

**IASFAA EXECUTIVE COUNCIL RETREAT MINUTES – Approved
June 11, 2004**

President Julie Dunn called the meeting to order at 8: 42 a.m.

Members of the Executive Council present were: Nancy Ankeny, Luann Beckel, John Beneke, Debbie Craig, Heather Doe, Julie Dunn, Robin Fisher, Amy Gaffney, Mary Jacobsen, Connie Jensen, Lora Juhl, Steve Loven, Mary Jo Smith, Aaron Steffens, Gretchen Zimmermann

Julie Dunn requested a motion to approve or correct the April 16, 2004 Executive Council meeting minutes. Robin Fisher made the motion to accept the minutes as written. John Beneke seconded the motion. Motion carried.

OFFICER’S REPORT:

Treasurer’s Report: Robin Fisher provided the 2003-04 Budget Report, for the timeframe 7/1/2003 through 6/30/2004, yesterday.

She reported the current value of assets:

Money Market Checking Account:	\$61,563.33
Asset Accounts:	\$45,000.00
Total Assets:	\$106,526.33

Most of IASFAAs spring expenses are paid.

The following topics were also discussed:

- Robin will take care of expenses, writing checks and budget analysis. Aaron Steffen’s role as Treasurer-Elect will be to handle the receipt of funds.

The Treasurer’s books will be going on line so that Aaron, Nancy Ankeny and committee chairs can access data.

We discussed the use of the new payment voucher, which may be added to the web. For expense vouchers, one cannot authorize payment for themselves. Committee chairs will provide approval for committee members. Julie Dunn will provide approval for committee chairs and other Executive Council members. Fax the voucher and receipts to Robin; keep originals in your binder as she does not need them.

Julie will request budget estimates from committee chairs for 2004-05 to be reviewed and approved by finance. Those submitting budgets may contact Robin for a more detailed breakout of committee expenses in order to determine how money was spent.

Past President: Tracie Pavon no report, absent.

President: Julie Dunn reported that budget forms will be sent to committee chairs soon. She will be going to NASFAA and will also be attending a MASFAA Retreat as she will begin her new role as the delegate for Iowa in October.

President Elect: John Beneke reported that he will be working with various committees to select and contact members to be co-chairs. John will keep Julie Dunn updated.

Vice President: Connie Jensen no report.

However, we discussed the scheduling of future meetings and retreats. Julie asked that Connie set up telnet meetings for executive council meetings on the first Wednesday of the month in August, September, January, February and March from 12:30 to 2:00. Aaron reported that Lois Mulbrook has offered Mt. Mercy in Cedar Rapids as a possible site for the retreat in December.

Secretary: Gretchen Zimmermann reported that she would like everyone to email her their report before the meetings if possible. She will e-mail the IASFAA logo to the group.

Delegates:

- LuAnn Beckel no report.
- Amy Gaffney reported that she is ready to serve and looks forward to working with Luann on the Fact Sheet.
- Jean Vander Wert no report, absent. However, Julie thanked her for putting together the updated by-laws and procedures.

COMMITTEE REPORTS:

Associate Members: Cathy Hoch absent, no report.

Awards: Mary Jacobsen no report.

By-Laws: Delegates no report.

Community Outreach: Aaron Steffens reported the following:

- ‘Ride’ for Guidance Counselors will be on Monday through Wednesday. During the ‘Ride’ counselors spend three days touring college campuses. The state is divided up into regions. This year the counselors will tour the Northeast part of the state. The College Planning Center provides the bus and the schools host. Last year 14 counselors participated, this year approximately 40 will participate. Aaron created a handout describing various IASFAA Community Outreach events, which will be provided to the counselors.
- Telnet meetings need to be arranged for this committee
- Schools, who would like to host a community outreach event, should have a person volunteer for the committee.
- Luann will check on the inventory for the booklets. Last year the booklet was sent to banks and daycare centers. In the future the booklets may be provided at Kindergarten Roundups or to Kindergarten teachers who can send the booklet home during the first week of class.
- Aaron may not be able to chair the committee because of his new duties as Treasurer-Elect. Discussed ideas for possible people to either chair or be vice-chair of this committee.
- Discussed College for a Day – the cost for this event is minimal. Should other locations be considered?

