

Minutes
WVASFAA Executive Committee & Chairs Meeting – 10/25/2011

DATE: 10/25/2011	PLACE: Charleston House	CONVENED: 7:15 p.m.	CONCLUDED: 9:25
MEMBERS PRESENT:	Teresa Weimer, Alicia Frey, Trish Harmon, Sharon Howard, Patricia King, Betsy Headley, Steve Riffon, Carla Marshall, Damia Dobbs, Amanda Sites, Evelyn Hansen, Carla Strawn		ABSENT: Judy Kee, Stephanie Morris, Sandra Oerly-Bennett
Participated by Phone			
MINUTES RECORDED BY	Alicia Frey		
NEXT MEETING	TBD		
ITEM	DISCUSSION		
1. Secretary's Report	Minutes from the December 10 th , 2010, and April 19, 2011 meetings were distributed; Betsy motioned to accept and Sharon 2 nd to accept the December meeting minutes. Amanda motioned to accept and Patricia 2 nd to accept the April minutes.		
2. Treasurer's Report	<p>Sharon distributed the Spring 2011 Conference Financial Report, WVASFAA General Ledger 2011-12, and FY 202 WVASFAA cash totals from BB&T. Final profit from the Spring 2011 conference totaled \$4,180.52. Sharon noted that the bulk of the Fall conference expenditures had already been paid. The 2010-2011 financial records were audited and the only error was a wrong line completed and the correction was made. WVASFAA's cash ending balance as of today (10-25-11) is \$28,600.93. Carla/Trish made a motion to accept and Damia 2nd to accept the Treasurer's Report.</p> <p>Sharon commented that the BB&T CD only earned \$7 in last 7 months – wants to look into other investment options, and suggested looking into adding an investment expert to the committee (currently have 2 cds (BB&T and Wesbanco); CD @ Wesbanco \$10,000 beginning balance, was earning \$150/3 months, now \$16,000 balance and earning \$30/3months; would like to look into investing with NASFAA like MASFAA does –we have \$30K - \$40K to invest; Carla is going to talk with her investor on suggestions and costs for an advisor</p>		
3. 2010-2011 Committee Reports			
Archives	Amanda loaded photos to WVASFAA's Face Book account that became active a few days ago. Information will be on WVASFAA's information table for conference attendees to learn about the facebook page. Sharon informed Amanda that she had treasurer's records that needed imaged, and Tresa had bank statements to image.		

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Awareness	Judy was absent – no updates to report
Awards	Chris Taskalines is no longer at West Liberty University, Tresa reported the following information: Spring 2011 awards were distributed, Sandra prepared awards for the Fall 2011 conference, and Teresa had additional awards to present Thursday evening.
Email Blaster/Newsletter	No updates
Government Issues	Brian is no longer at AB – no updates
High School Counselor Training	All dates for workshops have been established, HEPC is setting times to present at all workshops, Steve sent out link for the training materials (no print option this year) to all 12 site coordinators, no change in site locations this year
Long Range Planning	<p>Fall 2012 Conference October 24th – 26th at the Charleston Conference Center (formerly the Ramada Plaza/Wyngate) in South Charleston - \$2200 + tax for the meeting rooms, breakfast buffet included, \$79 per room/night</p> <p>Spring 2012 Conference April 25th – 27th @ Ramada/Charleston House</p> <p>The following concerns/issues were discussed:</p> <ul style="list-style-type: none"> • location in regards to demographics and that it plays a part in who attends and for future conference need to look at going back to the middle of the state • a lot more WV financial aid reps attending FSA conference (budgeting concerns) • Fall WVASFAA conference competes against MASFAA and FSA conferences • Stonewall Resort contacted Sharon about bidding for conference site locations – gave Trish's information to contact • Sharon will pull cost sheets from past conferences and compare profits to locations
NASFAA Training	NASFAA's training is on SAP this year, but Damia will present on '12-'13 verification changes for the Fall conference
Nominations	Nominations sheets will be provided in attendees packets; Trish motioned to destroy ballots from last election, Sharon 2 nd , all in favor.

