

IASFAA EXECUTIVE COUNCIL TELENET MINUTES - Approved
Wednesday, January 7, 2004

President Tracie Pavon called the meeting to order at 12:34 p.m.

Members of the Executive Council present were: Debbie Craig, Heather Doe, Julie Dunn, Mike Epema, Nancy Ferguson, Robin Fisher, Amy Gaffney, Beverly Hickman, Catherine Hoch, Mary Jacobsen, Connie Jensen, Lora Juhl, Steve Loven, Lois Mulbrook, John Parker, Tracie Pavon, Cindi Reints, Jen Sassman, Mary Jo Smith, Aaron Steffens, Jean Vander Wert.

Tracie Pavon requested a motion to approve or correct the November 2003 Executive Council meeting minutes. Robin Fisher made the motion to accept the minutes as written. Mike Epema seconded the motion. Motion carried.

OFFICIER'S REPORT:

Treasurer Robin Fisher provided the following information regarding the 2003-2004 IASFAA Budget, Assets and Income/Expenses. She also explained that IASFAA had a CD come due which was rolled over to a new CD that will earn 2.95% interest paid semi-annually. The Finance Committee and the Long Range Planning Committees need to meet to continue consideration of how funds should be invested.

2003-2004 IASFAA BUDGET
07/01/03 - 01/07/04

	Actual	Budget	Difference
INCOME			
DUES	13,695.00	13,750.00	-55.00
INTEREST INCOME	968.75	2,000.00	-1,031.25
DIVIDEND INCOME	34.03	0.00	34.03
TOTAL INTEREST INCOME	1,002.78	2,000.00	-997.22
REG FEES	0.00	26,600.00	-26,600.00
CONFERENCE - Fall	14,007.50	0.00	14,007.50
CONFERENCE -Spring	0.00	0.00	0.00
DRIVE IN WORKSHOP	0.00	400.00	-400.00
NASFAA Materials - Fall	2,150.00	0.00	2,150.00
NASFAA TRAINING - Fall	1,280.00	4,750.00	-3,470.00
NASFAA TRAINING - Spring	0.00	0.00	0.00
SUPPORT STAFF TRNG	0.00	0.00	0.00
TOTAL REG FEES	17,437.50	31,750.00	-14,312.50
SPONSORSHIPS	9,000.00	11,000.00	-2,000.00
Exhibit Fees - Fall	750.00	1,500.00	-750.00
Exhibit Fees - Spring	0.00	0.00	0.00
Exhibit Resources	0.00	0.00	0.00
Exhibit Resources - Fall	0.00	0.00	0.00
TOTAL SPONSORSHIPS	9,750.00	12,500.00	-2,750.00
TOTAL INCOME	41,885.28	60,000.00	-18,114.72
EXPENSES			
ASSOC REP	1,948.53	3,300.00	1,351.47

ASSOCIATE MEMBERS	0.00	700.00	700.00
AWARDS	45.14	500.00	454.86
BYLAWS	0.00	100.00	100.00
CMMNTY OTRCH	0.00	4,000.00	4,000.00
Meals	103.50	0.00	-103.50
travel	163.44	0.00	-163.44
TOTAL CMMNTY OTRCH	266.94	4,000.00	3,733.06
ELECTRONIC SRVS	712.00	3,000.00	2,288.00
EXEC CNCL	916.27	3,000.00	2,083.73
travel	451.94	0.00	-451.94
TOTAL EXEC CNCL	1,368.21	3,000.00	1,631.79
FED ST ISSUES	0.00	500.00	500.00
FINANCE	1,928.29	2,100.00	171.71
LONG RANGE PLANNING	17.98	25.00	7.02
MENTORING TASK FORCE	294.88	2,800.00	2,505.12
MMBSHP	0.00	0.00	0.00
NOM & ELCTNS	0.00	100.00	100.00
PROF DEV	26.27	3,000.00	2,973.73
LEADERSHIP SYMPOSIUM	4,628.41	5,000.00	371.59
Mentoring Task Force	0.00	0.00	0.00
NASFAA training	3,448.03	4,750.00	1,301.97
TOTAL PROF DEV	8,102.71	12,750.00	4,647.29
PROGRM COMM	551.05	27,500.00	26,948.95
Fall Conference Birthday Bash Expenses	3,165.62	0.00	-3,165.62
Lodging	0.00	0.00	0.00
meals	143.18	0.00	-143.18
travel	462.24	0.00	-462.24
TOTAL PROGRM COMM	4,322.09	27,500.00	23,177.91
SCH RLTS	0.00	25.00	25.00
SECRTY	0.00	0.00	0.00
SITE COORD COMM	0.00	400.00	400.00
SITE SELECT COM	0.00	200.00	200.00
SPNS COMM	0.00	600.00	600.00
TOTAL EXPENSES	19,006.77	61,600.00	42,593.23
 OVERALL TOTAL	 \$ 22,878.51	 \$(1,600.00)	 \$ 24,478.51

