

IASFAA EXECUTIVE COUNCIL TELENET MINUTES - Approved
Wednesday, March 3, 2004

President Tracie Pavon called the meeting to order at 12:41 p.m.

Members of the Executive Council present were: Debbie Craig, Heather Doe, Julie Dunn, Mike Epema, Amy Gaffney, Beverly Hickman, Catherine Hoch, Mary Jacobsen, Lora Juhl, Lois Mulbrook, Beth Oakes, Tracie Pavon, Jen Sassman, Mary Jo Smith, Aaron Steffens, Jean Vander Wert.

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

OFFICIER'S REPORT:

Treasurer's Report: Jen Sassman reported for Robin Fisher that IASFAA's total assets to date are \$111,529.82. The cash flow for the month of February reflected \$414.42 of income and \$18,633.51 of outflows for a total monthly net total of negative \$18, 219.09.

IASFAA BUDGET REPORT
As of March 2, 2004

	Year to Date	Budget	Difference
INCOME			
<i>DUES</i>	13,750.00	13,750.00	0
<i>INTEREST INCOME</i>	968.75	2,000.00	-1,031.25
<i>DIVIDEND INCOME</i>	706.67	0	706.67
TOTAL INTEREST INCOME	1,675.42	2,000.00	-324.58
<i>REG FEES</i>	0	26,600.00	-26,600.00
CONFERENCE - Fall	14,007.50	0	14,007.50
CONFERENCE -Spring	0	0	0
DRIVE IN WORKSHOP	375	400	-25
NASFAA Materials - Fall	2,150.00	0	2,150.00
NASFAA TRAINING - Fall	1,280.00	4,750.00	-3,470.00
NASFAA TRAINING - Spring	0	0	0
SUPPORT STAFF TRNG	0	0	0
TOTAL REG FEES	17,812.50	31,750.00	-13,937.50
<i>SPONSORSHIPS</i>	9,000.00	11,000.00	-2,000.00
Exhibit Fees - Fall	750	1,500.00	-750
Exhibit Fees - Spring	0	0	0
Exhibit Resources	0	0	0
Exhibit Resources - Fall	0	0	0
TOTAL SPONSORSHIPS	9,750.00	12,500.00	-2,750.00
TOTAL INCOME	42,987.92	60,000.00	-17,012.08
EXPENSES			
<i>ASSOC REP</i>	2,412.93	3,300.00	887.07
<i>ASSOCIATE MEMBERS</i>	0	700	700

AWARDS	45.14	500	454.86
BYLAWS	0	100	100
CMMNTY OTRCH	114	4,000.00	3,886.00
College For a Day	175.4	0	-175.4
Make High School Count	1,457.43	0	-1,457.43
Meals	103.5	0	-103.5
travel	235.44	0	-235.44
TOTAL CMMNTY OTRCH	2,085.77	4,000.00	1,914.23
ELECTRONIC SRVS	1,041.80	3,000.00	1,958.20
EXEC CNCL	1,115.57	3,000.00	1,884.43
travel	612.72	0	-612.72
TOTAL EXEC CNCL	1,728.29	3,000.00	1,271.71
FED ST ISSUES	0	500	500
FINANCE	2,537.29	2,100.00	-437.29
LONG RANGE PLANNING	17.98	25	7.02
MENTORING TASK FORCE	294.88	2,800.00	2,505.12
MMBSHP	0	0	0
NOM & ELCTNS	0	100	100
PROF DEV	26.27	3,000.00	2,973.73
Drive-In Workshop	217.89	0	-217.89
LEADERSHIP SYMPOSIUM	4,578.41	5,000.00	421.59
Mentoring Task Force	0	0	0
NASFAA training	4,031.79	4,750.00	718.21
TOTAL PROF DEV	8,854.36	12,750.00	3,895.64
PROGRM COMM	562.03	22,000.00	21,437.97
Fall Conference Birthday Bash Expenses	5,475.39	5,500.00	24.61
Fall Conference Decorations	89.02	0	-89.02
Fall Conference Entertainment	278.9	0	-278.9
Fall Conference Equipment	468.46	0	-468.46
Fall Conference Meals	12,264.63	0	-12,264.63
Fall Conference Room Charges	0	0	0
Lodging	66.08	0	-66.08
meals	143.18	0	-143.18
Spring Conference Decorations	0	0	0
Spring Conference Entertainment	0	0	0
Spring Conference Equipment	0	0	0
Spring Conference Meals	0	0	0
Spring Conference Room Charges	0	0	0
travel	689.87	0	-689.87
TOTAL PROGRM COMM	20,037.56	27,500.00	7,462.44
SCH RLTS	0	25	25
SECRTY	0	0	0
SITE COORD COMM	0	400	400
SITE SELECT COM	0	200	200
SPNS COMM	0	600	600
TOTAL EXPENSES	39,056.00	61,600.00	22,544.00
OVERALL TOTAL	3,931.92	-1,600.00	5,531.92

