

**Minutes**  
**WVASFAA Executive Committee Meeting– Feb. 5, 2016**

<b>DATE: Friday, February 05, 2016</b>	<b>PLACE: Conference Call</b>	<b>CONVENED: 9:21 AM</b>	<b>CONCLUDED: 10:21 AM</b>
<b>MINUTES RECORDED BY:</b> Donna Feijo	<b>Present: Kathy Bialk, Karen Martin, Carrie Watters, Rachel Hagen, Sarah Musgrave, Jo Ann Ross, Chris Baker, Brian Weingart, Donna Feijo, Tresa Weimer, Debbie Turner, Jeanie Spitznogle, Sharon Howard, Carla Strawn, Candi Frazier</b>		<b>Absent: Sandra Oerly-Bennett, Katie Cooper, Ben Brudnock, Evelyn Hanson</b>
<b>NEXT MEETING</b>	<b>TBD</b>		
<b>ITEM</b>	<b>DISCUSSION</b>		
<b>1. Secretary’s Report – Donna Feijo</b>	Review of minutes: Sharon Howard moved that the minutes be accepted, Debbie Turner Second. Passed unanimously.		
<b>2. President’s Report - Kathy Bialk</b>	Kathy provided a copy of the report she prepared for MASFAA on all of WVASFAA activities. Kathy traveled to the St. Louis for the MASFAA Executive Committee Meeting, but because of the huge winter storm returned one day earlier and therefore missed the Board Meeting. Will find what happened at the meeting and report back with that information.		
<b>3. Past President Report – Amanda Sites</b>	Not present.		
<b>4. Nominations &amp; Elections Chair Report – Amanda Sites</b>	Kathy Bialk reported that she talked to Amanda prior to her taking Family Leave and asked if she was still going to be able to fulfill her duties as Nominations & Elections. Amanda indicated that she would. Kathy reported that she followed up with Amanda in an email a couple times since then and she’s not gotten a response. It is unknown whether Amanda has returned from work. WVASFAA will have to move forward with elections. Kathy asked whether anyone would be willing to serving as Nominations & Elections Chair. In absence of a volunteer, Kathy indicated that she will serve as the chair. WVASFAA needs nominations for the following positions: President Elect, Treasurer and Secretary. Kathy asked everyone to think about nominations and running for office. Kathy will check the time lines necessary.		
<b>5. Treasurer Report – Jeanie Spitznogle</b>	Balance is \$55263.40. Since July we have received \$19,378.11. Since July we have spent a little over \$30,000. Discussion		
<b>6. Finance and Budget Chair Report – Sandra Oerly Bennett</b>	Absent		
<b>7. President-elect Report – Katie Cooper</b>	Absent		

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<p><b>8. Fall Conference Program Chair Report – Katie Cooper</b></p>	<p>Carrie Watters reported all went well. She would like go with Central Printing for printing in the future. Kathy asked is a survey went out regarding the conference. Teresa Weimer: A survey did go out and the results are compiled and are being used for spring conference planning. The results were very positive. A couple concerns from newer members about the sessions being too far advanced. Overall positive.</p>
<p><b>9. Spring Conference Program Chair Report – Tresa Weimer</b></p>	<p>Program committee had a conference call on 2-4-16. The program is almost complete. Updates will be made and put on the web. There will be no pre-conference; however, NASFAA Core sessions will be a part of the conference program. Tresa proposed a \$135.00 spring conference fee. Dinner on Thursday evening, the exhibitors will be open at this time and there will also be games. Jeanie Spitznogle made the motion that the spring conference registration fee be set at \$135.00 for the full conference and \$99.00 for one day. Rachel Hagen Second. Passed unanimously. Motion carried</p>
<p><b>10. Conference Site Chair Report – Teresa Weimer for Katie Cooper</b></p>	<p>Room rates: Traditional \$111.00, intermediate \$139, Deluxe \$169.00, and Premium \$189.00. We have a block of 10 for Tuesday night, 50 for Wednesday and Thursday. Sat March 5 is the reservation deadline. Individuals will make their reservations, as in the past. This information will go up on the web after this call.</p>
<p><b>11. Associate Members Report – Ben Brunock</b></p>	<p>Absent</p>
<p><b>12. Long-range Planning Chair Report – Carla Strawn</b></p>	<p>Fall conference will be at Bridgeport - \$89 room rate – October 19-21, 2016 Discussion regarding our 50<sup>th</sup> anniversary and location.</p>
<p><b>13. Professional Development &amp; Training Chair Report – Brian Weingart</b></p>	<p>Brian reported that 250 NASFAA Credentials were earned by over 40 WV financial aid professionals from 19 institutions. Brian indicated that he is interested in expanding core training topic for credentialing in the future. There will be NASFAA core training sessions regarding 150% sub Stafford loans. The school with the most Credentials will be announced at the upcoming conference.</p>
<p><b>14. Financial Aid Training for Counselors Chair Report – Karen Martin</b></p>	<p>Karen shared that she is not sure about her WVASFAA role for the upcoming year. She recommended that the High School Counselor Workshops be held in September due to the earlier October 1 FAFSA filing opening date. She could send out a save the date with locations in May. Kathy asked Karen to reach out to the college/university contacts to see if September is a feasible month.</p>
<p><b>15. Membership Chair Report – Rachel Hagen</b></p>	<p>Rachel reported that a retention e-mail was sent. People seemed to like the new member reception.</p>
<p><b>16. Constitution &amp; Bylaws, Policy &amp; Procedures Chair Report – Candy Frazier</b></p>	<p>Reviewed the constitution and bylaw proposed changes as follows:</p> <p style="text-align: center;"><b>ARTICLE IV - VOTING PRIVILEGES</b></p> <p>Current  Each regular and associate member shall have full voting privileges during plenary sessions of the Association. The associate membership shall have voting privileges for the election of the Associate Member Representative-Elect.</p>

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Proposed

Each regular, **auxiliary** and associate member shall have full voting privileges during plenary sessions of the Association. ~~The associate membership shall have voting privileges for the election of the Associate Member Representative-Elect.~~

**ARTICLE V – OFFICERS**

Current

C. Only regular members of the Association shall be eligible to run for and to hold elected offices.

Proposed

D. ~~Only~~ **Regular and auxiliary** members of the Association shall be eligible to run for and to hold elected offices.

