

CAFAA EXECUTIVE COMMITTEE MEETING
January 5, 2001

Minutes

The meeting was called to order at 9:10 am by President Karon Johnson. Executive Committee members present were: Kent Bauer, Nancy Gray, Jeff Gregory, Ruben Guerrero, and Joy Jeffers. Guests present were: Cyndeth Allison, Jim Contreras, Debbie Erickson, Deb Frazier, Cindy Hejl, Ellie Miller, MaryAnne Romero-Hunter, Brad Phillips, Mark Putman, Judy Ransom, and Gaye Scheafer.

Joy Jeffers moved that the Minutes from the November 17, 2000 meeting be approved as amended. Seconded by Karon Johnson. Approved.

Karon Johnson announced that the main topics for the meeting include an overview of goals and objectives for the year and budget development.

President Elect – Ruben Guerrero

Ruben reported that he sent a report from the CCHE Financial Aid Advisory Committee to the CAFAA list. He requests feedback in writing so he can pass along concerns and questions from the financial aid community. The group felt it was appropriate for him to relay information that would represent all Colorado institutions such as concerns regarding the SURDS report and process this year and a request for timeliness. It is the desire of CAFAA to have constructive dialogue with CCHE.

Ruben also reported that there have been several requests recently for financial aid presentations. The Daniels Fund will host an event at North High School in Denver on January 27, 2001, and there is a need for bilingual presentations on general financial aid and scholarships. Several CAFAA members will be involved to do sessions in both Spanish and English.

Past President – Jeff Gregory

Jeff reported that the sponsorship letters were sent out the first week of January. We need to change the date in our Policy and Procedure Manual to September. This would make this process one of the last tasks of the outgoing President rather than one of the first tasks of the Past President. Jeff revised the sponsorship form. He received input from Treasurer Kent Bauer and Service Sector Representative Judy Ransom. We should start receiving commitment forms and payments soon.

Jeff asked for suggestions of prospective service sector members. Some possibilities are software vendors (some have been members in past years) and lenders who have advertised in the *CAFAA Crier* but have not been members. Anyone having suggestions should contact Jeff.

Discussion was held concerning established levels of sponsorship. There was consensus that we need to ensure that we recognize paid sponsorships appropriately at the annual meeting in October. It was agreed that organizations that have made a commitment but have not paid will not be recognized as sponsors until such time as they have made appropriate payment.

President - Karon Johnson

Karon said she hopes to send information to the CAFAA list on a quarterly basis to keep membership updated on events and progress. She sent the first update before this meeting. She reported that Lee Noble will coordinate Spring Decentralized Training. Ellie Miller has agreed to be the trainer from Colorado. Topics are Packaging, FERPA, and Program Participation Agreements and Consortium Agreements.

She asked if we have any new initiatives to submit for NASFAA State Awards. She would like for everyone to think about something we could do in terms of reaching out to students, early awareness, etc. It would be nice to be able to submit a project for a state award sometime.

Treasurer – Kent Bauer

Kent discussed the reserve policy. Our Policy and Procedure Manual currently indicates the amount of \$35,000 minimum in two places. Karon Johnson will research the NASFAA policy or contact someone else for input. She will also check on the maximum limit to ensure we don't lose our non-profit status.

Kent also pointed out that there should be a formal audit conducted every three years (Chapter 5, Policy and Procedure Manual). The group discussed the cost of an audit and the possibility that we only request a formal audit if the Board feels it is necessary. Karon will ask that the bank statement be mailed to the President for review each month and then she will send it on to Kent. The Board will be asked to make a decision on the formal audit.

Karon has started an administrative calendar of things that need to be done annually. She will add that all financial records – balance sheet and prior year's bank statements – be submitted by the Treasurer by April 15 for internal audit and confirmation of assets by a Board member. This will also be added to the Policy and Procedure Manual.

Kent suggested that we establish an inventory list since we own some equipment. Karon asked Jeff Gregory to work on this to include a description of equipment, serial numbers, and where the equipment is located. The list will include computers, printers, the CAFAA cam, tape recorder, etc.

Kent brought up the following additional changes that need to be made in the Policy and Procedure Manual:

- registration refund request needs to be sent to the President rather than the Treasurer
- bank deposits should be made within 30 days rather than 7 days (this appears two places in the P&P Manual)
- the address on the checking account should be the P. O. Box rather than the Treasurer's address
- a statement regarding the non-payment of sales tax to something like "whenever reasonably prudent" (Kent will work on a statement)
- mileage reimbursement needs to be increased from 20 cents per mile to 28 cents per mile (this was already approved by the Board a year ago but the change needs to be made in the P&P Manual)
- the Newsletter Editor needs to work with the Treasurer to determine who has paid for ads (it was pointed out that both the Newsletter Editor and Conference Chairs need to know who has paid for sponsorship)

He has contacted the vendor who developed the RNASFAA invoicing system. The cost is \$275 to design each form and then about \$50 per month for the host site. The group discussed autonomy and cost issues. Karon will see if she can find someone to develop the necessary forms so we can do this "in house" this year.