CASH FLOW
February 1 - March 3, 2003

INFLOWS

INTEREST INCOME	
DIVIDEND INCOME	\$39.42
TOTAL INTEREST INCOME	\$39.42
REG FEES	
DRIVE IN WORKSHOP	\$375.00
TOTAL REG FEES	\$375.00
TOTAL INFLOWS	\$414.42

OUTFLOWS

ASSOC REP	\$464.40
CMMNTY OTRCH	
College For a Day	\$175.40
Make High School Count	\$232.15
Meals	\$1,039.54
TOTAL CMMNTY OTRCH	\$1,447.09
ELECTRONIC SRVS	\$254.90
PROF DEV	
Drive-In Workshop	\$217.89
LEADERSHIP SYMPOSIUM	-\$50.00
NASFAA training	\$583.76
TOTAL PROF DEV	\$751.65
PROGRM COMM	\$100.00
Fall Conference Birthday Bash Expenses	\$2,658.67
Fall Conference Equipment	\$468.46
Fall Conference Meals	\$12,194.63
Lodging	\$66.08
travel	\$227.63
TOTAL PROGRM COMM	\$15,715.47
TOTAL OUTFLOWS	\$18,633.51
 OVERALL TOTAL	 -\$18,219.09

IASFAA ACCOUNT BALANCES
March 2, 2004

Bank Accounts

Money Market Checking	\$51,529.82
TOTAL Bank Accounts	\$51,529.82

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 **\$111,529.82**

Mike Epema motioned to accept the treasurer's report. Lois Mulbrook seconded the motion. Motion carried.

Past President: Lois Mulbrook no report.

President: Tracie Pavon reported that the two state award proposals were given to her. They have been submitted to NASFAA. She thanked Lois Mulbrook, Aaron Steffens, Traci Havener and Luann Beckel for all of their hard work pulling these proposals together.

Tracie also reminded everyone to nominate people for awards.

President Elect: Julie Dunn no report.

Vice President: Jean Vander Wert no report.

Secretary: Jen Sassman no report.

Delegates: Mike Epema reported for Nancy Ferguson and Amy Gaffney the following:

Nancy Ferguson has completed compilation of the Salary Survey and forwarded it to the membership.

Amy Gaffney has mocked up a draft of a "Payment Voucher" in an attempt to address the issues related to tracking payments for IASFAA events. The layout is being tweaked, but the concept is being presented again to seek guidance. See Addendum #1 - IASFAA Payment Voucher.

Twenty-five people responded to the Talent Survey. It is currently in Excel waiting to be formatted into an ACCESS database. See Addendum #2 - Talent Survey Results 2003/2004.

ICSAC REPORT: Julie Mulenburg no report.

COMMITTEE REPORTS:

Associate Members: Cathy Hoch reported that her committee coordinated the Reading First volunteer project in February. Last month, ten IASFAA members volunteered at twelve schools. Eleven more members have plans to read at schools. The committee plans to have this as an ongoing volunteer effort. Special thanks to Tracy Havener for submitting testimonials to the list serve to encourage participation.

So far, Cathy has received three nominations for the John Moore Award. Nominations are due this Friday, March 5th.

Our next committee meeting is March 17th.

She also mentioned that the committee determined there needed to be something in place as to whether or not committee members could nominate their own school, in addition to how the voting process should be carried out. They updated the Policy and Procedures manual to clarify the above issues. Addendum #3 was reviewed. Mike Epema asked where this would be inserted into the manual. Julie Dunn suggested it be added to Section 5.7 (John Moore Award). Jen Sassman motioned to add the recommendation as part of the Policy and Procedure manual. Julie Dunn seconded the motion. Motion carried.