ACCOUNT BALANCES

1/7/2004

Bank Accounts

Money Market Checking	\$ 70,476.41
TOTAL Bank Accounts	\$ 70,476.41

Asset Accounts

Discover Bank Geenwood	\$ 15,000.00
Discover Bank Greenwood DE	\$ 15,000.00
Gold Bank Leawood Kansas CD	\$ 15,000.00
Household Bank CD	\$ 15,000.00
TOTAL Asset Accounts	\$ 60,000.00

OVERALL TOTAL **\$130,476.41**

INCOME/EXPENSE**December 2003 - Jan****INCOME**

INTEREST INCOME	\$ 34.03	\$ 34.03
REG FEES	\$ 190.00	\$ 190.00
SPONSORSHIPS	\$ 1,000.00	\$ 1,000.00
TOTAL INCOME	\$ 1,224.03	\$ 1,224.03

EXPENSES

ELECTRONIC SRVS	\$ 74.90	\$ 74.90
EXEC CNCL	\$ 429.33	\$ 429.33
FINANCE	\$ (100.00)	\$ (100.00)
PROF DEV	\$ 3,020.15	\$ 3,020.15
PROGRM COMM	\$ 480.81	\$ 480.81
TOTAL EXPENSES	\$ 3,905.19	\$ 3,905.19

OVERALL TOTAL **\$ (2,681.16) \$ (2,681.16)**

Julie Dunn motioned to accept the treasurer's report. Nancy Ferguson seconded the motion. Motion carried.

Past President: Lois Mulbrook reported that she is working on writing the award nomination for the birthday bash that will be submitted to NASFAA. John Parker has her first draft. He will review it and make comments to Lois soon.

President: Tracie Pavon asked if the mileage rate had been updated on the expense form. Robin Fisher confirmed that it had.

Tracie also mentioned that she will research the Treasurer Elect position at the MASFAA meeting in two weeks. Robin Fisher and Tracie will be prepared by the February Telenet meeting to make a proposal regarding Treasurer Elect.

Tracie had the hotel contract from Okoboji (Fall 2004 conference) sent to her and she has a lot of concerns. Julie Dunn and her will discuss the issues. It is still likely the conference will be in

Okoboji, but a new contract needs to be drawn up. Some of the issues deal with room rates (\$95 a room). She negotiated with the hotel to lower the rate to \$75 because she thought the higher rate could hinder some schools from attending IASFAA. Her and Jeff Fritz will continue to work with the hotel on other issues regarding the contract.

Tracie also regretfully reported that we did not get the Prairie Meadows grant, but will continue to try for other grants.

President Elect: Julie Dunn is working on getting the ballots on the website. She is waiting to hear from those nominated if they are willing to run. Those individuals nominated for President Elect are aware of the NASFAA Leadership Training in March 2004. Be looking for elections on the website. The timeline to vote may be shortened to allow travel plans to be made for the President Elect to attend NASFAA Leadership Training.

Vice President: Jean Vander Wert reminded the council that if committee chairs need to schedule telenets for meetings, each telenet must be scheduled in advance. It works best to schedule all the meetings for the year at one time so the same dial in instructions can be used for each meeting. Let Jean know the date, time, length of time and number of lines needed and she would be happy to schedule the telenets and send instructions. Using instructions from prior meetings for unscheduled calls may allow a connection, but it could connect to some other group' s scheduled call and/or the unscheduled calls have come under scrutiny because of past problems monitoring telenet usage.

Secretary: Jen Sassman reported that we are out of IASFAA stationary envelopes and inquired if anyone knew where to re-order. Lois Mulbrook mentioned that we may not need to reorder if we printed the IASFAA logo on plain envelopes. Tracie Pavon said that would be the practice now and IASFAA could reimburse the individuals for the envelopes purchased. The logo is stored electronically and can be sent to committee members in need.

