

IASFAA EXECUTIVE COUNCIL MINUTES - Approved
Thursday, October 7, 2004

President Julie Dunn called the meeting to order at 5:40 p.m.

Members of the Executive Council present were: Nancy **Ankeny**, John **Beneke**, Debbie **Craig**, Heather **Doe**, Julie **Dunn**, Don **Duzik**, Brenda **Easter**, Robin **Fisher**, Amy **Gaffney**, Tracy **Havener**, Beverly **Hickman**, Catherine **Hoch**, Mary **Jacobsen**, Connie **Jensen**, Lora **Juhl**, Steve **Loven**, Joan **Meyer**, John **Parker**, Tracie **Pavon**, Cindi **Reints**, Mary Jo **Smith**, Aaron **Steffens**, Brandi **Stone-Miller**, Gretchen **Zimmermann**.

Tim Fitzgibbon from the Iowa College Student Aid Commission was present at the start of our meeting to make a special request. He asked if we could consider a special lifetime achievement award, specifically the John Heisner Memorial Lifetime Achievement Award, for Gary Nichols who will be retiring from the Iowa College Student Aid Commission in December 2004. The commission is planning a retirement gathering in December for Gary and would like John's widow to present the award to him. Gary has been in the business for 30 years, has been a strong advocate for student aid funding, and has supported the activities of IASFAA.

John Beneke made a motion to accept the nomination of Gary for the John Heisner Award. There was much discussion. Brenda Easter seconded the motion. Motion failed with a vote of 3 in favor and 6 against.

Debbie Craig suggested doing a special recognition in December at the retirement party and then consider Gary for the Heisner Award in Spring. She suggested that the decision be turned over to the Executive Council. Robin Fisher made a motion to turn the decision over to the executive council. Tracie Pavon seconded. Motion carried. Julie will talk with Tim regarding the outcome of the vote.

Julie Dunn requested a motion to approve or correct the September 1, 2004 Executive Council meeting minutes. Tracie Pavon made the motion to accept the minutes as written. Robin Fisher seconded the motion. Motion carried.

Treasurer's Report: Robin Fisher/Aaron Steffens

Robin reported that QuickBooks are on-line. She will provide some training so that everyone can view reports on-line. Please let her know if you have any questions or see any discrepancies with the on-line reports.

Aaron reported that we have 229 paid members as of today. There are 110 paid conference registrants, plus two with scholarship, plus one person who is seeking a refund.

Robin provided these reports:

Summary Balance Sheet As of October 7, 2004			IOWA ASSOCIATION OF FINANCIAL AID ADMINISTRATORS Profit & Loss September 1 - October 7, 2004		
		Total			Total
ASSETS			Sep 1 - Oct 7, 2004	Jul 1 - Oct 7, 2004 (YTD)	
Current Assets					
Bank Accounts	\$	77,903.49			
Total Current Assets	\$	77,903.49			
Other Assets	\$	45,000.00			
TOTAL ASSETS	\$	122,903.49			
Thursday, Oct 07, 2004 07:42:42 AM GMT-5 - Cash Basis					
			Income		
			DUES	1,595.00	11,880.00
			INTEREST INCOME		
			DIVIDEND INCOME		684.90
			Total INTEREST INCOME	\$ 0.00	\$ 684.90
			REG FEES		
			CONFERENCE - Fall	3,400.00	3,400.00
			Exhibit Fees - Fall	500.00	500.00
			NASFAA Materials - Fall	612.00	612.00
			NASFAA TRAINING - Fall	285.00	285.00
			Total REG FEES	\$ 4,797.00	\$ 4,797.00
			SPONSORSHIPS	6,000.00	6,000.00
			Total Income	\$ 12,392.00	\$ 23,361.90
			Expenses		
			ASSOC REP		1,300.99
			CMMNTY OTRCH		
			Meals		55.65
			travel		72.00
			Total CMMNTY OTRCH	\$ 0.00	\$ 127.65
			ELECTRONIC SRVS	397.30	494.70
			FINANCE	67.28	721.97
			PROF DEV	237.75	237.75
			LEADERSHIP SYMPOSIUM		-50.00
			Other	91.25	91.25
			Total PROF DEV	\$ 329.00	\$ 279.00
			PROGRM COMM		175.73
			Travel - Planning		403.88
			Total PROGRM COMM	\$ 0.00	\$ 579.61
			SITE COORD COMM		175.75
			SITE SELECT COM (deleted)		54.90
			SPECIAL PROJECTS	1,242.05	1,242.05
			Total Expenses	\$ 2,035.63	\$ 4,976.62
			Net Income	\$ 10,356.37	\$ 18,385.28
Thursday, Oct 07, 2004 08:07:49 AM GMT-5 - Cash Basis					

Connie Jensen motioned to accept the treasurer's report. Tracie Pavon seconded the motion. Motion carried.

OFFICERS REPORTS:

Past President: Tracie Pavon no report.

President: Julie Dunn no report.

President Elect: John Beneke reported that Michelle Dunn has agreed to help with the newsletter. He is still look for co/vice-chairs for the site and sponsorship committees. Hopefully, next week these positions will be filled.