Awards: Jen Sassman reported for Mary Jacobsen that the awards nominations are due 3/17/04. She sent a reminder via email today. She will ask Tracie to send a reminder next week. Julie Molenburg and Mary have been working on Years of Service pins. She hopes to have something to present to Tracie, Lois and Julie soon. They can then determine our next step. They will probably need to submit a request for funding for this for the first go around.

By-Laws: Mike Epema reported for Nancy Ferguson that the approved changes have been made and the Policies and Procedures updated.

Community Outreach: Aaron Steffen reported the following:

Make High School Count

He am happy to report that IASFAA had another successful Make High School Count with record attendance. Leanne Valentine chaired this sub committee, and the event was held at Buena Vista University on February 9. Attendance doubled, which they attribute to being able to do a direct mailing versus sending the fliers to the high school guidance counselors and relying on the students to pass on to their parents. A combination of financial support from the Iowa Association for College Admission Counseling, in-kind support (NELNET & ICSAC) and our Community Outreach budget made this event possible.

College for a Day

Plans are being finalized for the College for a Day in five locations (Des Moines on April 1, Cedar Rapids and Dubuque on April 6, Quad Cities on April 7, and Waterloo). A powerpoint financial aid presentation will be presented during the day at all sites, as well as presentations from the admissions representatives, with time allotted for the freshmen to ask questions of current college students.

Financial Aid Awareness Month

Committee members will be contacting schools to remind them to submit the activities they held on their campuses to Nancy Ferguson. The activities will be judged by Associate member Committee members, who will decide where Freida the Financial Aid Flamingo will reside for the 2004-2005 year.

Electronic Services: Jen Sassman reported for Nancy Ankeny that we have 250 current members.

Federal and State Issues: John Parker no report.

Finance: Tracie Pavon no report.

Long Range Planning: Debbie Craig no report.

Mentoring Task Force: Jen Sassman reported for Mary Jo Smith and Connie Jensen that the Mentoring Task Force held its first gathering last Wednesday, February 25th for IASFAA members who are newer in our profession and have not been extremely active in the association yet. The intent was to promote the IASFAA organization and its committees with the hope that new faces will become a vibrant part of IASFAA's future. As members, we rely upon IASFAA for much more than its obvious educational and supportive functions. This first event was held at AIB and involved 10 invited guests with five committee members also participating. The event was very successful, as they have heard from several of the attendees that they truly enjoyed the time together. We spent time getting to know each other better and sharing about ourselves and our positions within our institutions and some personal information as well. John Parker gave a small presentation about Professionalism and we extended a gift of a business card holder to each guest as they were leaving. The event lasted about two hours with lunch included at no cost to the attendee.

The second of these types of events is scheduled for Thursday, March 5th in Dubuque. At this point they have about 10 members who have indicated they will attend. Two committee members will also participate.

They are planning to send thank you notes to the directors who supported the efforts.

The committee has worked extremely hard to solicit attendance at these events and we thank any Directors who have supported us in our endeavor to make these meetings successful.

They will hold our next scheduled Task Force Meeting on Monday, March 8th by phone to continue planning for the Spring Conference Newcomers Breakfast.

Newsletter: Heather Doe absent. No report.

Professional Development: Julie Molenburg absent. No report.

Program: Beth Oakes reported that they are diligently preparing for the Spring Conference to be held on April 15-16 at the West Des Moines Marriott. The theme of the conference will be BINGO. The only change that people should be aware of is that they are changing the time of the Business Meeting to Friday morning from 8:00 to 9:00. This allows us to have a general session combined with our Brunch.

School Relations: Jen Sassman reported for Steve Loven that the annual financial aid night over the ICN was held on January 29th originating from Valley High School in West Des Moines. The program went out to 19 sites; however 2 of the sites had no one attend. A total of 128 people representing 86 families attended the program. Although the numbers were relatively small, the comments were very favorable.

Site Coordinating: Jeff Fritz absent. No report. Tracie reported that she had met with Jeff and there is an updated contract with Okoboji. She will send a copy to Julie Dunn and Beth Oakes. Do not be concerned with room reservations indicated on the contact. Payment is expected only for what is used.

Sponsorship: Bev Hickman emailed sponsors for the spring conference and has a diagram of the room. She will share it with Jeff Fritz and start to map things out for next fall.