- Discussed Make High School Count – Possibly have a rotation like the ‘Ride’ and host the event in particular part of the state. Visit with IACAC to see if they would assist with the event.
- Share back with the school districts the outcome of events, so that they can include information in a newsletter.
- Is there a need for a Public Relations committee to market/publicize events so that folks know who IASFAA is?

Electronic Services: Nancy Ankeny reported that there are 256 members. She will be sending an email soon asking members to renew their membership. Current members will be able to access the IASFAA website until July 31st without renewing. At that point a copy of the database will be made. Then the database will be cleared. at that point, only active members will be able to access the database. The question about when a member entered the profession will now be a required field.

Federal and State Issues: John Parker absent, no report.

Finance: No report.

Long Range Planning: Debbie Craig explained that this committee is not a standing committee. She described for us the duties of the committee and suggested that the committee could be eliminated since IASFAA has a long range plan in place. Duties could be reassigned to finance and the executive council.

Debbie will draft a proposal to eliminate the committee, for the executive council to review. Perhaps the vice-president can facilitate this with finance.

Mentoring Task Force: Mary Jo Smith reported

- that she is looking for committee members.
- that about 35 people attended the two events that were held, one in Dubuque and the other in Des Moines, for IASFAA members who are not active. Mary Jo asked if the committee is on the right track and the answer was ‘yes’. She will talk with Julie Dunn about projects for 2004-05.

Newsletter Editor: Heather Doe reported that the newsletter is issued four times per year. She will set dates. A newsletter will be sent soon. She is looking for committee members. She will contact Pam Perry and Heather Anderson to see if they are interested. IASFAA members are welcome to take pictures and write articles for the newsletter. As editor, she has been rewriting some of the articles she receives because they are not well written. Given the time it takes to do the newsletter, she may have to stop doing this and only correct spelling and minor grammatical errors.

It was suggested that perhaps we abandon the newsletter concept and take the NASFAA News email approach. Discussion was mixed.

Professional Development: Cindi Reints absent, no report.

Program: Lora Juhl no report.

Program was discussed yesterday during the brainstorming session.

School Relations: Steve Loven reported that:

- ICN Training will be held for high school counselors in October. Tracie Pavon will discuss the treatment of outside scholarships and negotiating financial aid packages with the counselors.
- Lumina Foundation provides funding for College Bowl Sunday. This is an annual event to assist families with filling out forms. Past 'fill out the forms' events have not been well attended in Iowa, so perhaps the need is being met. Is this something IASFAA wants to pursue? Julie indicated that she will check with other states to see what they are doing to encourage attendance and then get back to Steve.

Site Coordinating: Don Duzik absent, no report.

Julie will mention to Don, Dubuque as a possible conference site.

Discussed again possible spring conference dates – March verses April verses May.

Sponsorship: Bev Hickman absent, no report.

OLD BUSINESS:

None

NEW BUSINESS:

- MASFAA will be held in Des Moines in October 2006. Debbie Craig explained how the prior MASFAAs have been planned. Planning usually begins 18 months in advance of the conference. Mary Jo Smith indicated that the downtown Marriott is being considered as a possible site. Julie will check at the MASFAA Retreat to see who will be the program and site chairs for the conference. Hopefully at the December retreat more can be decided.
- Amy Gaffney indicated that on July 16th the delegates and President-Elect will meet at the commission to review the Treasurer's books.

John Beneke made the motion to adjourn the meeting. Luann Beckel seconded the motion.
Motion carried.

Meeting adjourned at 11:05 a.m.

Respectfully submitted,
Gretchen Zimmermann
Secretary