

**Minutes of the Joint Meeting of the
CAFAA Executive Committee and Board of Directors**
Red Rocks Community College
March 29, 2004

Present: Marty Somero, Linda Crook, Lori Gloer, Judy Ransom, Laura Edler, Tony Bowling, Julia Alexander, Audrey Osswald, Debbie Erickson, Ellie Miller, Rick Lee, Sherri McCullough, Greg Thomason, DJ Hjelle, Aimee Rogers, Jim Harris, Tresa England, Elaine Redwine via phone connection. President Marty Somero called the meeting to order at 10:33 a.m.

The agenda for the meeting was distributed and reviewed.

Old Business:

Ruben Guerrero has been working on updates to the CAFAA policies and procedures (P&P) manual. Rick Lee and the board he governed during his presidency reviewed the P&P manual and will get back to Ruben with any proposed changes.

Officer reports:

President—Marty Somero: Marty thanked everyone for their patience and support with approving the budget on-line. There may be more instances in where this type of voting may need to occur. Marty visited Omaha Nebraska to visit the facilities where RMASFAA will be housed. Marty stated that the facilities were nice and the agenda looked informative. Marty indicated that he could not smell the stock yards; there was a sigh of relief from members. RMASFAA will be held the third week of October. Marty will start to look for a mountain location for RMASFAA in 2007 that will be held in Colorado. Marty will present two options to the RMASFAA Board for approval on a site while in Omaha in October. It appears that the locations have been narrowed down for the upcoming CAFAA conference in October; Vail Manor is the tentative location. The tentative dates for the fall CAFAA conference is 10-6 through the 8th. Marty also suggested that Audrey start researching sites now for the 2005 location.

President Elect---Audrey Osswald:

Audrey and Sherri McCullough attended the NASFAA Leadership Conference in Washington DC earlier this month. Audrey indicated that it was a very informative conference and learned how other state organizations are managing their state organizations. Audrey learned how to ride the Metro. She also learned a different philosophy of leading; role of a leader is to get consensus from the group rather than to dictate what the decision will be.

Past President—Rick Lee:

Rick passed out a spreadsheet denoting vendor contributions. (Attached) \$17,746 has been pledged to this point. Rick also pointed out the fact that vendors are paying for “face time” and have continued to be generous even though there is only one conference now which basically cuts the “face time” in half. There was also discussion about collecting the dollars pledged by vendors and the time frame in when this should occur.

Vice President---Dave Aker: (not available, Marty gave this report on Dave’s behalf)

Dave has been actively attending CCHE Advisory Board Meetings on behalf of CAFAA. Marty indicated that he and Dave attended in January and there was some concern from CCHE members as to who exactly needed to be present and serve as a representative for particular groups. Dave will attend on behalf of CAFAA. Rick Lee indicated that the CCsystem Student Services Coordinator would represent the Community College system and he would no longer attend. Julia Alexander was asked to serve on this board. The most recent meeting was canceled by CCHE.

Treasurer--- Sherri McCullough

Taxes have been completed and filed for the Association! CAFAA did not have to pay advertising costs this year. Sherri attended the NASFAA Leadership Symposium with Audrey and agreed that the information, particularly on the financial part, was extremely helpful. Sherri also brought up the subject of stale dated checks and how to reconcile these. There is a CAFAA policy regarding stale dated checks but it does not speak about the process of reconciling. Currently the checks do NOT say "void after 90 days" which is the CAFAA policy. We will be ordering new checks at which time Sherri will ask that this be printed on the checks. Sherri will also check with Wells Fargo (CAFAA'S bank) to determine what their practice is when they do receive checks past the 90 day mark and whether they will allow the check to clear. There are currently three outstanding checks totaling 650.00. One check made to La Raza has been re-issued and La Raza agreed to pay the 25.00 cancellation fee associated with canceling checks. Marty and Sherri are now members of on-line banking for the CAFAA account. Sherri recommended that the Treasurer-Elect (TE) be given signature authority at the time they are appointed to that position. Sherri also recommended that the TE be given access to the on-line banking to establish a familiarity with the position. Sherri indicated that it would make the transition much easier as it is quite difficult to transition without the "hands-on" training. It was also recommended that the TE be allowed to attend the Leadership symposium prior to becoming the Treasurer. There will be more discussion about this. There is a CD (certificate of deposits not compact disks!) This is owned by CAFAA that is only collecting 0.6% interest which is very low. Sherri made some recommendations as to where else we could house these dollars and receive a better rate of return. *The recommendations and decisions are under new business in this report.* There are currently two CD's. One will expire in April 2004 and has \$31,000 in it currently. Sherri also added a component addressing the CD information to the Treasurer's report. Sherri was applauded by the Board for her efforts in researching and organizing this information. Sherri indicated that the software she was using Quicken, is fine and not as horrible as she originally thought. She is able to export the data into an Excel file and disseminate to the membership. (Treasurer report Attached)

Secretary---Elaine Redwine

Thank you for your patience as I take minutes by phone.