OLD BUSINESS:

a. Treasurer Elect Position and P& P Manual and Bylaws. Tracie forwarded a document for all of us to review prior to the meeting. See Addendum #4 (Changes to the Bylaws and P & P Manual for Treasurer Elect Position). She explained that the timeline for moving towards getting a Treasurer Elect position. The proposal has to be submitted to the IASFAA membership by March 11th, 30 days prior to conference. It will be voted on by membership at the Spring Conference business meeting. If approved, then a special election would be held. Discussion pursued and suggestions were made. Tracie called for a vote to present the proposal to the membership. Tracie will email everyone any comments made by absent members. Mike Epema moved to present the Bylaws and Policy and Procedure Manual changes to the membership. Jean Vander Wert seconded the motion. Motion carried.

b. Year End Report: See Addendum #5 (Year End Report) Tracie Pavon requested everyone submit a year end report for there predecessors. She mentioned even if you are continuing your current duties, a report is still expected. It is not due until the June Retreat, but have a rough draft prepared the Spring Conference.

NEW BUSINESS:

a. Nancy Ferguson is leaving the state. She will not be able to complete her third term as a Delegate. Email Tracie with nominations by the end of the week. She will put the nominations out to the voting members of the executive council. Tracie will get an official resignation from Nancy Ferguson to be added to the official minutes.

The next meeting is Friday April 16, 2004 at the Spring Conference.

Julie Dunn made the motion to adjourn the meeting. Mike Epema seconded the motion. Motion carried.

Meeting adjourned at 1:23pm.

Respectfully submitted,
Jen Sassman
Secretary

ADDENDUM #1 – IASFAA Payment Voucher

IASFAA Payment Voucher

This form must accompany all payments submitted to IASFAA. This voucher will assist in the payment being recorded and applied accurately. Continue to complete and submit any and all registration forms for your specific event

Today's Date: _____
Institution Name: _____
Individual Contact Name: _____
Contact's Phone: _____ **Email:** _____

Name of individual's reflected in this payment:

Specify Event/ Purpose of Payment:
(for example: 5 memberships @ \$55 each)

TOTAL Payment = \$

Submit payment and this form to:
<name>
<address>

IASFAA Use Only:
_____ Date Received _____ Recorded by
_____ Received by _____ Date Recorded

ADDENDUM #2 – Talent Survey Results 2003/2004

Respondent Name	Live	Facilities in town
Amundson, Shannon	Mount Vernon	
Beatty, Debi	Wilton	None
Brimeyer, Shelly	Dyersville	Field of Dreams, Racing Champions/Ertl, Scale models, Basilica of St.
Campbell, Mary Clare	Davenport	Riverboat, mall, Mark of the Quad Cities
Coenen, Mimi	Waterloo	5 Sullivan Convention Ctr, UNI
Cordell, Janice	Decorah	Super 8, Heartland Inn, Country Inn
Cox, Liz	Denver	no, small
Epema, Mike	Sioux Center	Dordt College, Sioux Center All Seasons Center (pool, hockey rink)
Gaffney, Amy	Lamont	nada
Jensen, Connie	Carlisle	na, in DSM many facilities, including AIB
Kerber, Kathy	Decorah	Super 8, Heartland Inn, Country Inn
Kramer, Amy	Shell Rock	Butler Hall
Mandt, Jenna	Cedar Falls	Uni-dome; Holiday Inn, Gallagher Blue-Dorn, Cattle Congress, Electric Center for the Arts
Melhus, Jeannie	Reinbeck	No
Meyer, Joan	Fort Dodge	Hotels, Restaraunts-- renovated church into local theatre
Nelson, Revae	Ankeny	?
Newendorp, Donna	Pella	
Oakes, Beth	Muscatine	No big hotels, button factories, river
Polsdofer, Duane	Forest City	The Lodge, Super 8
Sassman, Jen	Waterloo	Sullivan Center, UNI, Wartburg, Hawkeye CC
Schwendemann, Carolyn	Decorah	Super 8, Heartland Inn, Country Inn

Schwinn, Linda	Kieler, WI	golf course, Mississippi, 3 taverns, church, elementary school
Stone-Miller, Brandi	Des Moines	Convention Center
Walters, Kathie	New Hartford	Gallagher Blue Dorn Fine Arts Center, Young Arena, 5 Sullivan Bros c Pack Confernece center, UNI dome, McElroy Auditorium
Zimmerman, Gretchen	5 miles south of Grinnell	Community center- gym, small art gallery, theatre w/ stage (not movie) have movie theatre in 2004 renovated

* Sheltered Reality = promotes advocacy for children and teens who are in trouble/problems. Using unique mix of music and education to bring all together-- schools, churches, organizations, agencies, and citizens. Especially helping young people learn to advocate for those in need. www.shelteredreality.org (charity event??)

