

Minutes of the Joint CAFAA Executive Committee and Board of Directors Meeting  
- Arapahoe Community College, Littleton, Colorado  
- January 10, 2003

**Present:** Rick Lee, Gary Lewis, Linda Crook, Ruben Guerrero, Debbie Frazier, Jim Contreras, Kevin Simpson, Eric Cronkright, Marty Somero, Lori Gloer, John Ceru, James Broscheit, Ron Swartwood, Greg Thomason, Allison Dean, Mark Putman, Eileen Griego, Gaye Scheafer

President Rick Lee called the meeting to order at 9:40 a.m.

Minutes from the Transition Meeting held on Nov. 22, 2002 were distributed and reviewed. Motion to approve the minutes was made by Lori Gloer, seconded by John Ceru. Minutes approved.

### **Executive Committee Reports**

**President:** Rick Lee reported that he was concerned that our agenda for the year may be too ambitious and he would like for us to let him know if we think goals are not attainable. Rick reports that he will be attending the RMAFAA Board Meeting in Feb. and that it has been scheduled to be very short in order to cut RMAFAA expenses.

**President-Elect:** Marty Somero reported that he attended a holiday party in Vail at Manor Vail and that it is a good site to have a conference. He commented that all prospective sites seem to want us to schedule our conference with them.

**Vice President:** James Broscheit reported that he attended the Dec. 13 CCHE Advisory Board meeting. Primary topics discussed were (1) voucher system (2) CLEAP/SLEAP (3) Colorado Mentor needing to be updated by schools (4) need versus no-need work-study (5) SURDS funding levels and appropriate awarding. Regarding the no-need work-study, people would just like to have it defined better. Regarding the funding levels, there may end up being a new field added to SURDS so that the Pell EFC can be distinguished from any other EFC. Nothing was decided regarding either the funding levels or no-need work-study. Jim also reported that anyone interested in being involved in a committee working on a web-based version of SURDS, should let Diane Lindner know within the next week. Also, the Advisory Board is going to limit the # of topics at future meetings. The next meeting is Wednesday of next week and the topic will be the budget.

**Treasurer:** Gary Lewis requested that everyone turn in travel requests asap.

**Secretary:** Linda Crook had no report.

### **Committee Reports**

**Diversity Issues:** Jim Contreras provided pens and lanyards for everyone to take back to their offices to advertise the Diversity Issues committee. The committee has participated in numerous high school and other workshops already this fall and spring. Ruben thanked Mark Putman for putting the schedule of the Diversity Issues Committee's workshops onto the CAFAA website.

**Financial Aid Awareness:** Rick Lee reported in the absence of Judy Ransom. Judy wanted everyone to know that the FA Awareness Committee would be participating in the Channel 9 Call-In Night on January 28 and anyone who would like to attend should contact Judy.

**Historian:** Ellie Miller (absent)

**Membership:** Gaye Scheafer reported that there were 260 returning members to CAFAA and that 80 did not renew after 2000. Mark suggested that we drop those 80 to clean up the database, but wondered whether we should call them or not. Gaye passed around a list of people from 2001 who did not renew their membership and we reviewed the list to see if we knew anything about any of the people. Gaye suggested that CAFAA consider forming a welcoming committee to welcome new members once they send in the brochure. Gaye sent an email reminding people that they needed to renew their membership, but she has no stats on why they did not renew. She stated that the numbers have been down for the last few years. Gaye also indicated that she will go onto the listserv to remind everyone to go to the web to see if changes need to be made to their emails, etc. Gaye suggested that we send a survey to members to ask why they have not renewed their membership. She passed around a membership brochure seeking suggestions for changes. Rick discussed a membership card so people could just send it in to join. We don't have one now since people can go online and become members more easily. We can also now join without the requirement of a signature since it is online. Rick suggested that when we get ready to do membership again at the end of the year, we look at the process and decide whether people want things to be electronic or paper. We might be losing people who don't check their email regularly. Rick doesn't want to emphasize electronic means if it is not working for some reason. Gaye reported that she has only 4 membership brochures left and that she has been unable to find those that Kim Walters had when she left. Greg reported we could make new brochures with a digital file that he has.

