

# CAFAA JOINT EXECUTIVE COMMITTEE AND BOARD MEETING

January 4, 2002

## Minutes

Executive Committee & Board members present were: Ruben Guerrero, Rick Lee, Lee Ingalls-Noble, Gary Lewis, Nancy Gregory, Karon Johnson, Sunny Staninger, Deb Frazier, John Ceru, Linda Crook, Tip Blewitt. Committee chairs present: Gaye Scheafer, Mark Putman, Cyndeth Allison, Judy Ransom, Mary Anne Romero-Hunter, James Broscheit, Eileen Griego.

Announcement prior to call to order: Ruben Guerrero wants to try a joint meeting of Executive Committee and Board. The meeting was called to order at 9:47 a.m. by President Ruben Guerrero.

Gary Lewis moved that the minutes from the October 8, 2001 Executive Committee meeting be approved. Seconded by Rick Lee. Approved.

Linda Crook moved that the minutes of the Board meeting of October 8, 2001 be approved. Seconded by Sunny Staninger. Approved.

### **Officer Reports**

**President Elect** – Rick Lee – no report

**Vice President** – Lee Ingalls-Noble – Questioned the location of the Member brochures. Kim Walter has them. Mark Putman added that the CAFAA folders were being stored at Print West, 54<sup>th</sup> & Washington. They'll deliver if called at (303) 382-1394. Policy and Procedures Manual (P&P) indicates that the Vice President must compose and print the membership directory, however, that is no longer the case. Lee will work with membership committee. P & P also indicates Vice President sits on the CCHE Advisory Committee, however the President-Elect does that. P & P manual needs to be updated.

**Secretary** – Nancy Gregory reported the exchange of stationery, etc. has been made. She will look through the materials, put in order and turn some over to the historian, Ellie Miller.

**Treasurer** – Gary Lewis reported the online periodic report was sent to State of Colorado. He has received a few expense payment forms and these have been paid. Informed committees that reimbursements, etc., come out of individual budgets and these must be submitted to him. Ruben reminded those present that reimbursement for mileage for meetings should be submitted to Gary.

Gary has prepared the budget report to be used as a guide. He will check with Kent Bauer concerning some outstanding payments from fall conference. Payment for Diversity committee printing cost came out of the 2001 budget. Reviewed the budget report from January 1, 2001 through December 31, 2001, Profit & Loss Statement and the Balance Sheet. Reserve fund discussion will be held later. John Ceru motioned that the Treasurer's Report be approved. Seconded by Tip Blewitt. Approved.

**President** – Ruben Guerrero reported the Decentralized training will be held in spring. James Broscheit will be going to training in Washington D.C. on January 27 and 28. CO will partner with North Dakota. Decentralized training will be held Wednesday, April 3 at Red Rocks CC. Linda Crook and James Broscheit will do an announcement for the CAFAA Listserv.

Training – Rick Lee, Lee Ingalls-Noble and Gary Lewis will go the Leadership Conference in Washington D.C. Ruben Guerrero will follow-up with NASFAA regarding registration, etc.

Teena Cooper's husband passed away. After discussion it was decided instead of sending flowers there would be a donation to American Cancer Society for \$100.00 in Dan Cooper's name. Ruben Guerrero assigned Judy Ransom to organize and follow through.

### **Committee Reports**

**Diversity** – Deb Frazier representing Jim Contreras reported on the outreach that is scheduled for January. The Diversity Committee needs door prizes. Please send them to Debbie Frazier. Jim Contreras is currently president of CESDA. CESDA and CAFAA want to put out a Colorado scholarship brochure. Judy Ransom will get with Jim Contreras to verify all information that will be included in the brochure. Mary Anne Romero-Hunter has put the finishing touches on Spanish “How to Succeed” brochure.

**Financial Aid Awareness** – Judy Ransom reported there are more outreach sessions scheduled. There are sufficient volunteers for the call-in sessions. Colorado Council Conference was held on December 7. Over 470 people attended the Conference.

Judy Ransom spoke with CESDA and Colorado Council and they agreed to print CAFAA brochures. More brochures will be reprinted in February. We have approximately two thousand remaining.

