

**IASFAA EXECUTIVE COUNCIL TELENET MINUTES**  
**Wednesday, January 8, 2003**

President-elect Tracie Pavon called the meeting to order at 12:30 p.m.

Members of the Executive Council present were: Luann Beckel, Mary Bloomingdale, Heather Doe, Nancy Ferguson, Robin Fisher, Jeff Fritz, Tracy Havener, Bev Hickman, Christina Hlas, Cathy Hoch, Mary Jacobsen, Steve Loven, Joan Meyer, Linda Miller, Julie Molenburg, John Parker, Tracie Pavon, Mary Jo Smith, Jean Vander Wert and Laurie Wolf.

The minutes from the November 13, 2002 Executive Council meeting were approved with 2 corrections. Tracy Havener made the motion to accept. Nancy Ferguson seconded the motion. Motion carried.

Tracie Pavon gave the **Treasurer's Report** as submitted to her by Chris Morgan. As of January 7, 2003, IASFAA had income of \$42,378.73 and expenses of \$11,230.34 resulting in net income of \$31,148.39. Assets totaled \$60,088.81. Nancy Ferguson motioned to accept the treasurer's report. Tracy Havener seconded the motion. Motion carried.

**Officer's Reports:**

**Past President** No report.

**President** Lois Mulbrook was not present so Tracie reported that she wanted to thank everyone for all the discussion and suggestions at the winter retreat. Once again, we managed to resolve several issues because of everyone's involvement. She also wanted to thank Tracie for all the hard work in getting a ballot for next year's officers. She is very excited that we will be able to vote on the web. And she thanked Laurie and the delegates for all their hard work in reviewing the treasurer's books.

**President Elect** Tracie Pavon reported that IASFAA elections are up and running on the website. As of Tuesday afternoon approximately 1/4 of our membership have already voted. Things will be tight -- so be sure to vote, each and every vote will make a difference in several offices. Tracie thanked Nancy Ankeny and Cathy Remakel for their hard work in getting the election site up and running. It looks great and there are photos of each candidate, which helps some to put the name and face together. Tracie will send a reminder to membership today and another Friday, Monday and again Tuesday before the polls close. Let's go for 100 percent voter turn-out!!

**Vice President** Merlyn Kathol was not present. No report.

**Secretary** Joan Meyer had no report

**Delegates** had no report.

**Committee Reports:**

**Associate Members:** Mary Jo Smith reported that the Associate Members held a meal event for each of the Ronald McDonald Houses in Iowa City and Des Moines during December. Faye Heykants served lunch of pizza, salad, and cookies for the Iowa City House on December 7th. Cathy Hoch organized an evening meal event at the Des Moines House on December 19. Ten people participated from IASFAA and Chef Chris Keahi prepared soup and cinnamon rolls with the rest providing many sides for the residents of the house. These events were very much appreciated by the house directors.

The committee is preparing to send out the John Moore information for the \$500 award.

**Awards:** Mary Bloomingdale reported the Awards Committee would like the Exec Council to look at the attached proposal for the new "Outstanding New Contributor of the Year Award" which we had discussed at the Winter Retreat. We will vote on it under old business.

The committee will also be working with Nancy Ankeny in the near future to put the Spring awards on the web site to begin soliciting nominations from the membership.

**By-Laws:** No report.

**Community Outreach:** Christina Hlas reported the committee is working with the Governor to declare February as Financial Aid Awareness month again this year. They will be meeting on January 22 to work out the details for College For A Day.

**Electronic Services:** Nancy Ankeny was not present. She informed Joan that as of January 2<sup>nd</sup>, we had 234 paid members.

**Federal and State Issues:** John Parker reported that the IASFAA list continues to be used as the primary method of communicating Reauthorization, legislative, and general federal and state issues to the membership. Most recently, the membership has been prompted to submit comments to the Department of Education via their Reauthorization web page. Comments are due to the DOE by February 28, 2003. Additional reminders and prompts will be posted regularly.

As with the fall conference's inclusion of Deputy Secretary William Hansen and the Reauthorization "Town Meeting", attempts will be made during the spring conference to include information and individuals in the program that will promote the memberships involvement and understanding of Reauthorization as the process continues. In that regard, Dr. Charles Bruce, NASFAA Chair, will attend and participate in the spring conference. In addition, a formal letter of invitation was sent in late November to Senator Tom Harkin regarding his attendance at the spring conference. John called his office a couple of days ago and still hasn't heard back from him.

The order for 100 copies of the "U.S. Congress Handbook, 2002, 108<sup>th</sup> Congress, First Session" was finalized in late November. The Handbook will be printed with the IASFAA logo, a letter from IASFAA President Lois Mulbrook, and contact information for key state government and association offices. Copies will be provided in April 2003 on request to member schools for use in legislative advocacy and for use in educating their student government leaders and other appropriate college officials regarding involvement in the legislative process.

The Legislative Day is scheduled for February 4, 2003. Letters of invitation and registration materials have been posted to the IASFAA list. The day will consist of morning briefings and roundtable discussions, lunch, and hill visits in the afternoon. Registrations are due by January 20. Additional reminders and prompts will be posted. Conversations regarding the coordination of a Washington, D.C. "hill visit" during spring 2003 continue. Two possibilities currently exist: (1) Coordination of the visits with the NASFAA Leadership Conference (March 2-4). At that time, 2-3 IASFAA members will already be in D.C. (2) Coordination of the visit as part of the MASFAA hill visit that is being discussed by the MASFAA Federal Issues Committee, which is chaired by Delores Hawkins. Her committee is also considering coordinating their visit with the Leadership Conference dates.