Committee Reports:

Fall Conference—Jim Harris

Committee met for the first time March 22, 2004. Discussions about the theme have included "Welcome Back to CAFAA" or something surrounding fall. The topic of registration fee came up as to how much should be charged. In the past it is been near \$100.00 per person. However this will need to be increased. CAFAA will do it's best to keep the registration fee low as many members indicated that with hotel and transportation costs, it is getting harder to send members to these events. Marty and Jim will make site visits shortly. There will also be an opportunity for members to make suggestions on sessions.

Diversity Issues: Rueben/Marty

Rueben was able to obtain a free booth for the CincoDe Mayo festivities.

Professional Development (PD) ---- DJ Hjelle

A meeting was held in December to discuss By-laws. Surveys were sent to schools asking what types of PD schools would like to see. 13 responses were received. There will be a support staff training held at ACC in April. There are currently 50 people registered. Space is limited so folks were encouraged to sign up quickly if interested. Non-CAFAA members may attend this session as well.

Financial Aid Awareness (FAA)—Judy Ransom

Good turn out for the Channel 9 call in. 200 calls were averaged per session. There was a recommendation made to host another in April or May. The Committee also has several high school presentations scheduled. Five scheduled for September 2004. . An information session was given at Arvada High School in where 375 people attended and 275 attended a similar presentation at Dakota Ridge High School. Good success with High School Presentations.

Technology---Tresa England

Polices and Procedures relating to the technical aspect of the web-site have been revised and posted. List-serve etiquette can be found here as well. There will be a Crier article that discusses List-serve etiquette to serve as a friendly reminder to subscribers. Mark Putman put together criteria to obtain a student worker that can assist with web development for CAFAA. There has been discussion about moving the web-site onto a different server since the one we are currently using is Macintosh based. Tresa and Mark are researching various companies to maintain the web site. Goal is to develop a site that mirrors RMAFAA'S and is interactive.

Crier---Greg Thomason

Greg transmitted an electronic Crier file to Mark today. Goal is to get the Crier posted prior to April 1, 2004. Volunteers to assist with the Crier newsletter are welcomed. Greg's term will end and someone who can serve as the role of the editor is needed. Deadline for next Crier is June 1, 2004 with a tentative publication date of June 20th.

Historian----Ellie Miller and Laura Edler

Laura Edler has agreed to volunteer and assist Ellie with this task. Adobe editor purchased in lieu of Photoshop so that we can give members their hair back. This software has many capabilities that Photoshop did not have. Laura and Ellie will start scanning all the archived pictures so that one data base will house all pictures, new and old. Ellie reminded CAFAA members that the digital camera is available and can be borrowed for CAFAA functions. If there are pictures you would like destroyed, contact Ellie and she will think about it after payment is received (this is a joke, no picture is that bad that warrants being destroyed, and Ellie my check is in the mail!)

Membership-----Rhonda Rankin (absent) Marty in her absence

Not sure of numbers of members at this point. There are three new members that have submitted an application but not yet paid, Sherri sent reminders to pay.

New Business-----All

Reserves: CAFAA is required to have one year's budget in reserve. There was a discussion about how to expend the reserve; one example was buying down membership dues. Budgeted reserves have not been fully expended in the last few years. Marty solicited members for suggestions as to how to expend reserves.

Changes to CD: Decision was made to allow Sherri to move \$25,000 from the CD that will expire in April 04 be placed into a two year CD. The rest, around \$6600 will be placed into a six month CD at best rate possible. Audrey Osswald moved that we approve this proposal. Sherri McCullough seconded he motion. Motion carried.

Changes to Treasurer-Elect position: It was decided that the Treasurer Elect will become more active in January to have a six month training period prior to moving into the role of Treasurer.

New Software: Sherri will purchase a memory card to make swapping the data between the lap-top and the desk-top easier.

Membership Year: Rick Lee proposed that the membership fall into the same calendar year as the rest of CAFAA's business. Membership would run from January to December rather than the fiscal year, June to June. The members would be required to pay \$35.00 in August,

2004 but this would cover fees through December 2005 at which time fees would be collected in January, 2006. Audrey Osswald moved that the membership be converted to calendar year rather than fiscal year. Elaine Redwine seconded the motion, motion carried.

Per Diem Changes: There have been some changes in the state per diem rules. CAFAA will continue to follow state guidelines but is not obligated to do so. The changes result in receipts having to be furnished for all meal expenses over 25.00 per day. This takes effect April 1, 2004. Marty will send an e-mail to list-serve members describing the differences as well as the link to the state site.

Other Business

Next Meeting will be in the southern part of the state, tentatively set for June 18th.

Adjourn:

Motion to adjourn made by Debbie Erickson, Rick Lee seconded motion. Meeting adjourned.

Minutes submitted by Elaine Redwine CAFAA secretary.