Delegates: Amy Gaffney reported on behalf of herself, Mike Epema, and Nancy Ferguson that her and Nancy plan to review the survey responses in the next couple of weeks. The Delegates' goal is to report the results in the next newsletter (not the one due January 9). At first glance Nancy seems to think a decent level of responses was received (around 74), but will know more after they review it more closely.

In October, it was discussed that the President Elect review the books rather than the Past President. The Delegates will write something up to be voted on at the next telenet meeting.

ICSAC REPORT: Julie Mulenburg absent. No report.

COMMITTEE REPORTS:

Associate Members: Cathy Hoch reported that her committee is working on a volunteer project related to Reading First in February. They are also working on creating procedures for selecting the John Moore Award, and will have a final recommendation for our next meeting. Information regarding application for this year's John Moore Award will be out the beginning of February, and be due back the beginning of March. Their next meeting is January 8th.

Awards: Mary Jacobsen forwarded NASFAA award proposal samples to Lois Mulbrook, Luann Beckel and Aaron Steffen. She also plans to work with the Minnesota state association president

to learn about the years of service pin. Her committee will work in conjunction with the Professional Development Committee regarding the years of service awards/pins.

By-Laws: Delegates no report

Community Outreach: Aaron Steffens reported they do have a Make High School Count event scheduled for February 9th at Buena Vista University. All schools should have received a couple of requests by now to get collegiate merchandise to Amy Perrin for this event. Dates are now being selected for each of the 5 College for a Day events.

As Financial Aid Awareness Month approaches this next month, members of our committee will be contacting schools reminding them of the importance of publicizing this month on their campuses through various means. Each member of the committee has been assigned 3-4 schools to contact.

Luann Beckel is working on the NASFAA State Award application for the Make High School Count Program. Aaron has reviewed the same for the College for a Day program and will be sharing his thoughts with Executive Council today.

Electronic Services: Jen Sassman reported for Nancy Ankeny that we currently have 249 members.

Federal and State Issues: John Parker reported the following:

I. Review of committee duties and plans:

Duty 1: Provide the membership with current information regarding issues pertaining to financial aid at the federal and state levels, including but not limited to distribution of the Iowa College Student Aid Commission's agenda notices and meeting minutes.

Current Activities: Reauthorization updates continue to be posted regularly to the list serve. Prior to the holiday break, NASFAA was contacted for a statement regarding the timeline for Reauthorization. That summary statement from Larry Zaglaniczny, NASFAA Director of Congressional Relations, was then posted to the list.

Future Activities:

The Federal and State Issues Committee has a committee conference call scheduled for January 12. The agenda for that meeting includes:

1. Planning for the state Legislative Hill Visit Day on February 18, 2004.
2. Planning for visits to each of the Iowa Offices of our U.S. Senators and Representatives.
3. Discussion of the potential for a Washington D.C. hill visit by IASFAA representatives.
4. Planning for individual visits with selected members of the Iowa General Assembly.

Duty 2: Prepare and provide periodic training to the membership on effective ways to interact with state and federal lawmakers.

Current Activities: See Duty #1 above.

Future Activities: See Duty #1 above.

Duty 3: Research and draft position papers for the membership, at the direction of the President and Executive Council.

Current Activities: None at present.

Future Activities: None planned at present.

Duty 4: Coordinate the annual IASFAA Legislative Day.

Current Activities: The Legislative Visit Day is scheduled for Wednesday, February 18, 2004. A letter of initiation from IACAC and the Registration Form were posted to the list serve on December 22, 2003. Registrations are due by Monday, February 2.

The "Visit Day" is scheduled to begin at 9:00 a.m. and will consist of two training tracks. One on topics concerning student aid issues and one on topics concerning reinstatement of guidance counselor and media specialist language in the Iowa Code. Those sessions will be followed by a keynote speaker, lunch, a press conference on the Hill, and finally by appointments with legislators at 2:30.

Reminders regarding registration and participation will be posted to the list serve periodically. In particular, Executive Council members are encouraged to participate in this important legislative advocacy effort.

Future Activities: Promote membership legislative advocacy at the state level through:

1. Promote legislative contact with State Legislators through individual meetings with FAOs and students within each Iowa legislative district.

