

IASFAA EXECUTIVE COUNCIL TELENET MINUTES (Approved)
Thursday, October 2, 2003

President Tracie Pavon called the meeting to order at 12:33 p.m.

Members of the Executive Council present were: Luann Beckel, Heather Doe, Julie Dunn, Mike Epema, Jeff Fritz, Beverly Hickman, Mary Jacobsen, Connie Jensen, Steve Loven, Lois Mulbrook, Beth Oakes, John Parker, Tracie Pavon, Cindi Reints, Jen Sassman, Mary Jo Smith, Aaron Steffens, Jean Vander Wert.

Mike Epema made the motion to approve the minutes from the September 3, 2003 Executive Council meeting. Lois seconded the motion. Motion carried.

OFFICIER'S REPORT:

Treasurer Jen Sassman reported for Robin Fisher that IASFAA has total assets of \$113,370.07. The cash flow for the month of September reflects \$3,410 of income and \$350.06 of expenses for a monthly net income of \$3,084.99.

The following year to date budget can be found on the IASFAA website and updated monthly.

**2003-2004 YEAR TO DATE BUDGET
REPORT**

INCOME	ACTUAL	BUDGET	DIFFERENCE
DUES	\$11,935.00	\$13,750.00	-\$1,815.00
INT INC	\$55.11	\$2,000.00	-\$1,944.89
NWSLT SUPP	\$0.00	\$0.00	\$0.00
REG FEES:			
CONFERENCE	\$0.00	\$26,600.00	-\$26,600.00
DRIVE IN	\$0.00	\$400.00	-\$400.00
NASFAA TRNG	\$0.00	\$4,750.00	-\$4,750.00
SPPRT STFF	\$0.00	\$0.00	\$0.00
REG FEES-Other	\$0.00	\$0.00	\$0.00
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TOTAL REG FEES	\$0.00	\$31,750.00	-\$31,750.00
SPONSORSHIPS:			
Exhibit Fees	\$0.00	\$1,500.00	-\$1,500.00
Exhibit Resources	\$0.00	\$0.00	\$0.00
SPONSORSHIPS-Other	\$0.00	\$11,000.00	-\$11,000.00
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TOTAL SPONSORSHIPS	\$0.00	\$12,500.00	-\$12,500.00
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TOTAL INCOME	\$11,990.11	\$60,000.00	-\$48,009.89
 EXPENSES			
ASSOC REP	\$956.66	\$3,300.00	\$2,343.34

ASSOCIATE MEMBERS	\$0.00	\$700.00	\$700.00
AWARDS	\$0.00	\$500.00	\$500.00
BYLAWS	\$0.00	\$100.00	\$100.00
CMMNTY OTRCH:			
Meals	\$103.50	\$0.00	-\$103.50
travel	\$163.44	\$0.00	-\$163.44
CMMNTY OTRCH-Other	\$0.00	\$4,000.00	\$4,000.00
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TOTAL CMMNTY OTRCH	\$266.94	\$4,000.00	\$3,733.06
ELECTRONIC SRVS	\$149.80	\$3,000.00	\$2,850.20
EXEC CNCL:			
travel	\$95.76	\$0.00	-\$95.76
EXEC CNCL-Other	\$843.12	\$3,000.00	\$2,156.88
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TOTAL EXEC CNCL	\$938.88	\$3,000.00	\$2,061.12
FED ST ISSUES	\$0.00	\$500.00	\$500.00
FINANCE	\$524.26	\$500.00	-\$24.26
LONG RANGE PLANNING	\$17.98	\$25.00	\$7.02
MENTORING TASK FORCE	\$0.00	\$2,800.00	\$2,800.00
MMBSHP	\$0.00	\$0.00	\$0.00
NASFAA TRAINING	\$0.00	\$0.00	\$0.00
NOM & ELCTNS	\$0.00	\$100.00	\$100.00
PROF DEV:			
leadership symposium	\$2,758.00	\$5,000.00	\$2,242.00
Mentoring Task Force	\$0.00	\$0.00	\$0.00
NASFAA training	\$0.00	\$4,750.00	\$4,750.00
PROF DEV-Other	\$0.00	\$3,000.00	\$3,000.00
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TOTAL PROF DEV	\$2,758.00	\$12,750.00	\$9,992.00
PROGRM COMM:			
Lodging	\$0.00	\$0.00	\$0.00
meals	\$143.18	\$0.00	-\$143.18
travel	\$462.24	\$0.00	-\$462.24
PROGRM COMM-Other	\$0.00	\$27,500.00	\$27,500.00
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TOTAL PROGRM COMM	\$605.42	\$27,500.00	\$26,894.58
SCH RLTS	\$0.00	\$25.00	\$25.00
SECRTRY	\$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
_Accrued Int	\$0.00	\$0.00	\$0.00
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TOTAL EXPENSES	\$6,217.94	\$60,000.00	\$53,782.06
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TOTAL INCOME - EXPENSES	\$5,772.17	\$0.00	\$5,772.17
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Julie Dunn motioned to accept the treasurer's report. Jean Vander Wertt seconded the motion. Motion carried.