Yvette Hunt, EOC, has asked for participation in the regional conference in North Dakota; and may request national conference participation to be held in September.

**Membership** --Gaye Scheafer - We have received twelve new membership applications for approval. Committee plans to increase communication to new members and inquire of life members how much contact they want to have with CAFAA.

**Historian**—Cyndeth Allison reported for Ellie Miller that there are lots of pictures from the fall conference. They will be put on the web.

**Newsletter**--Cyndeth Allison reported there have been some technical difficulties getting the newsletter on the web. The next issue of the newsletter will be more web-friendly. Assignments were handed out.

**Professional Development** --James Broscheit reported that the plans for conferences and the Support Staff workshop are moving forward. Mary Anne will look into the past surveys to determine the best time for the Support Staff workshop to be held.

**Service Organization**--Tip Blewitt reported that the committee is now chaired by the service sector representative.

**Spring Conference**—Mary Anne Romero-Hunter announced the following interest sessions for the spring conference:

1. Financial Aid Electronics
2. Team Building
3. Leadership Development for new people to financial aid
4. FISAP & SURDS –not technical
5. A-Z of work-study
6. Skit – students & staff – customer “disservice”
7. Hands on sessions – a) PowerPoint – 10 lap tops reserved, may need more, b) policy and procedures NASFAA shell (set up as a computer lab)

They are still open for suggestions. A wine tasting is under consideration. Jaboli Africa is contracted for entertainment. Guest speaker is undetermined at this time, possibly Scott McInnis. Theme is “Dinosaurs to Data.”

**Fall Conference**--Eileen Griego reported that the Fall Conference will be held at the Holiday Inn in Ft. Collins. There will be a general session on student retention and financial aid; the theme will be Mardi Gras; a home coming is planned for life members; it is the 35<sup>th</sup> anniversary conference; need ideas for memorabilia. Contract needs to be approved.

**Technology**--Mark Putman reported the CAFAA sponsorship will be incorporated into the web site. The CAFAA web site will move to another server.

Ruben would like another listserv set up for executive committee and board. Mark believes it will not be a problem and suggests a listserv also be set up for each committee.

### **Board Reports**

**Four-Year Private**--John Ceru created a distribution list and suggested that all sector reps set up their own e-mail distribution list. The CAFAA Directory is set up by sector, so the information can be pulled fairly easily. Mark Putman needs to know when an e-mail bounces back so he can follow up with correcting addresses.

**Four-Year Public**--Deb Frazier – no report.

**Two-Year Public**--Linda Crook – no report.

**Proprietary**--Sunny Staninger – no report. Proprietary schools in Colorado need to be identified. Sunny suggested that we may want to contact some regarding CAFAA membership.

**Service Organization Sector**--Tip Blewitt--reiterated that SOS rep is now the chair of the SOS Committee.

**Vo-Tech**--no report.

### **Old Business**

Mark Putman reported some follow-up on the sponsors for 2002 needs to be made. Web banners need to go to Technical Committee. Only four volunteer forms were submitted on line. In the past they went to the board and then passed to committee chairs. Membership committee wants to take on that function. Gaye Scheafer added she would like to add committee members to web site so people can refer to it. Volunteers can join committees at any time during the year.

Gaye reported on new membership. Forms will be sent around to board and then voted on afterward. As a result of a concern by a new member, an initiative to communicate with new members more frequently will be implemented.

Ruben Guerrero suggested that all board members and committee chairs review their sections in the Policy and Procedures manual and make notes for items that need to be updated. These updates should be given to Karon Johnson.

Karon Johnson joined the meeting in the afternoon.

Past President report-- Karon Johnson stated she has been editing P & P and hopes to distribute it this month. Motion made to the board to accept new members. John Ceru seconded. New Member applications approved – pending signature on one.

Fall Conference committee--Eileen Griego reported Fall 2002 Conference at University Park Holiday Inn October 7, 8<sup>th</sup> and 9<sup>th</sup>. Contract change: room block number for 10/6 needs to go 5-20. Vendors have concern regarding the box storage and delivery fees. Dates for storage and fees need to be negotiated. Some dispute in contract over table set up fee. Eileen Griego believes that

language is incorrect, should be free. First day Board meeting room is needed 9-11 a.m. with breakfast. Reminder regarding room reservation/cancellation policy will be sent out to listserv. Looking for a September room reservation (rate) deadline. Weekend before and after will be at same rates. Motion made by Sunny to accept the contract. Seconded by Tip Blewitt. Approve pending negotiated items. Contract for fall 2002 pending negotiation as noted.

