

Minutes of the Joint CAFAA Executive Committee and Board of Directors Meeting  
Pueblo, Colorado  
April 23, 2003

**Present:** Rick Lee, Audrey Osswald, James Broscheit, John Ceru, Linda Crook, Lori Gloer, Allison Dean, Eileen Griego, Kevin Simpson, Ruben Guerrero, Tresa England, Mark Putman, Ron Swartwood, Marty Somero, Sherry McCullough, Jim Contreras, Gaye Scheafer, Gary Lewis

President Rick Lee called the meeting to order at 9:35 a.m.

Minutes from the joint meeting held on January 10, 2003 were distributed and reviewed. Motion to approve the minutes was made by Lori Gloer, seconded by Ron Swartwood. Minutes approved.

The agenda for the meeting was distributed and reviewed. Motion to approve the agenda was made by Allison Dean, seconded by Lori Gloer. Agenda approved. (Minutes do not follow the order of the agenda due to the fact that members were coming and going during the meeting).

**Spring Conference Committee Update:** Audrey reported that 131 members were registered for the spring conference, most of who had full day registrations. There were 15 vendors registered.

### **Old Business**

**CAFAA Scholarship:** James presented a draft of the scholarship application and fact sheet. Rick stated that whether or not there is additional money to award scholarships is determined by April 30 of each year. He said we are in a position this year to be able to offer scholarships. Members discussed the scholarship form, how it could be accessed on the web. Rick suggested that it be made available only to CAFAA members. Ruben suggested that the fact sheet be corrected to reflect that registration, housing and/or travel could be covered. Eileen suggested that the scholarship be non-transferable and that back-ups be chosen.

### **Officer Reports**

**President-Elect:** Marty Somero reported that he and James attended the NASFAA Leadership Training in Washington DC and he thanked CAFAA for sending them. He reported on the components of the training and the ability to share ideas from state-to-state. One conference versus two conferences was discussed in addition to the difficulties of putting on a conference and how to make them interesting. They also discussed how to lobby about important issues especially with reauthorization coming up. James reported on legislative visits to Nighthorse-Campbell's and Udall's offices. The Fed-Up initiative was a big issue, particularly in Udall's office. Both enjoyed Dallas Martin's enthusiasm. John Ceru suggested that a good future conference session might be the bill-to-law process. Marty also discussed the upcoming CAFAA elections and the need for compiling a slate of officers.

**Vice President:** James Broscheit reported that he has attended the CCHE Advisory Board meetings and that it is difficult to get minutes from the meetings. He said there is very little written communication from Diane Lindner. James also stated he sits on the SURDS Financial Aid Technology Committee. He reported that the support staff training held 4-11-03 at ACC had 35 people who attended and it went very well. James wanted to especially acknowledge Eric Cronkright for carrying out the training which had been a committee goal the previous year.

**Secretary:** Linda Crook reported that 8 new members had been approved for CAFAA membership through the email process between members of the Executive Board.

## **New Business**

**Conference Chair Lodging:** Rick stated that he feels that lodging for the conference chair should automatically be covered by a comp'd room during a conference. When there are not comp'd rooms available, CAFAA should pick up the cost. The fact that some schools are unable to cover the cost for lodging may prevent some CAFAA members from being willing to be a conference chair unless they are able to have a room nearby from which to conduct business. Mark pointed out that RMAFSA covers rooms of all involved in summer institute. Rick would like to see the language changed in the P&P to include conference chair lodging. Ron moved that the by-laws and p&p be reviewed to ensure that the president and conference chair have lodging covered by CAFAA in the event there are no comp'd rooms. John seconded the motion. Motion approved. Rick stated that this expense needs to be included in the budget at the beginning of the year.

**Budget Modification:** Rick expressed concern that some of last year's expenses are being included in this year's budget. This will be discussed with Gary when he comes.

**Possible Fall Training Topics:** Marty requested that before we decide on future fall training topics, we need to think about where we want the October 2004 conference to be held. It was decided that we would discuss possible conference locations and future training topics in the sector meetings to be held during the Pueblo conference.

**President's Report:** Rick reported that he had bought a sympathy card for Teena Cooper, whose sister passed away a few days ago. The card will be at the conference registration desk for members to sign. Rick also thanked the BOD and Executive Committee for facing the challenges it has faced so far this year, in spite of tough times that we all are facing.

**Past-President's Report:** Ruben discussed the draft revisions that he has made to the policy and procedures manual. He requested that the Executive Committee review their individual sections of the by-laws and make any suggestions to him by 5-31-03. After changes have been made, the Executive Committee recommends to the BOD that the changes be approved.

**Treasurer's Report:** Gary presented the yearly expense reports (budget report, net worth, and profit-loss statements). Gary reported that we have already received vendor money for the Fall 2003 conference and need to decide what to do with it. We need to confirm with lenders that any money from them is still committed. Ruben reminded us that we need to decide whether or not we have any reserves for scholarships. Rick suggested that he appoint an ad hoc committee to decide by 4-30-03 what to do with the reserves. Gary questioned what to do with membership checks that have been received that are either \$10 over or \$10 based on whether they were received before or after the due date. Tresa said that membership forms need to be revised so that one can register online for renewal. The online application needs to state that this is their invoice and that they need to send the money for membership. Payment must also be received by the first Friday in August in order to remain a member in good standing and to retain voting privileges.

The next meeting of the BOD and Executive Committee will be held in either late June or early July.

Lori moved that the meeting be adjourned. Allison Dean seconded. Meeting was adjourned at 11:55a.m.

Minutes submitted by Linda Crook, CAFAA Secretary