ADDENDUM #3 – John Moore Award Procedure Change – Draft

DRAFT

John Moore Award Proposed text for inclusion in the IASFAA policies and procedures

Call for applications

In late January or early February, the Associate Members committee chair, or another committee member designated by the chair, will notify the membership that the Committee is seeking applications for the John Moore Award. The notification should include:

- A brief history of the award,
- Guidance concerning the application process including but not limited to:
 - Eligible applicants,
 - Awarding parameters,
 - Selection criteria,
 - Deadline,
- Where to return application materials including deadline (allow up to 4 weeks for submission of applications)

Review process

- The Committee chair (or his/her designee) will collect the applications for the John Moore award, block out / remove any identifiable information from the applications, and mark each application with a letter identifier (e.g. AAA college removed and application labeled “A”). Additional copies will be made and provided to the remaining Committee members for scoring.
- Committee members will review and rank all applications (with #1 being the most deserving of the award) and forward their rankings to the Chairperson for tabulation.
- The application with the lowest total will be the recipient of the John Moore Award.
- If two or more of the top applications receive the same score, those applications will be forwarded to a non-school IASFAA delegate to be ranked and scored. Those rankings will then be included in the total.
- Special note: If a current Committee member (or a representative of their institution) applies for the John Moore Award, they shall be excluded from the review process and replaced with a non-school IASFAA Delegate.
- The previous year’s recipient is not eligible to receive the award in a concurrent year.

Award notification

- The John Moore Award recipient will be announced during the annual spring IASFAA conference (generally at one of the luncheon meetings).
- Award recipient will receive a plaque and check.
- Funds can be used at the recipient’s discretion.

At the recipient's discretion, the Associate Members Committee may notify the recipient institution's president, vice president, and / or dean to notify them of the honor. Recipients may also request a formal presentation on recipient's campus by Committee members.

Addendum #4 – Changes to the Bylaws and P & P Manual for Treasurer Elect Position

I. Changes to the Bylaws:

ARTICLE IV OFFICERS OF THE CORPORATION

Section 1.

The officers of the Corporation shall be the President, President-Elect, Vice-President, Secretary, ~~and Treasurer~~ **and Treasurer-Elect**.

Section 2.

All officers of the Corporation shall be elected at large from the regular members of the Corporation. All new officers shall be installed into office at the annual spring conference of the Corporation, and shall serve for one-year terms or until their successors are elected. ~~with the exception of the Treasurer who shall serve for a two-year term or until a successor is elected.~~

In the event an officer shall no longer qualify as a regular member of the Corporation, then he/she shall immediately resign from office and the appropriate successor shall complete the term as outlined in Article IV, Section 6 of these By-Laws.

Section 3. Re-election of Officers.

Elected officers may be candidates for re-election with the exception of the President and the President-Elect.

Section 4. Duties of the Officers

(a) The President shall be the chief elected officer of the Corporation, shall preside at all meetings of the Corporation, and shall be Chairperson of and preside at all meetings of the Executive Council. The President shall appoint the members of all committees, except as otherwise specified in these By-Laws, and shall be an ex-officio member of all committees. The President or the President's appointed delegate shall serve the Corporation as representative to other state, regional or national organizations. The President shall submit an annual report to the Corporation on all matters which have taken place during the President's term of office and which may be of interest or concern to members of the Corporation. At the end of the term of office, the President shall report to the Registered Agent for the Corporation the identity of the newly elected President.

(b) The President-Elect shall perform the duties of the President in the absence or incapacity of the President and shall be Chairperson of the Nominations and Election Committee. The President-Elect shall automatically become President of the Corporation at the annual spring conference following commencement of the term as President-Elect. The President-Elect may appoint a Vice Chairperson for each Standing Committee and for any existing Special Committee he/she desires, such appointments being subject to approval of the Executive Council. Any Vice Chairperson appointed to a committee shall automatically become Chairperson of such committee at the annual Spring Conference when the President-Elect assumes his/her responsibilities as President.

(c) The Vice-President shall perform the duties of the President in the event of absence or incapacity of both the President and the President-Elect and shall perform such duties as are assigned by the President or delegated by the Executive Council.

