

West Virginia Association of Student Financial Aid Administrators  
Executive Committee Meeting  
The Resort at Glade Springs-Daniels, WV  
March 26, 2008

MEMBERS PRESENT:

Brian Weingart, Pat Moore, Sharon Howard, Carla Strawn, McRae Heck, Vicki Saunders, James Buchanan, Cindy Hudock, JoAnn Ross, Kaye Widney, Candi Frazier, Robert "Buck" Eagle, Nina Morton

CALL TO ORDER:

The meeting was called to order at 6:43p.m. by Brian Weingart.

SECRETARY'S REPORT:

The minutes from the 2/1/08 retreat were distributed. Sharon moved and Pat seconded to accept the minutes. Vicki questioned the room reimbursement language. There was discussion and Candi referenced the policies & procedures manual.

Candi said that under policies & procedures/constitution the section relating to membership mailings needed to be removed since it was discussed under new business. The motion to amend the minutes passed.

TREASURER'S REPORT:

Sharon distributed February & March reports and a current general ledger. Sharon moved fall conference to correct line. Kaye asked if the value of the cd and checking account were correct. Sharon did some research on moving a portion of the funds from the checking account. Since we are a not-for-profit organization we need to be careful. Vicki said the amount you can carry is \$25,000 maximum. Candi said that a red flag may come up since our membership year ends in October. Cindy suggested a money market account and Brian suggests a staggered cd. Candi moved and Vicki seconded to accept the report. The motion passed.

COMMITTEE REPORTS:

POLICIES & PROCEDURES/CONSTITUTION:

We are voting on the by-laws procedure from online. Candi wants to know how we will know the results. She will check on it. Candi said that in P & P, in March 1987, the Executive Committee established a contingency fund for conference expenses and any emergency needs. She suggested raising that amount. Kaye wanted to make sure that the treasurer knows this amount needs to be set aside. Sharon suggested a six month cd. Candi suggested adding a line item for conference reserve. Buck moved and Sharon seconded to revise the language to read "line item conference reserve not to exceed \$12,000". The motion passed.

Candi doesn't feel that policies & procedures should be updated until the minutes are approved. Vicki questioned if someone was not present at meeting why they should vote. The minutes need to be sent electronically to the executive committee and then Brian calls for an electronic vote. Once a policy is approved then it goes into effect. Any policy adjustment or new policy must be presented in writing to the executive committee. It will be discussed and if approved or amended the policy will be posted as soon as possible on the association website.

Candi said the reimbursement form has been updated to reflect the changes in the meal reimbursement amounts.

#### AWARDS:

Carla reviewed the membership information to see who was eligible for years of service recognition. Carla will leave a card at the registration desk for everyone to sign for Margaret Legge, who is retiring.

#### NOMINATIONS:

No report.

#### SCHOOL COUNSELOR TRAINING:

After spring conference James will be contacting schools to solicit volunteers for this year's workshops. Buck volunteers to host a workshop.

#### NEWSLETTER:

Send any information to Patricia for spring newsletter.

#### MEMBERSHIP:

No report.

#### AWARENESS:

Nina gave a summary of awareness activities. Workshops were held in Charleston, Beckley, Clarksburg, and Wheeling. Attendance varied at the sites. Twelve volunteers assisted families with financial aid applications in Wheeling. She said there were 80 calls into the toll free number. Thirty students were helped at AES and HEPC offices.

Nina said the WV Department of Education wanted to partner with us and give out refurbished laptops but they couldn't due to a state policy regarding surplus. Nina asked if we can accept gifts from corporations. Brian said yes. Sharon said we would need to provide them our tax number.

Cindy asked if we keep track of all high school financial aid nights done by the association. Buck said he kept track during his presidency. Cindy thinks we need to keep track of all activities to show how much the association does to promote financial aid awareness. Candi asked if we had a HEPC update regarding College Goal Sunday. Nina said no. She asks if anyone talked to the chancellor regarding a partnership. She said Judy was to talk to him and would check on this.

Candi suggested writing a letter to the two chancellors. Nina said to include the number of man hours contributed. Nina said the display for WVASFAA has not been updated recently. It was last used in 2005 by Karen Lay.

**PROFESSIONAL DEVELOPMENT:**

No report.

**ARCHIVES:**

Kaye said that the pictures were still being scanned and would be done soon. The new camera was purchased for under \$300. Everything was shredded.

**GOVERNMENT ISSUES:**

Brian discussed state and federal issues affecting financial aid, including: the Department of Education training in May will focus on regulatory changes; the state grant has changed to a scale award; Governor Manchin has asked the HEPC to review the Promise Scholarship and an ad hoc committee will do this.

**WEB PAGE:**

Send any info to Susan or McRae.

**NASFAA TRAINER:**

Kaye will leave the extra handouts from the fall training at the registration table. Brian reminded Buck that Tresa has suggested having two people present the next topic if their training is done via the web.

**LONG RANGE PLANNING:**

Vicki announced that the Department of Education spring training will be held on May 8, 2008 at West Virginia State University. She asked Brian if WVASFAA could sponsor the breakfast and he said yes. The fall 2008 conference will be held at the Days Inn Hotel-Flatwoods October 28-31, 2008. Room rates will be \$65 single and \$72 double. She is looking at Blennerhassett Hotel in Parkersburg and Holiday Inn in Fairmont for future conferences.

**ASSOCIATE MEMBER ISSUES:**

Pat said that for the fall conference we had 20 exhibitors but for spring we have 14. She surveyed the associate members to find out if their organization would support 1 or 2 conferences; what they felt was a reasonable exhibition fee; and what was the best time of the year to schedule a conference. She got back 14 responses with the following comments:

\*have our conference in the spring since FSA and MASFAA are held in the fall and since the training opportunities at FSA/MASFAA are so good

\*our exhibition fee is relatively high-\$750 for one or \$1500 for two is the standard; they suggested \$800 for one or \$1500 for two

\*only want to pay for one conference

Due to budget cuts all exhibitors and associations are looking at the bottom line. Nina mentioned that few West Virginian's go to MASFAA. Brian wonders if we had a traditional conference would there have been more participation. JoAnn said yes. Kaye suggested conducting more webinars. McRae said that that spring is when budgets are cut at many institutions. Vicki asked Pat to give Brian a summary of her survey.

**WVASFAA PROMOTION:**

Nina sent Buck high school labels. He sent a letter and an order form for schools to let him know how many buck slips they wanted. Twenty seven schools replied and 4409 slips were distributed. Buck and Karen Lay attended Higher Ed Day at the legislature and shared a table with HEPC.

**SPRING 2008 CONFERENCE:**

**PROGRAM:**

JoAnn said the program is complete. Chancellor Brian Noland will be the lunch speaker for Thursday. Greg Martin will be doing two sessions and the federal update.

**SITE:**

No report.

**Old Business:**

Sharon moved and Cindy seconded that the president or their designee will check the association mail box and is responsible for the keys. The motion passed.

**New Business:**

Brian will distribute his survey at the business meeting on Friday. The transition meeting will be held on May 12, 2008. Brian will let us know the time/location.

**ADJOURNMENT:**

JoAnn moved and Buck seconded to adjourn the meeting at 8:50pm.

Respectfully submitted,

James R. Buchanan  
Secretary