Past President: Lois Mulbrook reported that she is in the process of finalizing the number of past president that will be in attendance at the birthday bash.

So far we have 7 past presidents, that are not current members, that will be attending. Lois thought we will go up to 8 since John Moore is suppose to be attending and she has not received his response yet.

Lois has 5 others that she has not received a response from, but she is following up.

We have 10 past presidents that are current members and Lois is counting on all of them attending. That would bring our number of past presidents to 18, including John Moore. Lois is excited with that response.

Lois will be finishing up her duties as the Iowa state delegate for MASFAA next week at the MASFAA conference.

President: Tracie Pavon requested that committee chairs report any projects your committee is working on to her so she can share that information with MASFAA. We also discussed whether or not it was time to do the salary survey again. How often is the salary survey done? Tracie requested that the delegates research the matter.

We will plan to have a state dinner at the MASFAA conference .

Be sure you mark your calendar for the Executive Council Retreat on Dec 12, 2003 at AIB.

President Elect: Julie Dunn reported it is time to be thinking of nominations for 2004-2005. Julie will bring forms to the conference to get people thinking about it.

Vice President: Jean Vander Wert no report.

Secretary: Jen Sassman no report.

Delegates Mike Epema no report. Nancy Ferguson absent. Amy Gaffney absent. We did discuss the IASFAA Year-End Summary and concluded it is a good idea for the committee chairs. Tracie requested the delegates write something up to be reviewed so policy and procedures could be updated. We also discussed the IASFAA Survey.

ICSAC REPORT: Julie Molenburg absent. No report.

COMMITTEE REPORTS:

Associate Members: Cathy Hoch absent. No report.

Awards: Mary Jacobsen reported that she is working with Nancy Ankeny to have the website updated for the Student Success Story of the Year Award nominations. She hopes to have an email out to membership by the end of the week for nominations. The deadline will be October 17. The award will be presented at the Fall Conference in Davenport.

By-Laws: Delegates no report.

Community Outreach: Luann Beckel reported that the Community Outreach Committee met on September 17. They are well under way with the initial planning of the spring 2004 College for a Day events. Events are tentatively being planned for five areas (Des Moines, Cedar Rapids, Dubuque, the Quad Cities and the Waterloo/Cedar Falls area). They are currently reviewing high school and college calendars to check the dates of spring breaks, scheduled campus events, etc. and plan to set the dates at the next meeting.

They are in the process of planning the first ever sophomore event for those students who attended *College for a Day* the previous year in Des Moines. AIB has agreed to host the event and dates are being discussed. They are looking at dates close to the Drive-In Director's Workshop and the Visit to the Hill Day. Their hope is to have either Governor Vilsack or Christie Vilsack attend the event.

A request has been submitted to the governor's office to proclaim February as Financial Aid Awareness Month. Luann has asked the Governor's staff to set aside five to ten minutes prior to the signing of the proclamation in order for the governor to meet with the Student Success Story Recipient, the IASFAA President and the Community Outreach Chair and Co-Chair. Luann will not know until December or January if the Governor's schedule will allow us the extra time. In conjunction with FAAM, the Committee will again be challenging college campuses statewide to be creative and come up with ideas to get students on their campuses to file the FAFSA (timely and electronically). This year they are discussing ways to motivate high school guidance counselors and encourage them to advise their seniors to file the FAFSA early.

During the last Telenet, Tracie Pavon reported that she and Tracy Havener had submitted a proposal to Prairie Meadows for an \$8,000 grant. I spoke with Tracy Havener, and she indicated there was still no word. If we are successful and receive funding, the Committee has decided to plan two Make High School Count events this year (Des Moines and Sioux City). We have chairs in place for both sites, and ideally we would hold both events the same night. The funds would cover the costs of the fliers, postage, pizza, and pop. The good news is that if we do a direct mailing, the labels would be free of charge.

Gretchen Zimmerman sent an e-mail with a flier listing upcoming chat events to high school guidance counselors to post or distribute to high school seniors. In addition, an e-mail with a comparable flier was sent to colleges and universities to post for students attending their campuses. The chat events allow students and parents the opportunity to discuss various financial aid topics, and are hosted by Mapping Your Future.

This year the Committee will be distributing the Planning Your Child's Future brochure to lenders. Tracy Havener has the labels and there are 17,000 brochures at the Commission. Des Moines area committee members will be doing a mailing during our November meeting. Lenders will receive a brochure along with an order form.

Our next scheduled meeting is October 21.

Electronic Services: Nancy Ankeny no report. 215 paid members to date.

Federal and State Issues: John Parker mentioned he was trying to get a date set for the legislative day. It will be coordinated with the Drive In Workshop.

