

**IASFAA EXECUTIVE COUNCIL TELENET MINUTES - Approved**  
**August 4, 2004**

President Julie Dunn called the meeting to order at 12:37 p.m.

Members of the Executive Council present were: Nancy Ankeny, John Beneke, Matt Brown, Debbie Craig, Julie Dunn, Don Duzik, Brenda Easter, Robin Fisher, Amy Gaffney, Catherine Hoch, Mary Jacobsen, Connie Jensen, Lora Juhl, Steve Loven, Paula Mitchell, Chad Olson, John Parker, Tracie Pavon, Pam Perry, Mary Jo Smith, Aaron Steffens, Brandi Stone-Miller, Jean Vander Wert, Gretchen Zimmermann.

Julie Dunn requested a motion to approve or correct the April 16, 2004 business meeting minutes. Robin Fisher made the motion to accept the minutes with one change -- under Long Range Planning: change 'Luann Beckel' to 'Bev Hickman'. Connie Jensen seconded the motion. Motion carried.

Julie Dunn requested a motion to approve or correct the June 11, 2004 Executive Council Retreat meeting minutes. Tracie Pavon made the motion to accept the minutes as written. Jean Vander Wert seconded the motion. Motion carried.

**Treasurer's Report:** Robin Fisher/Aaron Steffens

Robin indicated that budgets have not been set for 2004-05. She submitted the following information:

**IASFAA**  
**INCOME VS. EXPENSES**  
**8/2/2004**

**INCOME**

DUES	\$6,380.00
INTEREST INCOME	\$ 586.27
<b>TOTAL INCOME</b>	<b>\$6,966.27</b>

**EXPENSES**

ASSOC REP	\$1,050.99
ELECTRONIC SRVS	\$ 97.40
PROGRM COMM	\$ 403.88
SITE COORD COMM	\$ 175.75
<b>TOTAL EXPENSES</b>	<b>\$1,728.02</b>

<b>OVERALL TOTAL</b>	<b>\$5,238.25</b>
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**IASFAA ACCOUNT BALANCES**  
**8/2/2004**

**Bank Accounts**

Money Market Checking	\$ 64,756.46
<b>TOTAL Bank Accounts</b>	<b>\$ 64,756.46</b>

**Asset Accounts**

Discover Bank Greenwood	\$ 15,000.00
Discover Bank Greenwood DE	\$ 15,000.00
Gold Bank Leawood Kansas CD	\$ 15,000.00
<b>TOTAL Asset Accounts</b>	<b>\$ 45,000.00</b>

**OVERALL TOTAL** **\$109,756.46**

Aaron reported that he has received payments for 127 members. Two of which are mystery people, because renewal membership forms were not provided nor was there a notation on the check(s). He will determine who the funds are for.

Amy Gaffney motioned to accept the treasurer's report. Tracie Pavon seconded the motion. Motion carried.

**OFFICER'S REPORTS:**

**Past President:** Tracie Pavon no report.

**President:** Julie Dunn mentioned that she really enjoyed attending the NASFAA conference and hopes to have the opportunity to attend again. See looks forward to attending the MASFAA retreat on August 14<sup>th</sup> and 15<sup>th</sup>. Clare Campbell and Roberta Johnson have both agreed to attend NASFAA training and be trainers.

**President Elect:** John Beneke thanked everyone who has agreed to take on the responsibility of committee chair or vice-chair. He especially wanted to thank Tracy Havener and Brandi Stone-Miller for chairing Community Outreach.

**Vice President:** Connie Jensen wanted everyone to know, that if they need a telenet setup to give her a call.

**Secretary:** Gretchen Zimmermann wanted everyone to know that the IASFAA-Exec Council listserv should be up to date soon. Please let her know about any changes to your email address so that she can keep the list up to date.

**Delegates:** Brenda Easter, Amy Gaffney, Jean Vander Wert

Amy Gaffney provided this Delegate report:

"The Delegates and President-Elect John Beneke will be meeting on August 16 at Des Moines Area Community College Campus for the annual review of the IASFAA Treasurer's books. It is hoped at that time the delegates can also discuss the plans to begin gathering necessary information to create IASFAA's Fact Book, discussed at the June Retreat." Thank you!

**ICSAC REPORT:** Brenda Easter reported the following:

- Grant/Scholarship Certification Forms were sent by Julie Leeper this week.
- Grant and scholarship advances will be sent the end of this month.
- Information regarding Teacher Forgivable Loans will be available soon.

- The week of September 13<sup>th</sup> or 20<sup>th</sup> grant/scholarship training will be provided at 4 or 5 sites. Watch for more information.
- There will be ISBS training.
- Reported on changes in staffing at the commission.

## **COMMITTEE REPORTS:**

**Associate Members:** Cathy Hoch reported that she is getting her committee together, and they will meet the week of August 16<sup>th</sup>. Associate Members will be working with Debbie Craig on the First Lady's Walk for Dollars for Scholars in October, and will be coordinating the charity event with the Program Committee at the Fall Conference.

