

CAFAA EXECUTIVE COMMITTEE MEETING
March 2, 2001

Minutes

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

Jeff Gregory moved that the Minutes from the January 5, 2001 meeting be approved. Seconded by Ruben Guerrero. Approved.

Vice-President – Joy Jeffers

Joy has been working on the membership brochure with members of the Service Organization Sector. The estimated cost is \$1200. A final draft will be ready at the next meeting. There was discussion on the number needed and whether to use multiple ink colors. The group felt the budget may determine what is done. The brochure will be distributed to high school counselors, the Presidents and Financial Aid Directors at non-member schools in Colorado, and perhaps CPA's and software providers. The CAFAA post office box address will be printed on the brochure with the instruction to send new membership information/payments to the Treasurer.

President Elect – Ruben Guerrero

Ruben thanked Karon Johnson and Ellie Miller for sending notes from the CCHE Financial Aid Advisory Committee to the CAFAA list. He indicated that the Diversity Committee and Financial Aid Awareness Committee have been working together on programs. This saves travel cost and time for some committee members.

The CAFAA Scholarship presentation has been redone. The goal is to write it onto CD's which can be distributed to schools for use at programs. The program will be presented to the Board of Directors and Executive Committee before final copying and distribution. Judy Ransom volunteered to take digital pictures of various schools/campuses around Colorado while she is on school visits. We need to check into copyright procedures.

Ruben, Deb Frazier, and Joy Jeffers will attend the NASFAA Leadership Conference in Washington, D.C., March 4-6. They have appointments with aides in the office of Senator Ben Nighthorse Campbell and Representative Bob Schaefer while there. They plan to discuss distance learning, funding directions and what we would like to see in Colorado regarding financial aid. Jeff Gregory said it is important to offer our services as a resource if the Senators and Representatives need information about financial aid.

Past President – Jeff Gregory

Jeff reported that the sponsorship form can be put on the CAFAA website. It would not be interactive but would be available so it could be printed, completed, and sent to the appropriate place. He will talk to Mark Putman about getting this. There was some discussion about organizations that may serve as sponsors while the individuals from the organization may not be a member. We would like for the individuals to be members and will encourage it. This may need further discussion.

Treasurer – Nancy Gray for Kent Bauer

To date the income has been \$11,600 and expenses have been \$2,900. The income has been from corporate sponsors and some payments of last year's receivables. Most delinquent payments have now been made.

The following Committee reports were given:

Diversity – Deb Frazier

The Diversity Committee has been involved in many programs and presentations in various communities. This includes middle schools. More requests are coming in. Mark Putman will post dates on the calendar on the website.

Financial Aid Awareness – Judy Ransom

Judy introduced Linda Crook who is the co-chair of the committee. Call-in Night was successful with over 200 calls. There were over 100 calls during the Saturday morning session. Members of the committee have been working with the Diversity committee on presentations. This partnership between the two committees has been working very well.

At one school the presentation was done in English with Spanish translation. DU law students helped people complete tax returns while CAFAA members helped with the FAFSA. We need to look at a format/program that includes basic financial aid information, tax return preparation (use VITA perhaps), and FAFSA completion. This could be done in various parts of the state. This would help involve CAFAA members in different areas.

Channel 9 is going to have a summer job fair and has asked that CAFAA be a part of it. This will be an extension of CAFAA's Financial Aid Call-in Night.

Membership – Debbie Erickson for Gaye Scheafer

Debbie noted that some information is being requested on the conference registration forms to add to the CAFAA membership database. This includes the year each individual joined CAFAA. Currently the membership is divided into alphabetical order and institution order. A sector listing will also be included. The updated membership application and volunteer form will be submitted to the Board of Directors at a later date.

Newsletter – Cyndeth Allison

Two-thirds of the membership marked that they would like to receive the newsletter in web format only. If we decide to do this it will save money and time and result in more timely information. Cyndeth will notify vendors who have paid to have ads in the *Crier* to tell them the format may change to a paperless version and see if there are any problems with that.

Service Organization – Judy Ransom for Kim Walter

Judy reported that members are willing to help with tasks as needed such as the assistance they have provided on the membership brochure.

Spring Conference – Debbie Erickson for Marty Somero

Things seem to be going very well. The registration and hotel information is on the CAFAA website. There is a March 17 deadline for room reservations. She requested help from the sector representatives for the Top Guns Gong Show. There will be a call for talent acts and a panel of judges. Any interested attendees may contact their sector representative by March 30 to sign up. Debbie thanked Mark Putman for putting the vendor information on the web.

Fall Conference – Debbie Erickson

Debbie reported that MaryAnne Romero-Hunter will be the co-chair. The RMAFSA Road Rally will be a part of the conference again. The updated CAFAA Scholarship program may be presented. The conference will be held October 8-10, 2001 at Beaver Run in Breckenridge.

Professional Development – MaryAnne Romero-Hunter

MaryAnne submitted a report from the training needs assessment done via e-mail. The committee will present two sessions at the Spring conference – Return of Title IV Funds and Customer Service. They are working on the list of training opportunities to put on the website and will continue this project after the Spring conference.

Technology – Mark Putman

Conference registration and vendor registration for the Spring conference are both on the CAFAA website. Mark is working with other members of the committee so others can learn how to put information on the web (for example, the membership form, reimbursement form, etc.). The committee is looking at various forms of e-commerce for long-range plans. They are still in need of more committee members. They prefer having members who have some technical knowledge to help update the web page.

The committee will present at least one or two sessions at the Fall conference. Discussion was held regarding having pre or post conference computer/technology sessions. Another idea was to have a half-day off-site session during the conference (for example, at CSLP if the conference is in the Denver area) or have two back-to-back sessions at a conference. There is a problem with time limitations on sessions at the conference in order to do what needs to be done in a technology session. Laptops could be used for sessions to save on the cost of equipping a room with computers.

Mark will work with Cyndeth on the Pagemaker software for the *Crier*. He is working with Gaye to keep the membership listing updated on the website. He synchronizes the copies of the database used by the Membership chairperson, Treasurer, and Technology chairperson once a month. He has the master copy.

Old Business

Reserve policy – This will be discussed at the next meeting, time permitting.

Inventory – Jeff Gregory reported that hardware owned by CAFAA is accounted for. This includes two laptop computers, a CD writer, HP 500 printer, a portable printer, and an HP All-in-one. Most software being used by the Technology committee is shareware or freeware. Lynn Tindall currently has the Pagemaker software. Cyndeth Allison will get it from him. Jeff Gregory will send out an e-mail asking if there is other software being used. We need to track licenses.

Invoicing System Research – This will be discussed at the next meeting, time permitting.

New Business

Mark Putman proposed that we use an on-line form for membership renewals this year. There was a question about using an on-line form for first time members, too. This will be explored further.

Ruben Guerrero needs to form the Nomination Committee to put together the ballot for next year's officers and Board members. He asked for help from the Board of Directors.

Ruben also mentioned that he is looking at Grand Junction and Fort Collins as possible conference sites for 2002.

The next meeting will be held April 18, 2001, in Colorado Springs. Time will be announced later.

Nancy Gray moved that the meeting be adjourned. Seconded by Ruben Guerrero. The meeting adjourned at 11:43 am.