The dates of the NASFAA Leadership Conference is Sunday, March 7-9, 2004.

Also, in the past the student success story candidate has met with legislators on the Legislative Day. Perhaps the student could register and go to the luncheon to be a part of the day. The student could also sign up to meet with a legislator if so desired. Robin will visit with John to determine what will be appropriate.

The Directors Drive in Workshop is the day before at LaJames in Johnston, IA.

Finance: No Report.

Long Range Planning: Debbie Craig reported that the Long Range Planning Committee will be working with the Finance Committee to determine long term investment strategies.

Mentoring Task Force: Mary Jo Smith and Connie Jensen have visited with Tracie Pavon regarding a short e-mail she will be sending to all of the Financial Aid Directors.

She will ask the directors to support the Mentoring Task Force by encouraging staff that are not active members of IASFAA to consider becoming an active member by supporting their attendance a function that the Mentoring Task Force is planning. Mary Jo and Connie will follow up with another e-mail to all IASFAA members asking for interest in attending a regional Mentoring Task Force function.

The task force will meet via telenet on Wednesday, January 21, to discuss the interest, location, and content of the regional function.

Newsletter: Heather Doe reported that articles for the coming newsletters are due this Friday. If you need additional time, let Heather know. They will try to get the next newsletter to print by January 19,2004. Feel free to forward unique events/projects going on at your schools.

Professional Development: Jen Sassman reported for Julie Molenburg that the Professional Development committee plans to meet soon.

Program: Lora Juhl reported that the Program Committee will have a planning meeting for the spring conference the last week of January at the hotel in Des Moines. Tracie Pavon will contact Lora to make her aware of some of the issues with hotels as contracts are reviewed.

School Relations: Steve Loven reported that the annual financial aid night on the ICN will be held on Thursday, January 29th from 6:30 to 8:30. The evening will be divided into 2 sessions: The Financial Aid Process and Going over the FAFSA. Connie Jensen will be helping him with the presentation. They currently have 21 sites signed up for the program.

Site Coordinating: Jeff Fritz absent. No Report.

Sponsorship: Bev Hickman no report.

OLD BUSINESS: None

NEW BUSINESS: Tracie Pavon explained that she has had a few comments on the association keeping better track of certain figures, such as the number of attendees at events, fees collected, refunds issued, etc.

Lois Mulbrook explained that the NASFAA award applications needed to report how many people IASFAA reaches, but no one seemed to have good numbers. Robin Fisher thought she would have some detail that would be helpful. Captian Jack does not archive the data for us. It is wiped out when the website is being set up of the next conference.

Amy Gaffney suggested that when there is a registration process and fee collected, the committee hosting the event should be in charge of tying out the actual figures of attendees, fee

collected, refunds issued, etc... The information could be shared on each Committee Year End Reports. These figures are needed not only for the annual review process, but for tax purposes as well.

Tracie Pavon mentioned there is a spreadsheet that can be printed from the website as to who is registered/paid for the conference. She thought it would be helpful to have an update at the conference registration desk.

As a side note, Robin Fisher mentioned that she can bill individuals who have not paid, but showed up at events. Lois Mulbrook interjected that there is a procedure for this in policy and procedures. The Program Committee could also report the number of attendees at the business meeting at the end of the conference to get the figures recorded officially in the meeting minutes.

Amy Gaffney is polishing a document which hopefully will provide a step-by-step "How-To guide" to assist the individuals reviewing the financial papers and statements each year. It will direct the reviewers where to look for certain details regarding issues such as sponsorship contributions.

Cathy Hoch brought up another issue of tracking year end membership totals from year to year. She inquired whether or not there was a final balance sheet for the year to compare to membership dues so the number of members could be determined.

There was discussion about getting final numbers at the end of each year. Lois mentioned we could look at the tax forms in archives because it would have membership figures. Robin Fisher stated she would likely have figures for this year and last year.

Debbie Craig mentioned she is a coordinating program with Jump Start Teacher Coalition Training Programs on July 22-23. They try to get financial literacy in the classrooms. Debbie solicited presenters and/or topics to share with the coalition.

The next meeting is February 4, 2004 via telenet.

Mike Epema made the motion to adjourn the meeting. Robin Fisher seconded the motion. Motion carried.

Meeting adjourned at 1:28 p.m.

Respectfully submitted,
Jen Sassman
Secretary