**Program Committee Minutes**

**2/8/13**

**Attendees:** Kristi Fuller, Amy Gaffney, Gary Adams, Kathie Aswegan, Shelly Brimeyer, Heather Gaumer, Mary Jacobsen, Joan Meyer, Chad Olson, Brittany Peterson, Marie Pleggenkuhle, Mary Jo Smith, Karen Snyder, Brandi Stone-Miller, Molly Weber

We will have Jamie Malone instead of David Bartlet.

Wednesday afternoon we will have a pre-conference VIRT training.  It is Free to IASFAA Members and a nominal fee of $10 fee will be charged to non-IASFAA members. Registration for VIRT will be available through IASFAA’s website.  The charge for non-IASFAA members will help cover cost of the room that was added as a result of the training be added.

Breakfast is only for those staying at the hotel.

Kristi needs volunteers to man registration table on Wednesday afternoon and Thursday morning. Mary Jo and Kathie volunteered.  Registration will be open at 1pm Wednesday.

Executive Council will have dinner and meeting beginning at 5:30pm until we conclude on Wednesday evening.

Thursday morning at 8am will be the newcomer breakfast. We will need mentors. An email will go out later. This will overlap with software meeting so volunteers keep that in mind if you plan to attend Software meetings. Mary and Joan will do their presentation about IASFAA at newcomer breakfast.

Thursday at 9:15am conference begins. 9:30am NASFAA Update by Megan McClean. Heather has session descriptions for all 3 sessions and her bio.

Break will be in the lower level in vendor area.

Thursday at 11:15am will be 3 interest sessions. All sessions are good to go.

Thursday lunch keynote will be Eyerly Ball. They will discuss mental health and poverty. They will be our charity as well. They are just coming at lunch to do the keynote.

Bridges of Poverty info has been forwarded to Amy Gaffney for possible charity and speaker for fall 2013 conference in Dubuque.

Roundtables: Cindi has come up with all the tables and leaders. There are four different subjects. COA, Verification, PJ, Work Study.  There will be two facilitators at each table. Their will have 8 tables.  Missouri President will be involved with roundtables.

There were three sessions that were eliminated.  They are as follows:

1. Direct Loan
2. Default Diversion
3. Real Life Zone

This has been done to provide a unique opportunity for a One-on-one with Jamie Malone session.  We are making Jamie’s session a general session.  However, we need to be done by 5:30pm so the hotel can set up for dinner.  We are thinking about moving dinner back 30 minutes as a result.

Entertainment: Gary reports we are likely going to need some volunteer game hosts who are knowledgeable about the game being played. They (Gary, Shelly, and Brittany) would like to provide prizes. They are working out the how prizes will be won.  Wearing a funny hat is part of the evening. More information is to come.  They are thinking about giving the actual games away as prizes. That may be where some cost may be incurred.  The hotel has been asked to have some tables in the back for game time.  Gary reports they may need 7 to 8 tables. Chad will let the hotel know if we need more.  There will also be snacks and music will be played.

Chad says we will have long rectangle tables in the back for silent auction.

Friday: Breakfast for only those staying at Stoney Creek.

8:15am Business Meeting

3 interest sessions

1. R2T4 Panel-Sara Harrington, Ben Rickles, Joan Meyer, Beth Rinderknecht
2. Plus processing A to Z-Jamie Malone
3. Pivot Tables- Marc Hendel will co-present with Ian Freels

Box lunches to go can be ready at 11am to eat during the federal update by Jamie Malone and state update by Todd and Julie.

Kristi will work on getting tentative agenda online next week.

Charity- Heather and Debbie are working on this. Debbie has created bid slips. Those bidding will be asked to pay for items when they pick up their items up Friday. The proceeds will go to Eyerly Ball.  Heather will check with Brice to see if he feels comfortable talking about the Financial Aid Director in St. Louis who was shot.  We will pass a jar around for anyone who wants to donate to him and his family. Joan suggests having jar on silent auction table as well.  We will have a jar on table.  Debbie will send message requesting items for silent auction. Debbie will write up something for the program book about silent auction as well.

Kristi would like moderator forms as soon as possible so she can begin to put together program book.

Mary Jo is getting Brice an Iowa gift for sure since Brice has committed to attending.  Brice is the Missouri State President.

Kristi needs a volunteer to help set up for Software meetings. Karen has agreed.

Mary Jo plugged the John Moore Award, Committee Member of the Year, Outstanding New Professional Award, Heather’s President’s Award, and Frieda Award.

Next Conference all will be short and held on Friday, February 22, 2013 at 9am.