Finance: Lois Mulbrook reported that the review of the treasurer's books went well. The review team also made a few suggestions. They also wrote up procedures to be included in the Policies and Procedure. It is as follows:

Recommended Procedures for Review of IASFAA Books

1. The books should be reviewed after the June 30 year-end close. Per the Policy and Procedure Manual, the review should be completed by August 31.
2. Prepare a proof of cash worksheet to determine proper balance of checking account, with the Treasurer having conspicuously provided a Beginning Cash Balance as of July 1 of new Fiscal Year. The proof of cash worksheet is attached.
3. Perform a comparability test on the following income items:
 - A. Dues – multiply the number of members times dues rate.
 - B. Conference fees – multiply the number of conference registrations times the conference fees.
 - C. Interest – multiply the amount of investments times an average interest rate.
 - D. Sponsorship - multiply the number of sponsors per year by the average number of sponsorship dollars.

In all cases, you are looking for reasonableness and not exact dollars.

4. Select a random sample of 20 disbursements and pull any individual disbursement amounts over \$500, reviewing 5 of those expenses, for a total sample of 25. Test for the following:
 - A. Attached voucher was properly signed and approved.
 - B. Check amount matched voucher request
 - C. Expense was properly allocated to the correct expense category.
 - D. Check cleared bank or is reported as an outstanding check.
5. Compare on random basis amounts on the year-end report to the detail for that particular income or expense item.
6. Throughout the course of the review note procedure that could be improved or are no longer necessary.

7. Prepare a report of the findings and recommendations.

Lois Mulbrook motioned to accept the Recommended Procedures for Review of IASFAA Books and the Proof of Cash Checking form as part of the Policies and Procedures. Julie Dunn seconded the motion. Motion carried.

Lois also suggested that the President Elect be the person to review the treasurer books rather than the Past President. Mike Epema suggested that the delegates be given the authority to seek out an accountant to assist in the review. Tracie requested that Mike and Amy write a proposal for both issues and so the council can vote on it.

Long Range Planning: Debbie Craig absent. No report.

Mentoring Task Force: Connie Jensen reported that the Mentoring Task Force committee held their first full committee meeting in Ames on 9/24. A newcomer/mentor breakfast at the fall conference was one of the items discussed. Connie and Mary Jo will solicit mentor volunteers from the membership. The volunteers will be asked to provide support, advice, friendship, etc. during the newcomer's first Conference and will also be asked to provide ongoing support to the newcomer throughout the year. It is intended that the mentor and newcomer will develop a relationship as the mentor will send words of encouragement through a monthly e-mail, send a birthday card, etc. to help the newcomer feel welcome. The elected officers will be invited to the breakfast and asked to perform a short skit to inform and welcome the newcomers. Tracie mentioned that most of the elected officials will be at MASFAA, so they can talk about possibilities for the skit at that time. Committee Chairs will also be invited to stop by to explain their committee's responsibilities, goals, etc. The committee chairs will offer an invitation to join their committee. A welcome basket will be given to the newcomers. They want to include a membership brochure in the basket.

The task force also plans to further ideas on actions that can be taken to motivate inactive/new members and encourage them to become more active in the Association. The committee plans to invite inactive/new members to regional meetings/outings to give them a sense of belonging and to make them feel more welcome. Details of this have not been finalized.

Newsletter: Heather Doe reported that the committee met last week and discussed the upcoming newsletters. Oct 17 is the deadline for articles to be included in the next newsletter.

Professional Development: Jen Sassman reported for Julie Molenburg. The 2003-04 class of Leadership Symposium participants is meeting for the first time this week at Camp Hantesa in Boone. Future symposium events are scheduled in December 2003 and April 2004. They are coordinating the Director's Drive In Workshop with Visit the Hill Day, both events are scheduled for February - drive in workshop is February 17 and Visit the Hill Day is being planned for February 18. Committee is meeting Friday, October 3.

Program: Beth Oakes reported that the Program Committee has had several planning meetings at the Holiday Inn in Davenport. Registration is now available on the web and we will have a tentative conference schedule out there tomorrow. We have had good response from the past presidents but could use more help from the membership in regards to inviting former members.

School Relations: Steve Loven reported that registration has gone out for the ICN guidance counselor training and the ICN financial aid night. They currently have 106 people signed up for the training and 12 schools signed up for the financial aid night. The committee will be contacting IASFAA members within the next couple weeks to serve as hosts at the various sites.

Site Coordinating: Jeff Fritz reported that he is working out the meal and conference details for Fall Conference with the Program Committee. He has also contacted the hotels regarding next Fall Conference in either Okoboji or Sioux City and is awaiting those materials.

Sponsorship: Bev Hickman reported that she has 5 gold star exhibitors and 1 silver. She is hoping to hear from more shortly.

OLD BUSINESS: Tracie Pavon asked everyone to remember to think of people to invite to the B-day bash. Aaron Steffen reported that MASFAA has 600 attendees.

NEW BUSINESS: Lois Mulbrook suggested that we keep our eyes and ears open for any news regarding possible charges for telenet and ICN meetings.

The next meeting is November 13, 2003 at the Fall IASFAA Conference.

Mike Epema made the motion to adjourn the meeting. Lois Mulbrook seconded the motion. Motion carried.

Meeting adjourned at 1:28p.m.

Respectfully submitted,
Jen Sassman
Secretary