(d) The Secretary shall be responsible for keeping and maintaining the records of the Corporation and the Executive Council and for the mailing of meeting notices and other communications as provided in the Articles of Incorporation and the By-Laws.

(e) The Treasurer shall represent the Corporation in, and be responsible for, the receipt and expenditure of funds in accordance with the directives established by the Executive Council. The Treasurer shall maintain appropriate and adequate financial records and shall be ready whenever required to give to the Executive Council all monies and financial records, and shall give same to the **treasurer-elect** ~~elect~~ ~~successor~~ upon termination of the term of office. The Treasurer shall be under such bond as determined by the Executive Council.

(f) .The Treasurer-Elect shall represent the Corporation in, and be responsible for, the receipt of funds in accordance with the directives established by the Executive Council. The Treasurer-Elect shall help the Treasurer maintain appropriate and adequate financial records and shall be ready whenever required to give to the Executive Council all monies and financial records. The Treasurer-Elect shall be under such bond as determined by the Executive Council.

Section 5. Compensation and Expenses of Officers.

The elected or appointed officials of the Corporation shall not receive any compensation for their services as such to the Corporation. Any necessary travel expenses of an elected or appointed official to represent the Corporation may be paid from Corporation funds by approval of the President.

Section 6. Vacancies

(a) A vacancy created by the death, resignation, or removal of the President shall be filled by the President-Elect. A President-Elect succeeding to the office of President through such vacancy shall serve the full one year term as the President in addition to serving the unexpired term of the deceased, resigned, or removed President.

(b) A vacancy created by the death, resignation, or removal of the President-Elect shall be filled by the Vice-President. A Vice-President succeeding to the office of President-Elect through such vacancy shall serve the unexpired term of the President-Elect and shall automatically become President at the annual spring conference following the commencement of the term as President-Elect.

(c) A vacancy created by the death, resignation, or removal of the Treasurer shall be filled by the Treasurer-Elect. A Treasurer-Elect succeeding to the office of Treasurer through such vacancy shall serve the full one year term as the Treasurer in addition to serving the unexpired term of the deceased, resigned, or removed Treasurer.

(d) A vacancy in any office other than that of President, ~~or~~ President-Elect **or Treasurer** shall be filled with a regular member of the Corporation to be appointed by a majority vote of the Executive Council from nominations by the President. Such appointment shall be on an interim basis until the next general election of officers and shall not prejudice the election of the incumbent to a regular term of office.

II. Changes to the Policy and Procedure Manual

2-5 Detailed Officer Descriptions

TITLE: Treasurer

PURPOSE: To represent the Corporation in, and be responsible for, the receipt and expenditure of funds in accordance with the directives of the Executive Council.

DUTIES:

1. Maintain appropriate and adequate financial records.
2. Prepare fiscal reports and budget suggestions for consideration of the Executive Council and Corporation members.
3. Pay bills for the Executive Council and the Corporation.
4. Serve on the Finance Committee.
5. Participate in the Annual Internal Review (see section 4-3) for each fiscal year of tenure in this position.
- ~~6. Attend the NASFAA Training for Treasurers Workshop in first year as IASFAA Treasurer. If this workshop is offered in conjunction with the NASFAA conference, expenses covered by IASFAA would include only those extra costs associated with the workshop, not the costs to attend the NASFAA conference.~~

LENGTH OF OFFICE: ~~The Treasurer serves for one year commencing with the annual spring conference. The prior treasurer will continue through the end of the current fiscal year and close the books prior to turning the books over to the new treasurer.~~ **The Treasurer serves for one year commencing with completion of the one year term as Treasurer-Elect. The outgoing Treasurer will continue through the end of the current fiscal year and close the books prior to turning the books over to the new Treasurer.**

TITLE: Treasurer-Elect

PURPOSE: To represent the Corporation in, and be responsible for, the receipt of funds in accordance with the directives of the Executive Council.

DUTIES:

1. Maintain appropriate and adequate financial records.
2. Assist the Treasurer in preparation of fiscal reports and budget suggestions for consideration of the Executive Council and Corporation members.
3. Serve on the Finance Committee.
4. Participate in the Annual Internal Review (see section 4-3) for each fiscal year of tenure in this position.

5. Attend the NASFAA Training for Treasurers Workshop in term as IASFAA Treasurer-Elect. If this workshop is offered in conjunction with the NASFAA conference, expenses covered by IASFAA would include only those extra costs associated with the workshop, not the costs to attend the NASFAA conference.

