

## Minutes of the April 24, 2002 Joint Meeting of the CAFAA Board and Executive Committee

Present: Ruben Guerrero, Rick Lee, Lee Ingalls-Noble, Gary Lewis, Nancy Gregory, James Broscheit, Larry Hollstein, Debra Frazier, Tip Blewitt, Judy Ransom, Mary Anne Romero-Hunter, Ellie Miller, John Ceru, Linda Crook, Mark Putman, Sunny Staninger

The meeting was called to order by President Ruben Guerrero at 10:10 a.m.

The minutes from the March 29, 2002 meeting were distributed and reviewed. Rick Lee made the motion to accept the minutes, Lee Ingalls-Noble seconded. Motion carried, minutes approved.

Spring Conference: Mary Anne Romero-Hunter indicated that 124 people were registered for the conference and 23 of these were first-time attendees, and they will be acknowledged during the conference. She reminded us that if we see things that need attention from the hotel staff to let her know.

### Executive Committee

President: Ruben gave highlights of accomplishments of CAFAA so far.

- 1) The CRIER's sector profiles are perfect opportunities to recognize CAFAA members and to reach out to new members.
- 2) The spring conference is well under way.
- 3) Outreach with Financial Aid Awareness and Diversity Committees continues with successful call in nights and partnerships with Boettcher and CESDA
- 4) Scholarship presentation was done at RMCAC as part of getting the word out to high schools
- 5) There are 2-5 early awareness programs that are being looked at for ideas
- 6) We've published the Success brochure in Spanish
- 7) Kudos to Mark Putman and the Technology Committee for the improvements to the web site among other things
- 8) CAFAA will participate in Decentralized Training in the fall. The topics include resources and how they affect packaging. Hope that GAs and 529 plans, etc., will be addressed. It will be held at Arapahoe Community College.
- 9) CAFAA was well-represented at the NASFAA Leadership Conference

The RMASFAA Road Rally will be presented at this conference. CAFAA's been in the limelight having done the Road Rally in most of the region with WY and NE to come. Ruben arranged for recognition awards for Bob Fomer and Sue Kain. They'll be presented at the banquet.

President Elect: Rick Lee checked with Pueblo's hotel/convention center and found that trying to use the hotel itself for the conference won't work. The days we are still negotiating are April 23-25, 2003. Mary Anne will go with Rick and Audrey Osswald to view the site.

Ruben remarked that RMASFAA will be held October 5<sup>th</sup> to the 8<sup>th</sup> in 2003, and to be careful about scheduling our CAFAA conference that fall.

Past President: Ruben reported for Karon Johnson that she is still working on the Policy and Procedures manual and getting it all in sync. Those of you who did not return your portion of the P & P need to do that quickly. She is also working on sponsorships for the fall conference and will be in touch with Eileen.

Vice President: Lee Ingalls-Noble planned to attend the CCHE advisory committee meeting but it was cancelled. She will attend when it's rescheduled. Mary Anne noted that Tim Foster will be the CCHE representative for Friday's update at the conference.

Secretary: no report

Treasurer: Gary Lewis reported that he is still learning to use Quicken. He has some checks to be deposited and he is paying the bills as he's receiving them. He has paid the first installment of the income taxes, there are three more to pay but funds were budgeted to cover them. There is some additional income that still needs to be recorded.

Gary purchased an updated version of Quicken and the funds for that will come out of the Technology committee budget. The software probably needs to be updated every other year. There is a small printer that went with the Secretary's laptop that will be turned over to Gary. Ruben remarked that we need to liquidate assets in a timely manner to have enough funds in the checking account to cover the bills.

Larry Hollstein made a motion to accept the Treasurer's report, Debbie Frazier seconded, motion carried.

#### Committee Reports

**Professional Development**: James Broscheit remarked that the Decentralized training at Red Rocks and in North Dakota went well, with between 30 and 40 attendees at each. He is preparing the Power Point training session at the conference and people who have committed their laptops to the session should get them to James on Thursday morning. Larry will lead that group. He is continuing to work on the fall conference session and the support staff workshop.