**BYLAWS SUGGESTED CHANGES**

**ARTICLE II - EXECUTIVE COMMITTEE AND OFFICERS**

Current

*Section II - Elections, Appointment and Terms of Office*

A. Elected officers of the association shall be selected by electronic or written ballot at the spring meeting or by absentee ballot. Ballots will be mailed either electronically or by regular mail to members at least 30 days before the meeting and absentee ballots must be returned by a predetermined date. All ballots require the electronic or written signature of the voting member. Officers will serve for a period of one year, with the exception of the Treasurer, who shall serve for a two-year term. The elected officers shall begin their terms concurrent with the membership year. The Association's fiscal year is July 1 through June 30.

Proposed

*Section II - Elections, Appointment and Terms of Office*

A. Elected officers of the association shall be selected by electronic or written ballot at the ~~Spring~~ **Fall** meeting or by absentee ballot. Ballots will be mailed either electronically or by regular mail to members at least 30 days before the meeting and absentee ballots must be returned by a predetermined date. All ballots require the electronic or written signature of the voting member. Officers will serve for a period of one year, with the exception of the Treasurer, who shall serve for a two-year term. The elected officers shall begin their terms concurrent with the

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membership year. The Association’s fiscal year is July 1 through June 30.

**Current**

- C. The Nominations Committee will prepare a slate of candidates for office to be circulated to the membership with the announcement of the ~~spring fall~~ meeting. This committee shall be responsible for counting, announcing, and destroying ballots upon direction of the President.

**Proposed**

- E. The Associate Member Representative - Elect shall be elected by the ~~associate~~ membership by written ~~or~~ **electronic** ballot at the ~~spring fall~~ meeting. The slate of candidates shall be circulated to that membership thirty (30) days prior to the fall meeting so that absentee voting may occur.

**Current**

*Section IX - Associate Member Representative*

The Associate Member Representative shall serve as the liaison between the regular and associate membership, shall ascertain and disseminate pertinent information on behalf of the associate membership, shall assist the program chairperson as a member of the conference program committee, and shall be responsible for preparing a slate of nominated individuals for the Associate Member Representative - Elect to be circulated to the Association with the announcement of the fall meeting.

**Proposed**

*Section IX - Associate Member Representative*

The Associate Member Representative shall serve as the liaison between the regular, **auxiliary** and associate membership, shall ascertain and disseminate pertinent information on behalf of the associate membership, shall assist the program chairperson as a member of the conference program committee, and shall be responsible for preparing a slate of nominated individuals for the Associate Member Representative - Elect to be circulated to the Association with the announcement of the fall meeting.

**ARTICLE VI – QUORUM**

**Current**

Regular members in attendance at any scheduled Association meeting or conference, or regular members responding to a mail referendum conducted according to the stated Constitution or Bylaws shall constitute a quorum.

**Proposed**

**ARTICLE VI – QUORUM**

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	<p><del>Regular</del> <b>Members</b> in attendance at any scheduled Association meeting or conference, or <del>regular</del> members responding to a mail referendum conducted according to the stated Constitution or Bylaws shall constitute a quorum.</p> <p>Karen Martin made the motion to accept the proposed changes, Tresa Weimer second, passed unanimously. This will go out for a 30 day comment to membership.          Reviewing minutes to update P&amp;P. We are missing minutes. Asked committee to review for minutes and submit these if you have them.</p>
<b>17. Government Relations Chair Report – Debbie Turner</b>	Watching for DOE guidance on Perkins Loan program extension. MASFAA Federal Issues working to schedule a meeting.
<b>18. Website / Electronic Initiatives Chair Report – Evelyn Hansen</b>	Not in attendance.
<b>19. Awards Chair Report – JoAnn Ross</b>	Sent message requesting information on retirements/years of service. Discussion regarding certificates/plaques.
<b>20. Diversity &amp; Inclusion Chair Report – JoAnn Ross</b>	Tresa and JoAnn are going to get together regarding the upcoming conference.
<b>21. Auxiliary Member Representative Report – Chris Baker</b>	Reached out to auxiliary members, no real response. Will continue to be available to them. Would like to have a meeting with them at the upcoming conference. Developing PowerPoint for breakout session for Vocational Rehab.
<b>22. News blog Chair Report – Sharon Howard</b>	Kathy will get with Sharon to send an update of activities.
<b>23. Social Outreach and Promotion Chair Report – Sarah Musgrave</b>	Pictures were posted during our last conference. Our Facebook likes have increased by 30 since fall conference.
<b>24. Association Governance Chair Report – Sandra Oerly Bennett</b>	No report
<b>25. Old Business</b>	
<b>WVASFAA’s 50<sup>th</sup> Anniversary</b>	No further discussion

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<b>Auxilliary &amp; Associate Representatives</b>	No further discussion
<b>Timeframe for elections</b>	No further discussion
<b>26. New Business</b>	None
<b>27. Adjournment</b>	Kathy Bialk made a motion to adjourn, so moved at 10:21