LENGTH OF OFFICE: ~~The Treasurer serves for one year commencing with the annual spring conference.~~ The Treasurer-elect serves for one year commencing with the annual spring conference. The Treasurer-Elect shall automatically become Treasurer of the Corporation for one year commencing at the Spring Conference of the Corporation. In the event the Treasurer resigns prior to the end of their term, the Treasurer-elect will assume duties as Treasurer and complete that term. The prior treasurer will continue through the end of the current fiscal year and close the books prior to turning the books over to the new treasurer.

3A-3 FINANCE COMMITTEE

PURPOSE: To establish a budget proposal and to recommend investment decisions to the Executive Council.

DUTIES:

1. Prepare annual budget for approval by the Executive Council.
2. Consult with Program Chair(s) concerning budget proposals, income and expenditures.
3. Investigate investment opportunities that would best serve the corporation and report regularly on the status of investments to the Executive Council.

MEMBERSHIP:

Chair: President

Members: Treasurer, Past-President, President-Elect, **Treasurer-Elect**

Number: ~~Four (4)~~ **Five (5)**

Tenure: Varies with office held

3B-5 LONG RANGE PLANNING COMMITTEE

PURPOSE: To recommend a five-year fiscal plan to the Executive Council including, but not limited to the duties listed below.

DUTIES:

1. Recommend the amount of membership dues for the next five years.
2. Recommend a method to structure sponsorship dollars to the organization and expand sponsorship opportunities.
3. Recommend the primary activities and programs in which the organization should be involved.

4. Recommend ways for the organization to reduce expenses.
5. Research and recommend grant development.

MEMBERSHIP:

Chair: Appointed by the President.

Members: President, President-Elect, Past-President, Sponsorship

Chair, Treasurer.

Tenure: One year, subject to reappointment.

Qualifications: IASFAA membership.

4. IASFAA Policies and Procedures

4-1 Accounts Receivable Policy (approved August 15, 1990)

1. Accounts that remain outstanding to IASFAA at the conclusion of a workshop, conference, training seminar, etc., will normally be turned over to the ~~Treasurer~~ **Treasurer-Elect** for follow-up and collection activities. At that time, the chair of the Electronic Services Committee will put a hold on all future registrations until the prior balance is paid.

The ~~Treasurer's~~ **Treasurer-Elect's** responsibility will be to follow up periodically on all receivables and to advise the Finance Committee of their status at least quarterly.

Before writing off any receivable as an uncollectible debt, the ~~Treasurer~~ **Treasurer-Elect** must bring it before the Executive Council for approval of write-off action. At that time, the Executive Council will determine whether future registrations will be allowed.

When the receivable is the result of sponsor or vendor fees, the ~~Treasurer~~ **Treasurer-Elect** will notify the forward year Program and Sponsorship Chairpersons and attempt to collect the past due amount at the point when future participation is anticipated.

2. Checks collected on behalf of IASFAA shall be forwarded to the ~~Treasurer~~ **Treasurer-Elect** in person or via traceable mail.

-3 Annual Internal Review Policy (approved December 8, 1994; amended December 7, 1995; revised March 3, 1999, proposed change: November 12, 1999)

1. The IASFAA Past President and delegates shall conduct an internal review of IASFAA's financial records no later than August 31 of each year. *[Although the books will not yet be "closed" during the June retreat, the review of necessary items can be made at this time. A minimum of 4 hours should be allowed for the review.]*

2. The Internal Review shall at least include proof of cash tests, a random sample review of disbursements, and a random sample review of individual income and expense items against the year-end report.
3. The findings of the annual review shall be reported to the Executive Council.

-10 Expense Reimbursement Procedures (approved April, 1987)

Whenever a member of IASFAA incurs expenses while conducting the business of the Corporation, that expense will be reimbursed to the extent previously approved by the Executive Council. Typical expenses include mileage, room, meals, printing and mailing.

Members should attempt to keep all expenses as reasonable as possible. Expenses should be itemized on the approved expense voucher located on the IASFAA web site and submitted to the Committee Chair for signature as soon as possible after they are incurred along with all receipts and then the Committee Chair should forward to the Treasurer for payment. Members should follow the procedures for reimbursement as defined on the expense voucher. The Treasurer will make every attempt to pay the expense in a timely manner, but members should expect up to a three week delay due to mailing time.