**Finance:** Lois was not present but the committee will be reviewing the policy on reserve funds and also putting together a policy for project developments.

**Long Range Planning:** Debbie Craig was not present. No report.

**Newsletter:** Heather Doe reported that the December letter was finally out on the website and it is now time to be thinking about your articles for the March letter.

**Professional Development:** Carol Bogaard was not present. Joan reported for her that the Leadership Symposium Planning Team is making its final preparations for February's meeting. The team met January 6 and will meet again at the end of January. The February meeting with the participants is Friday, February 7, at the Walker Johnson Shelter House. This year's participants will be giving updates as to where they are with their projects. There will be some very special speakers and some team building activities.

Julie Molenburg, Don Duzik and Robert Piechota are determining whether or not it is possible to have a support staff mini-conference yet this year.

Monday, February 3 will be the Director's Drive-In Workshop. It will be held at AIB in Des Moines and registration will be available soon!

**Program:** Jean VanderWert reported that the comments from the fall conference were overwhelmingly positive on the quality of sessions and speakers, mostly invisible cost saving measures, live-auction entertainment, hospitality suite, breakfast on Thursday morning and the easy access conference facilities. The concerns that were noted primarily dealt with issues beyond our control such as the conference center service, a few instances of dishes or silverware that was not clean, insufficient setup for meals, and the hotel itself. Those may be things that we want to consider in future site selection decisions. Linda just received the billing for the conference and we have yet to go over it together. Early indications are that we would be within budget. Once the bill is finalized, we will be able to review income and expenses to determine if we made the goal of a self-supported conference.

The site for the spring conference is the DMACC Newton Conference Center with the Radisson Hotel serving overnight attendees. The Program Committee will be meeting on January 31 at the DMACC Newton Conference Center to begin the planning process for the spring conference. This day will include brainstorming on session

ideas, entertainment plans and cost saving opportunities. The theme for the conference to be held on April 10 and 11 is Spring Break. We believe this will open up a lot of fun opportunities for session themes and entertainment.

We know that Zena Haywood, MASFAA president will be at the conference and have been urged to incorporate a “festive hat day” in her honor. John Parker has invited Charlie Bruce, the NASFAA Chair, and Senator Harkin to attend the conference to recognize Senator Harkin for his NASFAA Distinguished Service Award in the presence of the Iowa financial aid professionals. I will be putting out a request for session ideas on the listserv very soon. Please let us know if you have any topics that you would like included.

**School Relations:** Steve Loven reported that the Financial Aid Night on the ICN will be January 30 from Valley High School. So far there are 25 schools that will be participating.

**Site Selection:** Curt Bolte was not present. Tracie reported that they were working on the contract with the Holiday Inn in Davenport for next fall’s conference.

**Sponsorship:** Robin Fisher had no report.

**Mentoring Task Force:** Karen Gagnon was not present. No report.

#### **Old Business:**

##### **A. New FAA Award "Outstanding New Contributor of the Year Award".**

**THE CRITERIA:** This award is presented to an IASFAA member that has made a significant first contribution to the association or the financial aid profession.

**THE SELECTION:** Nominations for this award will be solicited from the IASFAA membership. The IASFAA Awards Committee will evaluate each nomination and hold discussion on the merits of each potential recipient. The IASFAA Awards Committee shall have the prerogative to request additional information if necessary. The final selection will be based on the concept of what the award is intended to represent.

**THE PRESENTATION:** The “Outstanding New Contributor of the Year” will be presented during the IASFAA Annual Spring Conference.

**THE FORMAT:** The “Outstanding New Contributor of the Year” will be in the form of a wooden plaque with the IASFAA medallion and appropriate text identifying the recipients name, institution or employer, and date presented. There was a motion by Laurie Wolf to approve the addition of the new “Outstanding New Contributor of the Year Award” as described above. Tracy Havener seconded the motion. Motion carried. The award will be implemented this spring.

**B. Appendix to Policy and Procedure** - There was a motion by Nancy Ferguson that we adopt the Parliamentary Procedures Summary as the Appendix to our Policy and Procedures Manual. Laurie Wolf seconded the motion. Motion carried.

**C. Yearly Review** – There was a motion by Tracy Havener to accept the IASFAA Review of the Treasurer’s records as presented to us at the Winter Retreat. Nancy Ferguson seconded the motion. Motion carried. The Finance Committee will review the audit guide that Lois put together and come up with recommended procedures that can be added to our procedures manual for use during future treasurer’s reviews.

**D. Site selection policy** – as there were some additional items that Curt was in the process of updating, approval of this policy will be tabled until the next meeting.

**E. Mentoring Policy and Procedure** – as there were some additional items that Karen was in the process of updating, approval of this policy will be tabled until the next meeting.

**F. Laptop Computer** - Mary Jo Smith reported that the laptop that had been designated for the secretary is a Gateway 2000 solo that has Windows 95 and Office 97 loaded on it. It is a 2 gig with 133 mhz. There is no net card but you could buy one for it. Computers similar to it are selling for around \$200 on the internet but you would have to buy the net card for \$65-80 so it’s probably only worth about \$100-150. It’s really small and probably wouldn’t be able to load Windows 98 on it. If you did, you wouldn’t really have room for anything else. All the papers were still in it and we bought it for \$2800 in 1997. Mary Jo will check to see if there are any needy charitable organizations, such as the Ronald McDonald houses, that would be able to use it. If so, we will donate it to one of them.

#### **New Business: None**

Tracy Havener made the motion to adjourn the meeting. Laurie Wolf seconded the motion. Motion carried.

Meeting adjourned at 1:30 p.m.

Respectfully submitted,

Joan M. Meyer  
Secretary