**Newsletter:** Greg Thomason thanked everyone for their contributions to the Winter Issue of the CAFAA Crier. Feb 15 is the next deadline and Greg hopes to hear from everyone on the Board, etc. with their articles. He will also put on email a reminder to the membership to send in articles. The holidays and other technicalities prevented the issue from being finished before Christmas. He would like to have Dreamweaver in order to expedite the process in the future. Greg believes that if we could get the Crier out on time, it would reinforce the credibility. The topic of an online Crier versus a paper Crier was discussed again. Rick asked if it is possible to track who is accessing the Crier online. Mark said we can track the # of hits, but not exactly who is accessing it online. It can currently be printed from the website in a PDF file, but we might just want to put a reminder on the website that people can print it out. Mark said that once the Crier went electronic, we have not sent it to non-members or to potential members. Rick said if we sent the Crier out, we might get new members, especially in the proprietary sector. Rick asked Allison if she would share her list of proprietary schools so that we could "recruit" members. Eric pointed out that one reason the proprietary schools do not join CAFAA is that they are seldom able to attend conferences since they are so small. Rick said he will write a letter as the president of CAFAA to the presidents of those schools to encourage them to join. At least they can access our listserv once they are members. Kevin volunteered to use his staff to call people on the ex-membership list to see why they did not renew, if they like the Crier, and to see what improvements they would like to see.

**Professional Development:** Eric Cronkright reported that the committee is planning 4 trainings of 3-4 hours each to be held in the 4 areas of the state (Denver, Durango, Pueblo/Colorado Springs, and Grand Junction). The most requested topic seems to be customer service for support staff (filling out the FAFSA, dependency overrides, professional judgement, etc). They are hoping to have the trainings in March or the beginning of April. Another goal of the committee is to hold a conference session on customer service. Gaye suggested that the committee could do a session on recent regulatory changes.

**Service Organization:** Lori Gloer reported that if the membership brochure needs revising, the service sector could work on that. The topic returned to the membership brochure and Marty said that he believes the brochure is unimpressive on the front as it is too generic (needs a bigger logo, etc). Gaye likes the idea of it being a tear-off card for those not wanting to join electronically.

**Technology:** Tresa England (absent)

**Spring Conference:** Audrey Osswald was not at the meeting, but Rick reported for Audrey. The conference theme is Experience the Magic of CAFAA and will be held on Wednesday-Friday, April 23 through April 25 at the Pueblo Marriott and Convention Center. The committee met in December to discuss the conference and needed to know about the plans for Spring Decentralized Training since it was to be in conjunction with the conference. The current plans are for there to be a CAFAA Board/Executive Committee meeting on the Wednesday morning before the conference. Decentralized Training will also be held that Wednesday from 9:00 am – 12:00 am, followed by the conference luncheon. Marty suggested that the conference might need an additional push since Pueblo may not draw many attendees. Ron asked how many might be expected to come in Tuesday night before the conference and Marty and Ruben suggested that Audrey might want to book at least 40 rooms. The comment was made that the Marriott should have enough rooms available for us since this is an April conference.

## **Old Business**

**Reserve Scholarship:** James Broscheit reported that he has been waiting on additional comments and suggestions before he finalized the scholarship application. He has incorporated suggestions that he has already received. Rick asked if it could be sent out as an email for us to look at. James will have a more formal draft available at the next Board meeting.

**Results of the “Vote”:** Rick reported the following results of the electronic vote that was sent to the membership in December. Results are as follows:

Issue #1: Should CAFAA go to one conference? 80% voted yes

Issue #1-1: If yes, what month do you prefer? 34% voted April, 29% voted October

Issue #1-2: Do you have budgetary authority for travel expenditures? 56% voted no

Issue #2: Should members only vote for their respective sector rep to the Board of Directors? 64% voted yes

Issue #2-1: If decision is to only vote for your sector rep, would you like to have 1 or 2 reps at large that the entire membership could elect? 62% voted yes

Issue #3: In order to reduce institutional travel expenses, would you like Spring Decentralized Training to be in conjunction with the Pueblo conference? 87% voted yes

Issue #4: If we vote to retain a fall conference, would you like the Fall Decentralized Training to be in conjunction with that conference? 80% voted yes

Issue #5: Should a new position of Treasurer Elect be created for CAFAA? 87% voted yes

Rick commented that with an 80% vote in favor of one conference and in favor of the treasurer-elect position being created, it seems to indicate that these are CAFAA's choices. The group discussed how having only 1 conference might affect contributions by vendors. Would they be willing to provide as much sponsorship money? Mark said that he felt lenders might pay more for a single conference, but would not necessarily double the money for only 1. Mark suggested that we could raise the fees over a couple of years, but not all at once. For each lender, it might depend on what control they have over their own budgets. We may find that some of the committees, etc. will not get as much sponsorship from lenders.

Greg asked if the Board would consider raising money another way such as opening up professional development training to non-CAFAA members for a fee. Ruben suggested that if we are offered money by high schools and other entities to do FA workshops, we could accept an average mileage payment or other compensation for our time and then that money could be given to CAFAA. Mark also suggested printing a paper membership directory and having sponsors put ads in it for a fee. Back on the topic of the conference, Marty suggested we might go with half of a conference or a 1 day CAFAA meeting along with Decentralized Training.