Lunch break

The following Committee reports were given:

Diversity – Deb Frazier

The Diversity Committee is working closely with the Financial Aid Awareness Committee this year to present financial aid programs.

Financial Aid Awareness – Judy Ransom

Judy passed out copies of the Financial Aid Call-In flyers. The dates are Tuesday, January 30 from 4-6:30 pm and Saturday, February 3 from 7:30-9 am. Channel 9 is sponsoring a job fair in April and may ask CAFAA to help with it.

Membership – Gaye Scheafer

Gaye has worked with Mark Putman to make necessary updates to the membership list on the CAFAA web site. Periodically a message will be sent to the CAFAA list to indicate that membership updates have been made. It will include a hyperlink to members can print their own updates for CAFAA notebooks if desired.

Gaye has made some changes to the membership database. She has added a sector field to allow for a listing of CAFAA member institutions by sector as well as by individual and institutional listings. She requested assistance in deciding other things to put on the database. Suggestions were the first year of membership (date), a field to indicate that a person is a new member – application received for membership, the appropriate or lead contact person at an institution if only one copy of something is sent, areas of interest or expertise in financial aid.

Gaye has thought about the membership brochure. It was suggested that a small supply of paper copies be printed and distributed to sector representatives. They would send the brochure to all institutions and persons in their sector who are not members.

Karon pointed out that it appears there is a lot to do and more than one person is needed for membership. Vice President Joy Jeffers will contact Kim Walter to see if the Service Organization Sector Committee can help with the membership brochure. Joy said if the SOS Committee cannot help, she will do it as VP.

Professional Development – MaryAnne Romero-Hunter

The Professional Development Committee will be sending a training needs assessment survey to the CAFAA list around January 12. They would like responses by January 19. Jim Contreras said he would like to see a comprehensive listing of all training events available (e.g. CSLP School Training, ED training, etc.). MaryAnne said the committee could work on that and then it could be put on our web site.

Newsletter Committee – Cyndeth Allison

The Fall issue of the *Crier* was being mailed the day of the meeting. There is a definite need for a newsletter committee rather than just one person. Cyndeth said she has a few people who will help her. Karon asked that she talk to others and prepare some recommendations for the next meeting. These would include different directions the *Crier* might take.

Cyndeth said the purpose of the *Crier* used to be to provide members with information. It no longer serves that purpose the same way due to the electronic capabilities available. She questioned whether we need the *Crier* in news form or should we try a magazine type issue. There was discussion about just putting the *Crier* on-line. Karon indicated that she feels the *Crier* is an important historical aspect in our organization. Jeff Gregory asked the group if they read the *RMASFAA Exchange* on-line. A few in the group do, but overall it is not being read as frequently as it was when distributed in hard copy. Jeff passed around the copy of the *RMASFAA Yearbook* that is published at the end of each year. Cyndeth said she will solicit opinions about the *CAFAA Crier* at the Spring Conference. She will ask for input on both content and format.

Spring Conference – Debbie Erickson for Marty Somero

There are plenty of volunteers for the conference committee. The theme will be “CAFAA Cadets.” Audrey Oswald will be in charge of registration, Judy Ransom will be in charge of vendors.

Fall Conference – Debbie Erickson

Debbie needs people to help with the program and she is looking for a co-chair. The conference will be held at Beaver Run in Breckenridge.

Technology Committee – Mark Putman

Mark has rewritten Chapter 7 of the Policy & Procedure Manual. He pointed out that section 7.3 included the old name of “homepage” and he has changed that to “web site.” He discussed the following goals of the committee for 2001:

- add Vice-President and other interested members to mid-February committee training (Joy, Judy R., Ruben, and Gaye expressed interest)

- monthly updates of the membership list on the web site
- cross linking the CAFAA web site with other sites has been done to the extent possible at this time; the link to legislative information needs to be completed
- postcards will be sent out during membership renewal period giving information on our web site and how to maneuver the CAFAA list
- the domain name registration and payment information will be switched to the CAFAA Post office box address
- collaboration will continue with other committees to make sure information is on the web site
- a password protected membership list will be developed so members can provide direct phone numbers

Mark pointed out that initiation of a CAFAA chat room would not be pursued at this time. There is a software issue and chat rooms developed by other organizations are currently not used enough to justify the expense or time involved.

The group reviewed the list of possible goals distributed by Karon Johnson at the beginning of the meeting. Some items were marked off the list. All others discussed were included on the list.

Each committee presented changes to their budget request as necessary. Karon Johnson negotiated some items with committees in order to present a balanced budget to the Board.

Jeff Gregory moved to forward the budget to the Board for approval. Seconded by Ruben Guerrero. Motion passed.

The next meeting will be held March 2, 2001 at UCD. Kent Bauer moved that the meeting be adjourned. Seconded by Jeff Gregory. The meeting adjourned at 3:15 pm.