**Awards:** Mary Jacobsen no report.

**By-Laws:** Delegates no report.

**Community Outreach:** Tracy Havener absent, no report.

**Electronic Services:** Nancy Ankeny reported that membership renewal is in progress. We currently have 194 members who have renewed their membership for next year.

**Federal and State Issues:** John Parker reported that this year he submitted a budget that included two new items:

- \$375 for 5 scholarships that are essentially travel reimbursements for high school counselors, and high school and college students who attend the annual Visit to the Hill day. The admission association already provides scholarships to assist with travel expenses. John hopes that we can assist as well, because the legislators really like talking with the students. Related to Visit the Hill day – Steve Loven and John are on the committee for the first time. The first meeting will be happening soon.
- \$500 to have available, in case NASFAA needs to be reimbursed for expenses related to sending someone to our fall conference to do a Federal Update. If no one from NASFAA can attend the conference, then perhaps a call-in could be arranged. John will visit with Lora regarding a general session at the conference.

Comments regarding these two new budget items were positive.

If anyone has ideas for the committee, please contact John or Matt.

**Finance:** Julie Dunn mentioned that outstanding budget requests are needed.

**Long Range Planning:** Debbie Craig no report.

**Mentoring Task Force:** Mary Jo Smith no report, but she mentioned that her committee is in place, they have some good ideas and there will be a meeting in late August or early September.

**Newsletter:** Heather Doe absent, no report.

**Professional Development:** Pam Perry reported for Cindi Reints the following:

- NASFAA Training at the fall conference will be coordinated by Robert Piechota and Karen Gagnon. How many packets should be ordered this time around? 45. Cost per person? \$20, may need to be adjusted based on food costs. Registration for the training will be on the website.
- Support Staff Training – Should that happen in November or wait until next July and partner with admission training? After much discussion – it was suggested that training should be provided in November and piggy back off the ideas of what admission has done.
- Leadership was discussed – Julie will poll the membership to see if there is enough interest. Depending on the interest, it may be time to offer the Leadership Symposium every two years instead of every year. Perhaps we need to review who has participated and who has not participated and get the word out about this wonderful opportunity. There was agreement that we need to go back to a nomination process and away from self-nomination. Julie will be in touch with Cathy and decide what to do.

**Program:** Lora Juhl submitted the following report:

On July 23rd, the committee met at The Inn (site of the 2004 fall conference) to begin planning the fall conference. Twelve committee members were able to attend. The committee did a great job brainstorming for new ideas for fall conference and we were able to get off to a great start (thanks also to exec council for all the great session ideas). We are having some issues with speakers, etc, but still optimistic that all will work out. Bi-monthly conference calls have been scheduled starting August 3rd and will continue through September, if needed.

We do plan to have web site for registration ready to go by Sept 6th. Included with the registration information will be expanded information regarding sessions offered and also meals. The additional information regarding sessions offered is to hopefully increase fall registration numbers and the meal information is being offered to hopefully obtain better counts on meals. We will also be sure that the meal information is correct in the registration area of the web site.

**School Relations:** Steve Loven submitted the following report:

The school relations committee met on Tuesday, August 3<sup>rd</sup>. Committee members are Roberta Johnson, Bev Hickman, Connie Jensen, John Holland, and Natalee Girardi. The tentative date has been set for the ICN guidance counselor training. It will be on Thursday, November 4<sup>th</sup>. The sessions will be similar to last year: The Basic Financial Aid Process, Financial Aid Updates, FAFSA on the Web, and ICSAC update. The final session will be on comparing financial aid awards and the impact of private scholarships. We have unofficially asked Tracie Pavon to present this session.

The financial aid night on the ICN has tentatively been set for Thursday, January 27<sup>th</sup>. The evening will be divided into 2 sessions: Going over the general financial aid process and completing the FAFSA.

I will confirm the dates with the ICN scheduler over the next few days. ICSAC has again generously agreed to pay for the ICN programs. We thank them for their support.

**Site Coordinating:** Don Duzik reported that he is checking sites for the spring conference. Looking at dates in March

He's placed the food order at The Inn for 150 people for each meal and break etc. He will need more exact counts at least 72 hours before the conference. Ideally, he would like to provide counts early than that. Mary Jo was wondering if a newcomer's breakfast had been arranged – at this point, no. She will try to work something out with Lora and Don.

**Sponsorship:** Bev Hickman Absent, No Report

**OLD BUSINESS:**

There is one budget request still outstanding. Julie will contact the person.

The December Retreat will be held on December 10<sup>th</sup> at Grinnell College. More information will be provided later.

**NEW BUSINESS:**

Aaron Steffen reported that he had been contacted by Dave Bartlett from the Department of Education's Kansas City Office. Dave wanted a roster of IASFAA members. The last roster that he had was from 1999. Aaron had suggested to Dave that perhaps he join IASFAA so that he could have access to the directory. Funding was given as the reason as to why the DOE does not have a membership. Aaron and Julie will discuss the request and check the By-Laws to see if we can release membership information to non-members.

Jean Vander Wert made the motion to adjourn the meeting. Connie Jensen seconded the motion. Motion carried.

Meeting adjourned at 1:40 p.m.

Respectfully submitted,  
Gretchen Zimmermann  
Secretary