**Technology Committee**: Mark Putman reported that even though a year's time had not elapsed after paying an annual fee, another annual fee was due and was paid in order to use the site for the conference registration form. It turns out there was a change in the site management policy regarding free forms and, as a result, the registration form was not available for about a day and a half. We may not have to outsource this in the future, may have to upgrade our existing hosting site, Itsamac, to accommodate database hosting.

Mark is setting up the listserv for the executive committee, board and committee chairs. The address will be [board@cafaa.org](mailto:board@cafaa.org). CU Boulder is hosting, will let us know when it's ready.

Mark feels the \$1000 budget is sufficient. Mark asked to be notified if an e-mail address has changed.

**Service Organization**: Tip reported that they were waiting for announcements on the new representatives in CO from Key Bank and U.S. Bank. Lynn Tindall from CSOBA will become more active in marketing.

**Historian**: Ellie Miller is putting together some pictures for the fall conference. Would like to include 35 years of music and sports as part of a show. If you have pictures please get them to her as she needs lead time for scanning.

**Financial Aid Awareness**: Judy Ransom reported they are experiencing some down time right now and are working on the revisions to the Success brochure. The CO Council did not have any

suggestions, but we will expand the web address section. Financial Aid Awareness has been asked to provide information on graduate resources.

Ruben noted that CAFAA is being asked to do more along the lines of early awareness and he will be asking for help in improving the presentation. Judy said that she has Montana's program and CESDA and Nebraska also have programs. We hope to have something put together by fall.

**Diversity:** Deb Frazier reported for Jim Contreras that the high school presentations are complete and the RMAFAA Road Rally almost done its rotation. We've had an invitation from CESDA to present. Thanks to CSOBA and Union Bank and Trust for the door prizes. Boettcher and Daniels Fund have both approached us with regard to updating the CD. The Spanish version of the Success brochure is available from Deb.

**Fall Conference Committee:** Nancy Gregory reported for Eileen Griego. The band has been booked for the fall conference and a number of interest sessions have already been established. We are moving full force and Eileen is doing a great job.

**Membership:** Ruben reported for Gaye Scheafer. The request to have the Treasurer and chair of the membership committee approve the new member applications would require a change in the by-laws. It was decided instead that the board would be sent the membership applications via e-mail and they would vote that way. Gaye is ok with that. Mark reminded us that if we have anything to be posted on the web site to get it to him.

Larry noted that changes to the by-laws can be done by the board, but traditionally we've asked the membership to vote on any changes.

Board:

Four-Year Public—Deb Frazier said she has been making an effort to welcome new staff of the four-year schools and recently interviewed three new counselors at Metro State. She's also been working on the Road Rally.

Four-year Private—John Ceru--no report

Two-year Public—Linda Crook—no report

Proprietary—Sunny Staninger—no report

Service Organization—Tip Blewitt—no report

Vo-Tech—Larry Hollstein reported that they have a new member—Caryn Gibson at Delta-Montrose. Kevin Simpson is the new director at T.H. Pickens. Larry wanted us to note that 75% of the Vo Tech sector had signed up for attendance at the conference, but as it turns out the others couldn't make it! Ruben took this opportunity to remind the board members that they should be finding out about new school/staff and staying in touch.

Old Business: none

New Business:

Sunny brought up the agenda for the current conference and noted the repeated sessions and asked that the fall conference committee consider that schools with tight budgets may not approve staff to attend if there are insufficient sessions to make it worthwhile.

The next meeting was set for Monday, August 12 at the Rampart Range campus of Pikes Peak Community College in Colorado Springs at 10 a.m. On the agenda will be the nomination/selection of lifetime members and other award recipients as well as the long-range plan.

Sunny Staninger made the motion to adjourn, seconded by Deb Frazier. Meeting adjourned at 11:14 a.m.