Vice President: Connie Jensen asked us to let her know if a telenet is needed.

Secretary: Gretchen Zimmermann no report.

Delegates: Brenda Easter, Amy Gaffney, Jean Vander Wert

Amy reported that the delegates with the President Elect convened on August 16, 2004 at DMACC in Ankeny to perform the annual review of the IASFAA Treasurer's books. Once again, things were kept in great order by the Treasurer which made this review go nicely. A few recommendations will be made to ease the process in the future, but overall it is evident that the Treasurer is maintaining IASFAA's financial records with great diligence. Amy indicated that a formal written report was prepared and would be provided to the executive council.

The other project assigned to the delegates has yet to get underway, and that is the creation of an IASFAA Fact book. The delegates will begin their assignments to bring that information together in the coming weeks and may call on the membership for assistance to dig out some old IASFAA records and memories.

ICSAC REPORT: Brenda Easter no report.

COMMITTEE REPORTS:

Associate Members: Cathy Hoch no report.

Awards: Mary Jacobsen no report.

By-Laws: Delegates no report.

Community Outreach: Tracy Havener no report.

Electronic Services: Nancy Ankeny no report.

Federal and State Issues: John Parker provided the following report:

I. Review of committee goals and activities:

Goal 1: Provide the membership with current information regarding issues pertaining to financial aid at the federal and state levels.

Current Activities:

1. Reauthorization, legislative, and regulatory updates are posted regularly to the list serve.
2. Finalized arrangements for Larry Zaglaniczny, NASFAA Director of Congressional Relations, to attend and present at the IASFAA Fall Conference where he provided a Reauthorization/Legislative Update general session and an interest session on a related topic.

Future Activities:

1. Work with the Program Committee to offer a Reauthorization/Legislative Update at the IASFAA Spring Conference.

Goal 2: Provide and promote legislative advocacy opportunities to the membership.

Current Activities:

1. Made arrangements for a computer at the IASFAA Fall Conference on which attendees could email U.S. Representatives and Senators. Content templates were provided for the attendees and a prize drawing was conducted for those who sent emails.

Future Activities:

1. Planning is underway for IASFAA's participation in the "Visit the Hill" day that is coordinated by IACAC. John Parker, Steve Loven, and Matt Brown are on the IACAC planning committee for that event. The date of the event will be coordinated with the IASFAA Director's Drive-In Workshop. Current dates being considered for the event are Feb. 16th and Feb. 23rd. IASFAA will offer "travel scholarship" totaling \$375 to FAOs who bring students to the event.
2. Promote legislative contact with State Legislators through individual meetings with FAOs and students within each Iowa legislative district.
3. Promote legislative contact with U.S. Representatives and Senators through meeting with FAOs and students with staff at each legislator's Iowa based office.
4. Promote attendance by FAOs and students at Iowa "town meetings" that are held by U.S. Representatives and Senators.

Finance: Julie Dunn reported that the committee met. She will present the five (5) year budget plan at the next meeting.

Long Range Planning: Debbie Craig no report.

Mentoring Task Force: Mary Jo Smith no report.

Newsletter: Heather Doe let us know that she will need articles for the newsletter in a few weeks.

Professional Development: Cindi Reints let us know about the activities of her committee.

- Support Staff Training – is scheduled for November 9th from 9 a.m. to 4 p.m. at the DMACC campus in Newton. Please encourage support staff members to attend. They do not have to be members of IASFAA. Aaron Davis will be a presenter. Registration will be \$20/participant. We partnered with Admission, so admission support staff will also be in attendance. Information regarding the training will be sent Tuesday.
- NASFAA training went very well!
- Preparations are underway for the Director's Drive-in Workshop.

Program: Lora Juhl discussed the notion taking a different approach to determine the conference registration fee. Conference location impacts the cost.

- Determine the average cost of a conferences without meals, then add the per person meal charge to come up with a conference rate. The result, a conference rate might be closer to \$125 at some locations such as Des Moines and less expensive at other locations.

Robin will do some research and we will discuss this at our next telenet.

Also, there may be some implications for on-line registration. Currently the fee is hard coded, so some programming may be needed to change the conference registration fee.

School Relations: Steve Loven no report.

Site Coordinating: Don Duzik reported that the spring conference is scheduled for March 31 at the Holiday Inn in Mason City. The Des Moines area was not a good location for the spring conference because of tournaments.

He is trying to determine site locations further out to get ahead of the curve. He is looking at Dubuque as a possible site and possibly Des Moines for spring '06

Fall '06 there will not be a fall IASFAA conference because we will be hosting the MASFAA conference.

John Parker suggested that in the spring '07 we go back to a full 2 ½ day conference, because we will not have had a conference in the fall.

Sponsorship: Bev Hickman no report.

OLD BUSINESS:

The December Retreat will be held at Grinnell College on December 10, 2004. More information will be made available later.

Extra By-Laws and binders are available.

NEW BUSINESS:

Robin will send us an e-mail about how to use QuickBooks on-line.

Robin Fisher made the motion to adjourn the meeting. Connie Jensen seconded the motion. Motion carried.

Meeting adjourned at 6:41 p.m.

Respectfully submitted,
Gretchen Zimmermann
Secretary