John moved that we have only 1 conference/yr starting Fiscal Year 2004 and that we would hold a vote later this year to determine what month that conference would be held. Lori seconded the motion. Motion carried with no further discussion.

Rick discussed the new position of Treasurer-Elect and said we will need to seek nominations and conduct an electronic election. The Board will need to publicize the election date and give 30 days advance notice. We will include this on the same election ballot that we will use to determine the month for the single conference. We will prepare a slate of officers within 2 weeks with the Board of Directors being the official Nominations Committee.

Ron moved that we create a new position of Treasurer-Elect to be effective for the remainder of the 2003 Fiscal Year. Kevin seconded the motion. Motion carried with no further discussion.

Allison moved that the newly created Treasurer-Elect position be a non-voting position. Ron seconded the motion. Motion carried with no further discussion.

Kevin moved that by January 24 we will create a slate of potential candidates for the position of Treasurer-Elect for the remainder of the 2003 year. John seconded the motion. Motion carried with no further discussion.

Eileen moved that we send out a survey to the membership to ask which month they prefer the annual conference to be starting in 2004. Lori seconded the motion. Motion carried with no further discussion.

Lori moved that the president create an electronic ballot giving members 30 days notice to vote for an election to be held on March 3, 2003. John seconded the motion. Motion carried with no further discussion.

**P&P and By-Law Update:** Ruben will create a new officer description for the Treasurer-Elect position to be inserted into the Policy and Procedures and By-Laws. He will then submit the description to the president and the Board for comment. Ruben has also been working on other revisions and is finding some sections that he has questions on. He requested that we each look at our own section and let him know of any problems.

**Utilization of Reserve to Cover 2002:** Rick commented that the blue income/expense budget sheet that Gary distributed does not include final bills from the fall conference. There are still some other expenses such as those from the Diversity Committee, Decentralized Training, and others. \$8353.14 is the new figure.

John moved that we increase the reserve component of the budget for 2002 to \$8353.14. Eileen seconded the motion. Motion carried with no further discussion.

## **New Business**

**Budget Requests:** Rick presented our budget requests for 2003. He stated that we should plan on fewer people at the Pueblo conference and smaller revenue from it due to the economy. We estimated \$15000 revenue but Rick states that we have already guaranteed \$15000 to the hotel. Other possibilities for revenue include money from 3 cash bars that are planned and now we are planning on an increase in the number of reserved rooms (by adding Tuesday night for many people). We might also encourage people who come only for the Decentralized Training to stay for the rest of the afternoon and then charge them a reduced conference fee.

**Approval of the Budget by the Board:** Marty moved that it be recommended to the Board of Directors that \$8170 be moved from reserves to the proposed budget in order to balance the budget. Gary seconded the motion. Motion carried with no further discussion.

Eileen moved that we accept the \$8170 from reserves and to approve the budget as recommended by the Executive Committee. Lori seconded the motion. Motion carried with no discussion.

Ruben brought up the subject of the recently mailed sponsorship letters wherein we provided a variety of opportunities for sponsorship and reminded vendors that there were different levels. March is when checks usually start arriving and those are mailed to Gary, who then lets Ruben know where sponsorship stands. Ruben left meals and breaks at the conference off of the form and as a result got additional sponsorship for meals and breaks. Mark feels that donating to the general CAFAA fund is not as popular with lenders because they get no specific recognition. We must keep in mind that we operate on a calendar year for sponsorship whereas vendors may operate on a regular fiscal year starting in September. Mark suggests that sponsor letters go out at least by the end of September. Rick suggested that they be sent in the summer.

**Approval of Ruben as Past President:** Rick stated that Ruben Guerrero, who is retiring from his position at CSU, will remain a member of CAFAA through his membership in CESDA. As such, he is eligible to remain in the position of past-president. Rick suggested that CAFAA could benefit from his continued service and requested a motion that Ruben be allowed to serve out his tenure as past president.

Lori moved that CAFAA allow Ruben to remain as past president due to the extenuating circumstances. Eileen seconded the motion. Motion carried.

**Next Meeting:** The next Executive Committee/Board of Directors meeting will be an informal meeting on Tuesday evening, April 22, 2003 to do pre-work for the scheduled meeting on Wednesday, April 23, 2003 from 9:00-11:00 (prior to the Spring conference in Pueblo).

Lori moved to adjourn the meeting. Eileen seconded the motion. Meeting was adjourned at 2:45pm.

Minutes submitted by Linda Crook, CAFAA Secretary