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Policies, Procedures, Constitution	Sharon reviewed and notated things that are repetitive and should be updated; Trish will ask the upcoming President-Elect to make the updates
Recruitment and Retention	<p>Patricia King is replacing Summer as the chair since Summer is no longer in Financial Aid</p> <p>15 new members for Fall; a mentor program is set up for during and after the conference (borrowed idea from Iowa State Conference that Tresa had experienced) – when pairing mentors/mentees, the type of school and location was considered – “seasoned” professionals were asked to be mentors; Mentees/Mentors will have reserved tables at lunch on Thursday to get to know each other – Halloween treat bags will be distributed for new members at the registration table</p>
Web Page	<p>Photo Gallery price Schedule for the WVASFAA website: \$2/pic as is, \$4 pic with touch-ups, \$7 individual photo placed through web</p> <p>Additional fees per year (add'l fees if extra in same year): \$400 calendar feature, \$200 online newsletter (no changes if PDF provided), \$200/issue if they create with additional changes, \$350 online voting to set-up, \$300 for each voting event, \$300 Banner ads, \$250 executive committee annual updates, \$400 job postings</p> <p>Carla suggested that we check resources with other state on their web vendors (to compare costs)</p>
Associate Member Representative	<p>Members were contacted in August about if vending would be given first option to present - was not a big seller; there are 6 vendors for Fall: PNC, EDFinancial, KHEAA, Nelnet, Discover, and ASA</p> <p>They looked at tiered pricing for future ideas: e.g. Banner ads, Pamphlet in attendee packets – might get support from vendors that cannot attend every conference</p>
Associate Member Representative – Elect	Need to find an Associate Member Elect
Spring 2012 Conference – (Charleston House) (Program/Site)	No updates yet, @ same location as Fall 2011
Fall 2011 Conference – (Charleston House) (Program/Site)	<p>Program:</p> <p>The following updates were made based on previous evaluations suggestions: more general sessions, added a description of each session into the program guide, and added Charleston event and dining brochures in registration packets.</p>

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	<p>Only 3 concurrent sessions for breakout sessions, tried to avoid putting vendors against each other but for one session, added a list of vendors and new members to the program guide, the vendor/break room will include a WVASFAA table</p> <p>HEPC presentation was changed to a general session, and Brian plans to attend each sector meeting</p> <p>Site: Room locations were reviewed with the committee, Wednesday night dinner is on attendees own, Thursday dinner is at 6 at the hotel with a cash bar, vouchers are available for breakfast Wednesday morning, a breakfast buffet is available on Thursday and Friday morning, there is no internet in conference rooms – only the lobby and individual hotel guest rooms.</p>
<p>4. Old Business</p>	<p>Guidelines for changing membership term: executive committee must vote on it, then it must go out to the members for a 30-day comment period, then if voting on – voting must be open for 35 days and available at meeting, mail, or electronically) – it must pass by 2/3rd vote</p> <p>Discussion on future Fall conferences – 1. no conference, 2. 1 –day drive in workshop or 3. Leave as is (consider with membership term); it was recommended to do a one-day workshop where HEPC updates are presented one half of the day, and federal updates are presented the opposite – workshops could be held at schools (no room fee) but charge a registration fee to cover the cost of a provided lunch</p> <p>Sharon made a motion to change the WVASFAA membership year in line with the fiscal year – July 1st – June 30th (effective July 1st, 2013), Carla M. 2nd the motion, all in favor to send to the members to vote on; all elected/executive committee members positions would carry through the change; the constitution, policy& procedures chair would prepare the documentation</p> <p>Trish will follow up by winter retreat to change the Fall conference to a 1-day workshop after checking with Wyngate commitment for Fall '12.</p> <p>Tresa discussed changing membership dues to an institutional charge versus an individual charge (Tabled); Evelyn will post on face book for member thoughts/discussion</p>
<p>5. New Business</p>	<p>Carla S. discussed Associate Member \$750 no membership/vending fee versus a \$250 no vending/no membership fee; Sharon noted that registration forms needed to be updated to add an option for membership & meal options for vendors (like regular member options)</p>

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	<p>Sharon also noted that vendors are not showing on registration lists so Evelyn is going to check with webmaster about pulling vendors information over to the registration reporting for conference updates</p> <p>Carla S. had one exhibitor express concern over the high cost to vend, and is checked with other state to compare costs, and we are not that high.</p> <p>Teresa recommended future executive committee chairs have real committee members under them for assistance (and to fall back on if something happens with the chair and/or other members); this would also enhance the executive committee involvement; also recommends to condense or combine some committees, for example: Awards/Nominations/Recruitment all work together – need to review policy and procedures, and constitution on changing executive committee</p>
6. Other Business	<p>Teresa noted that the mailbox is up for renewal – suggested keep where at now at WVU (her and Candy have keys)</p>
7. Adjournment	<p>Betsy motioned, and Sharon 2nd.</p>