## **Budget**

The discussion of the budget began by a review of last year's expenditures and a preliminary request for 2002.

Question: Success brochure – FA Awareness or VP? Ruben believes that the publication cost and budget should be put in the Vice President's budget per P & P.

Success brochure cost of \$3,600 split 3 ways. P & P will be changed to reflect that Success brochure be put under the Financial Aid Awareness budget. Budget for Vice President will be reduced since pubs and Leadership removed.

Advertising income taxation of \$1800 is the tax liability for CRIER advertising for 2001. Budget for 2003 could be reduced since there will be no ad income in 2002.

Fall conference – some question regarding registration fee. Karon Johnson thinks we should leave registration fee alone and use reserve fund excess for special speaker. Service sector traditionally sponsors what they want.

Reserve fund in P & P – board can change what's in P & P. Reserve fund discussion ensued in order to adjust budget as necessary. This year's budget proposal set at \$58,100.

Income/revenue discussion included a review of that received in 2001 and what's expected in 2002.

New reserve policy states:

CAFAA has established a reserve fund to cover unanticipated expenses. The reserve funds shall be no more than the equivalent of the annual budget. The reserve fund is equal to equity less the non-liquid assets on the December 31 balance sheet. The Board of Directors shall:

- Review the value of the reserve funds annually after the end of the fiscal year, but before April 30 of the following year
- Determine annually how to allocate and expend the excess funds within the next fiscal year, or
- If no excess funds exist, determine how to increase the reserve to match the annual budget

Reserve impact: 2002 budget: \$58,100; 2002 revenue expected: \$55,500=\$2,600 difference from reserves.

Current reserves:	\$70,659.01
Proposed budget:	<u>58,100.00</u>
	12,559.01
	<u>-2,600.00</u> (from reserves to cover above difference)
	9,959.01
	<u>- 2,341.71</u> (capital equipment value)
	7,617.30

About this time an addition error in the budget was discovered and the budget was reset at \$58,000 even. The error was fixed throughout the above calculation to determine that there was now a \$7,717\* overage.

Discussion: none

Motion made to accept Reserve Proposal as read and to replace 5-8 in P & P as read: motion made by John Ceru. Debbie Frazier seconded. Motion passed.

From \$7,717 out of reserves = add \$2000 per conference = \$4000. Sector meeting suggestions from conference were read. Proposal to set aside \$3717 to support CAFAA conference scholarship, Summer Institute sponsorship, book scholarships for Diversity and Financial Aid Awareness.

President assigned an Ad hoc scholarship committee, under the purview of Professional Development – committee will consist of Prof Dev chair; chair of Diversity & chair of Financial Aid Awareness to determine scholarship recipients, charged with disbursement, funds to be distributed at their discretion with reports to executive committee and board.

Sunny Staninger made motion to set up, as a continuing initiative, interest income budgeted as the scholarship fund, which, in effect, creates an ongoing source of revenue for scholarship funds. Deb Frazier seconded. Motion carried.

Rick Lee motioned to Executive committee for approval of budget to be recommended to the Board of Directors. Gary Lewis seconded. Motion carried.

Tip Blewitt motioned for Board to approve budget of \$65,717, \$58,000 base, \$7,717 excess reserve. Deb Frazier seconded. Budget approved.

Next meeting: 9:30-4 on Friday, March 1 at Red Rocks Community College.

Motion by Rick Lee to adjourn. Seconded by Lee Ingalls-Noble. Meeting adjourned at 3:07 p.m.

\*In a subsequent review of the budget, the \$100 error was not carried through properly, as the difference between revenue of \$55,500 and budget of \$58,000 for 2002 is \$2500, not \$2600. The error was reported to the Treasurer and the President. The President will follow up with an e-mail to the Board and Executive Committee to resolve the problem.