When the President incurs expenses over \$500, the President should submit the expense voucher to the Vice President for approval.

Expenses in excess of the budget previously approved by the Executive Council must be handled as follows:

1. Aggregate expenses up to the greater of 10% or \$100 over budget may be approved by the Committee Chairperson.
2. Aggregate expenses greater than 10% or \$100 over budget must be approved by the Executive Council.

-18 Revenue and Expenditures Policy (approved August 15, 1990)

1. The Treasurer **and Treasurer-Elect** shall have responsibility for all of IASFAA's financial transactions including:

- a) All check writing for issuing refunds and payment of all expenses. **(Treasurer)**
- b) Receiving of all income. **(Treasurer-Elect)**
- c) Reconciliation of all bank statements. **(Treasurer and confirmed with Treasurer-Elect)**

2. Checking Accounts:

- a) IASFAA shall have only one checking account, which shall be an interest bearing account at the highest possible rate.
- b) Signatories shall include the Treasurer, ~~the Treasurer~~ **Treasurer-Elect**, the President, and a Delegate. If possible the Delegate term will overlap that of the Treasurer to provide interim consistency for the association in writing checks in the event the Treasurer or President is unable to carry out these duties. .
- c) The business address of the Treasurer shall appear on the account.
- d) All IASFAA income and expenses shall pass through this account.
- e) All deposits shall be made weekly and accounts payable shall be made within thirty (30) days or when due.
- f) The Treasurer shall maximize interest income to the greatest extent possible.
- g) Every effort shall be made to reimburse individual IASFAA members as quickly as possible.

3. Annual Conference/Workshop Income and Expenses:

- a) Income (registration fees, vendor income, etc.) shall be sent to the Chairperson of Electronic Services for entry into the database and then forwarded to the ~~Treasurer~~ **Treasurer-Elect** weekly for deposit into the IASFAA checking account. Any mailing to the ~~Treasurer~~ **Treasurer-Elect** which involves the transmittal of multiple funds shall be made via traceable mail delivery.
- b) The Electronic Services Chairperson shall identify the sources of the income, i.e., registration fees, vendor income, membership dues, pre-conference income, etc.
- c) All conference/workshop expenses shall be paid from the IASFAA checking account. Completed, signed, and dated reimbursement forms shall be attached to all invoices, contracts, etc.

4. Conference and Workshop Accounts Receivable:

- a) Within thirty (30) days after the conclusion of the event, the event coordinator shall submit to the ~~Treasurer~~ **Treasurer-Elect** a complete list of outstanding accounts.
- b) The ~~Treasurer~~ **Treasurer-Elect** shall be responsible for billing and collecting these funds according to the IASFAA Accounts Receivable Policy.

5. Membership Dues Income:

- a) Received by the Electronic Services Chairperson with a membership form and receipt entered into the database.
- b) The funds must be sent to the ~~Treasurer~~ **Treasurer-Elect** within three (3) days of receipt, along with identification as to the source of the funds. Any mailing to the IASFAA ~~Treasurer~~ **Treasurer-Elect** which involves the transmittal of multiple funds or funds of sizeable value should be made via traceable mail delivery.

6. Sponsorship Income

- a) Received by the Sponsorship Chairperson
- b) The funds must be sent to the ~~Treasurer~~ **Treasurer-Elect** weekly along with identification of the source of the funds. Any mailing to the IASFAA ~~Treasurer~~ **Treasurer-Elect** shall be made via traceable mail delivery

-20 Stale Check Policy (approved August 15, 1990)

1. All IASFAA checks will be marked "VOID AFTER 90 DAYS." If a check becomes void, it is the Treasurer's responsibility to determine the status of the check and the payee's intentions.
2. A stale check that is later reissued will be charged to the same account from which it was originally issued.

Addendum #5 (IASFAA Year End Summary).

IASFAA YEAR END SUMMARY

Year: 200__ - 200__

Committee Name: _____

Chair: _____

Vice-Chair: _____

Committee's Meeting Minutes Attached? Yes ___ No ___

Approved Budget: \$ _____

Budget Details (Please provide amounts and line item description)

\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

Goals:

Committee Sponsored Events/Activities: (include 1-2 sentence description of each)

Highlights/Notable changes: (Describe any major obstacles overcome, changes made, etc..)

Challenges faced:

Recommendations for next year's committee:
