Cindy Hudok 2 nd . Passed unanimously.		
2. Treasurer's Report	The fall conference report was reviewed by Sharon Howard. The general ledger shows that a CD was cashed out and put into BB&T. This report reflects that we now have 2 CD's in BB&T. Damia Dobbs made a motion to accept the Treasurer's report. Patricia Harmon 2 nd . Passed unanimously.		
3. 2013-2014 Committee Reports			
Archives	Mary Jones was absent. Debbie Nelson is going to fill in. Amanda Sites reported that scanning is up to date.		
Awareness	<p>Betsy Headly - As of March 28, 2014 the FAFSA completion rate for WV is 47% for the graduating class of 2014. The High School with the highest FAFSA filing rate was Bishop Donahue High School (Marshall County) a private school is at 70%, the highest public school is Bridgeport High School (Harrison County) at 67% and Montcalm High School (Mercer County) was the lowest at 26%. This data comes from the CFVW connect website and is from data provided by the USA. Dept. of Education.</p> <p>Financial Aid Awareness Month is February. College Goal Sunday was on February 9, 2014. There were 25 locations with four new sites. Blue Ridge Community and Technical College, Herbert Hoover High School, RESA 4 offices, and West Virginia State University. We had 1846 participants (including both students and family members). 387 volunteers. Marshall University had the greatest number of participants at 166.</p>		

Minutes
WVASFAA Executive Committee & Chairs Meeting – April 23, 2014

Awards	Sandra Oerly-Bennett was absent. No awards with the next conference. Candy Frazier said she could check to see if we could do awards during MASFAA. (Discussion about when years of service and when special awards are done. Per Amanda Sites, years of service award is spring and all others fall. We can catch up awards next spring.
Email Blaster/Newsletter	Evelyn Hansen / Kathy Bialk – Evelyn has worked on the data base and is working with membership committee to get database cleaned up and up dated. Kathy is working on newsletter for web site. Kathy commended Evelyn for the newsletter and the cleanup. She will be sending the news letter to MASFAA and requested that moderators from this conference submit highlights of the sessions so it can be shared in the newsletter.
Government Issues	Alicia Frey resigned, due to new position in another state. Kathy Bialk commended Alicia for representing WV well within MASFAA in her stead. Kathy will share web / newsletter with MASFAA Fed. Relations, which meets monthly. She will communicate with MASFAA and NASFAA. Candy Frazier voiced that volunteers are still needed for “On the Hill”. There was discussion regarding the agenda and this opportunity.
High School Counselor Training	Mary Blizzard absent. This should be similar to last year.
Long Range Planning	Carla Strawn / Patricia Harmon are looking at Clarksburg area and up north after MASFAA.
NASFAA Training	Alicia Frey resigned due to new position in another state. Position is now open.
Nominations	Cindy Hudok said there are currently 2 nominations President for Kathy Bialk and Joann Ross. The 2 nominations for Treasurer are Jeanie Spitznogle, Lake Tackett. Cindy requested any other nominations be sent to her.

