

CAFAA EXECUTIVE COMMITTEE MEETING
April 18, 2001

Minutes

The meeting was called to order at 12:20 pm by President Karon Johnson. Executive Committee members present were: Kent Bauer, Nancy Gray, Jeff Gregory, Ruben Guerrero, and Joy Jeffers. Guests present were: Debbie Erickson, Deb Frazier, Cindy Hejl, Larry Hollstein, MaryAnne Romero-Hunter, Brad Phillips, Mark Putman, Judy Ransom, Gaye Scheafer, and Marty Somero.

Jeff Gregory moved that the Minutes from the March 2, 2001 meeting be approved. Seconded by Ruben Guerrero. Approved.

Officer Reports:

President-Elect – Ruben Guerrero is asking for nominations or volunteers to put on the ballot for Executive Committee and Board of Director members for 2001-2002. He also talked about Early Awareness programs. He encouraged those present to think about programs that would be appropriate for the 6th and 7th grade level. He will look into getting a copy of NEASF^{AA}'s program and will research other programs that might be available.

Ruben is looking into hotels in Grand Junction for the Spring 2002 conference. Possible dates are April 10-12 which is a Wednesday through Friday. He needs to know what kinds of questions to ask when looking at hotel and conference accommodations. Karon recommended getting bids from more than one hotel if possible. Other suggested locations for future conferences include Black Hawk and Pueblo.

Fall 2002 will mark the 35th anniversary of CAFAA. The conference will be held in Ft. Collins – probably at the Holiday Inn. Possible dates are October 7-9.

Treasurer – Kent Bauer indicated that the charge for non-members for the Spring 2001 conference was not in accordance with our Policy and Procedure Manual. Karon Johnson, Gaye Scheafer, Jeff Gregory, and Ruben Guerrero will review the policy and report at a later meeting. They will also review the refund policy.

Committee Reports:

Spring Conference – Marty Somero reported that things are looking good for the conference. The conference fee covers the charges for meals. The number of registrants is good. There is another conference being held at the hotel and our members will have to walk through the displays for the other conference to get to the CAFAA area. It is likely that attendees of the other conference will also walk through our area.

Diversity – Deb Frazier reported that CAFAA will participate in the Manual High School Debutante program next year. The Diversity Committee would like to add some new members.

Financial Aid Awareness – Judy Ransom said CAFAA has been asked to participate in the Channel 9 job fairs being held at various high schools. This is working well for the distribution of financial aid information.

She reported that Jim Contreras is the Chair-Elect of CESDA and he wants to work closely with CAFAA on activities and programs. Member of the Financial Aid Awareness Committee would like to focus more at inner city schools for early awareness. Judy encouraged partnering with other groups rather than duplicating programs.

It was suggested that CAFAA get involved with the Colorado School Counselors Association to work with lower school grades. CAFAA already has a relationship established with the high school counselors in the state.

The Financial Aid Awareness Committee would like for CAFAA to do a comprehensive program like the one in Kansas. It would include one location where families could get help completing tax returns and the FAFSA and get general financial aid information at the same time.

Membership – Gaye Scheafer reported that Debbie Erickson and Nancy Gray have volunteered to be on the Membership Committee. She thinks Mark Putman is a vital member as well since he provides technical support. There are several copies of the membership database being used (Membership Chairperson, Treasurer, Web Master). Mark synchronizes the copies on a monthly basis. The membership application will be provided on-line by 2002.

Gaye recommended that we cease printing the membership directory each year as we have done in the past. She would still provide paper copies for those members who require them because they do not have web access. She feels the paper copies are bulky, expensive and quickly outdated. The information is available on the web so it is easily accessible to most members and is updated more frequently than was feasible in the past.

Newsletter – Karon Johnson will ask *CAFAA Crier* Editor Cyndeth Allison for the information she gathered from vendors regarding a paperless newsletter.

Service Organization – Debbie Erickson reported for Kim Walter. Committee members have been working with Vice-President Joy Jeffers on the membership brochure. They are including descriptions of positions within the organization and need assistance on writing the Board Member information. Karon suggested that Joy write several sentences and then e-mail it to several current Board members for feedback.

A survey has been sent to vendors to request topics they would be willing to present at conferences or other training sessions. The Service Organization Committee feels there are valuable resources available that could be utilized by CAFAA.

Fall Conference – Debbie Erickson said she has lots of committee members and they are already having lots of fun working together. The theme will center around pirates.

Kent Bauer reminded her to make sure conference materials instruct members to send checks directly to him rather than to the post office box.

Professional Development – MaryAnne Romero-Hunter said the committee will work with the Technology Committee to plan training sessions on Access and Excel. These were topics that were requested by members when the Professional Development Committee did their survey.

Technology – Mark Putman reported that the committee would meet during the Spring conference. He is still looking for a co-chair to take over some of the responsibility next year. He will try to put as many forms as possible on-line. There were some minor glitches with the conference registration form but they were corrected.

Old Business:

NASFAA Leadership Conference – Ruben Guerrero reported that the three CAFAA members who attended the conference in Washington, D.C. in early March were able to visit with aides in Senator Campbell's and Representative Schaefer's offices. NASFAA had put together some information and statistics that they gave to the aides.

Inventory – Report postponed for the June meeting.

Trademark – Report postponed for the June meeting.

New Business:

Life Members – Karon Johnson reported that there was some confusion regarding privileges of Life Members and conferences. The By-Laws and Policy and Procedure Manual are clear regarding membership in CAFAA at no cost for those who have been deemed Life Members. Karon was able to get copies of Minutes from 1983 and 1997 from Peg Mason which clearly indicated that Life Members also do not pay the conference registration fee if they choose to attend CAFAA conferences.

Karon will make sure the Policy and Procedure Manual is updated to reflect this so there is no future confusion. She wants to extend the invitation to all Life Members to attend conferences without paying the conference registration fee (which includes meals offered as part of the conference fee). Life Members would, however, have to pay for their own rooms, transportation, and other expenses including meals for a spouse or guest if they bring someone with them.

The conference registration form needs to have a space for Life Members. It is important for Life Members to pre-register for meal counts and registration materials.

CCHE – Karon Johnson reported that Ginny Feagler will be leaving CCHE the end of June. CAFAA members are encouraged to consider if there are financial aid professionals who might be suited for the financial aid position at CCHE. It appears that someone from outside Colorado who is interested and qualified would be a good fit for both CCHE and the Colorado financial aid community. The position will be reinstated to full-time and reports to Sharon Samson.

GOS Transfer Form – Thanks to Jim Contreras for working on the form. Some people are having trouble opening the form. Mark Putman will convert it to Acrobat format and make it available to CAFAA members.

RMAFCAA Summer Institute – Discussion was held concerning the possibility of paying for a CAFAA member to attend the Leadership Seminar during Summer Institute at Colorado College. It was recommended that it be someone who is interested in becoming a CAFAA leader. Members of the Executive Committee agreed that this is something they would like to forward to the Board of Directors for consideration.

The next meeting of the Executive Committee will be June 1, 2001. Location will be announced later.

Ruben Guerrero moved that the meeting be adjourned. Seconded by Joy Jeffers. The meeting adjourned at 1:44 pm.