Minutes

WVASFAA Executive Committee & Chairs Meeting – April 23, 2014

<p>Policies, Procedures, Constitution</p>	<p>Jeannie Spitznogle reviewed the changes to the constitution on Page 3 Section 2. Revisions of policies and procedures on page 7 (20-30 year recognition), page 8, paragraph 1 were reviewed. Sharon Howard brought ethics and the fact that we cannot give over \$25 for recognition. (Discussion) A motion was made by Sharon Howard to change the amount given for recognition to \$25. Patricia Harmon 2nd. Passed unanimously, (Change wording to “not exceed \$25” on page 7 of the policies and procedures.</p> <p>Discussion on the Website banner ad and the fee of banner. Chester Priest suggested that vendors who pay \$750 as a sponsor have the banner ad included as part of this amount.</p> <p>Kathy Bialk made a motion that we amend the associate fee of \$750 to include the banner. Betsy Headley 2nd. Passed unanimously.</p> <p>Address was updated on page 11 of the policies and procedures. There was discussion on administrative access to the list serve and e-mail blast. Cindy Hudok asked if dues were going to be collected in the Fall. (Discussion) Date for dues was already changed on page 8 of policies and procedures. On page 12, under website the word should needs changed to shall. “Program chair shall be granted access...” Jeanie forgot to do this, but will make this change.</p>
<p>Membership</p>	<p>Damia Dobbs reported that 16 new people registered. Only 9 are actually new and 7 are rehab. The new people will be recognized at lunch. Executive Committee was asked to attend Newcomers reception. There are 50 people signed up for Newcomers reception.</p>
<p>Web Page</p>	<p>Evelyn Hansen reported that Kathy Bialk is doing research and has proposed a calendar for the web site.</p>
<p>Associate Member Representative</p>	<p>Chester Priest reported that we have 6 exhibitors, 1 non exhibitor for this conference. The exhibitors will be located in the foyer area.</p>
<p>Spring 2014 Conference – (Embassy Suites) (Amanda Sites/ Carla Strawn, Carrie Watters)</p>	<p>Discussion regarding the resources we have in our state and how to utilize them. Discussion on how our organization can support each other. The fact that being on this committee is a privilege was reinforced by Candy Frazier and Joann Ross.</p> <p>Site – Carla Strawn, Carrie Watters – “We’re here!” Carla will look into the contract to see if Wi-Fi is included at this conference.</p>
<p>4. Old Business</p>	<p>MASFAA – Kathy Bialk, Liaison – Kathy reviewed the tentative MASFAA program. The goal is to have the program on the web by May 1. The Governor is tentative for MASFAA. Candy Frazier suggested Sen. Mansion or his wife if the Governor can’t attend. Candy Frazier, on behalf of herself and Joann Ross said thank you to the volunteers. Volunteers are still needed for the early awareness, “reality store” at Stonewall Jackson. Candy reviewed the schedule information and met with the hotel today. There is going to be an Octoberfest theme. They are planning a talent show to encourage people to stay. Membership fee will be waived for our instate volunteers. We will have the opportunity to showcase a student who has received need base aid. This will be a student success award. Submit nominations for this award when call for nominations comes out. Reminder to make reservations for MASFAA.</p> <p>Kathy Bialk shared information regarding associate membership from several states. (Much discussion) Jeannie Spitznogle made a motion that we allow associate members to have the same rights and privileges as regular</p>

Minutes

WVASFAA Executive Committee & Chairs Meeting – April 23, 2014

	<p>membership. There was no 2nd to this motion. Chester Priest shared his experience of holding office as an associate member in another location. Patricia Harmon commented that we may want to rewrite Article III under membership. (Discussion)</p> <p>Kathy Bialk made a motion that associate members be given the right to vote. Evelyn Hansen 2nd. Discussion, Passed unanimously.</p> <p>Jeannie Spitznogle made a motion that associate members have the right to hold office. (This motion had no 2nd.) Candy Frazier raised the point of order regarding our bylaws because we passed a motion that did not include going to membership. This prompted much discussion, which lead to the topic of associate member fees. Kathy Bialk motioned to amend the constitution and bylaws to permit associate membership to have WVASFAA voting privilege and be voted on by membership. Evelyn Hansen 2nd. Discussion. Passed unanimously.</p> <p>Jeanie Spitznogle made a motion to amend the constitution and bylaws for the associate members to have the ability to hold an elected office in WVASFAA and to be voted on by membership. Patricia Harmon 2nd, Discussion, Passed unanimously.</p> <p>Patricia Harmon made a motion that the ballots from the last election be destroyed. Cindy Hodok 2nd. Passed unanimously.</p>
<p>5. New Business</p>	<p>Amanda Sites brought up the vacant offices. Candy Frazier found in the constitution on page 3; section III, “In the event of a vacancy in the President’s office, the President-Elect shall succeed to that office. Other vacancies shall be filled for the remainder of the year by the President with the approval of the Executive Committee.”</p> <p>Amanda will be reviewing the nominations that are submitted.</p> <p>Damia Dobbs made a motion to add to the policy and procedures that the short (2 day) conference fee is \$450 for associate members. Patricia Harmon 2nd. Passed unanimously.</p>
<p>6. Adjournment</p>	<p>A motion to adjourn was made by Donna Feijo. Stephanie Morris 2nd. Passed unanimously at 9:25 pm.</p>