

CAFAA EXECUTIVE COMMITTEE MEETING MINUTES
COLORADO SCHOOL OF MINES
GOLDEN, CO
June 16, 1997

PRESENT - Peg Mason, Curt Martin, Sylvia Jones, Doug Adler, Yvette Hunt, Ellie Miller, Susan Smith, La-M, Hollstein, Dixie Cirillo, Michelle Curtis, Debbie Erickson, Carolyn Giarratano, Mary Heidrick, Audrey Oswald, Gaye Scheafer, Marschall Smith, David Fortune.

ABSENT - Erin Anderson, Mary Bopp, Bernie Clements, Laura Edler, Kathy Heinrich, Donelyn James, Judy Munshaw, Mark Putman, Elaine Redwine, Lynn Tindall, Rick Willis, Gary Schleuger.

CALL TO ORDER - Peg Mason called the Executive Committee meeting to order at 10:17 a.m.

MINUTES - Peg entertained a motion to accept the Executive Committee minutes (from the April 9, 1997) as amended. Larry Hollstein moved to approve the minutes, second by Susan Smith. Approved.

Peg noted that Richard Ponce from DU has officially resigned. Gaye Scheafer will be our new four year private sector representative. Mark Putman will be the new CAFAA Crier newsletter editor. Michelle Curtis will be the new co-chair for professional development.

COMMITTEE REPORTS

CONFERENCE COMMITTEE - Dixie Cirillo - They will have a meeting on Monday to start planning for the fall Conference. Erin Anderson will be the co-chair of the Fall Conference and later chair of the Spring Conference. So far the committee consists of Ann Anderson, Andre Phillips, Peggie Meis, and Susan Smith. The conference will be held October 1, 2, and 3rd in Ft. Collins, Colorado at the University Park Holiday Inn.

DIVERSITY COMMITTEE - Yvette Hunt - They have been able to get the "You can go to school" brochure in Spanish and Vietnamese. However, they are having trouble getting the English version printed. They will absorb the cost of printing the Spanish and Vietnamese versions of the brochure as well as absorb the cost of all of the mailings. This cost is estimated at \$1-100.00. The cost of printing of the English is unknown however, the Service Organization Committee has agreed to do some research and possibly print the English version. Their budget is okay.

FINANCIAL AID AWARENESS - Debbie Erickson - The Education Expo held in April was a

success. However, this was the last year channel 4 will have the Expo. The committee will meet in a few weeks to discuss "Early Awareness" plans for next year and what they would like to do.

HIGH SCHOOL RELATIONS - Carol Giarratano - Patty Hass, co-chair of High School Relations, has officially resigned from the committee. They are currently looking for new people because the committee is decreasing in size. They are open to suggestions on how to reorganize and move in a more positive direction. Larry agreed to review the volunteer sheets and would let Carol know if there are any other CAFAA members interested in the High School Relations committee. Discussion was made about the possibility of combining the High School Relations committee and the Financial Aid Awareness committee. Peg suggested that we leave the committees separate until the transition meeting in November and at that point re-visit the idea.

HISTORIAN - Bernie Clements - Absent.

MEMBERSHIP - Dixie Cirillo - Membership fee will not increase for the next year. The membership application is in the CAFAA Crier, however, it has not been mailed out to date. Dixie is trying to contact Tiffany to get the Crier out within the next few days. The membership budget is okay.

NEWSLETTER - Mark Putman - Absent. Reporting for Mark was Peg Mason. Peg reported that Mark has a number of new ideas to enhance the CAFAA Crier. Mark believes that there should be a committee for the newsletter to provide input for the newsletter and backup. Dixie mentioned the idea of just having a co-chair for any backup needed and also for training to perhaps take over the next year so that the transition would be smoother. Mark will provide more as he is acclimated to his new position.

PROFESSIONAL DEVELOPMENT - Michelle Curtis - The committee had 81 surveys returned from the Spring conference. The high degree of response was credited to the game "You a Winner" played throughout the conference. From the survey it was determined that most everyone supported immediate training twice a year. Professional Development was a high interest item. People preferred local training (within a 50 mile radius), and a cost of less than \$30.00. More than half of the people surveyed supported the idea of having support as members of CAFAA. Tentatively, one training will be held in July/August and one in October. They want the training to be 6 to 8 hours in length. Topics would include subjects such as professional development, office procedures, FAFSA, confidentiality, and what's new and different. The goal is to have everything in place by August 1, 1997. They are open to names of people interested in conducting training.

RE-AUTHORIZATION - Larry Hollstein - Present - Nothing to report.

SERVICE ORGANIZATIONS - Doug Adler - They will meet this Monday (6-13-97) to discuss agenda items such as the "You can go to School" brochure, How to recognize vendors, what they want to do at the next conference, and preparatory work for re-printing & re-construction of donation worksheet.

TECHNOLOGY COMMITTEE - David Fortune - Conducted a survey and 40 people responded so now they are trying to determine what should be the focus of their committee. They have contacted other states and everyone is basically in the same situation. Information on the home page becomes outdated and there is not any who has the time to keep it updated with current relevant information. Much discussion about who could maintain the home page such as vendors of CAFAA or hiring someone or a company and pay them to maintain the home page. Questions came up such as do we need the home page and why do we have it? Is it useful? It was decided that for now, the Technology committee would make it as maintenance free as possible. More direction will be given to the Technology committee at a later date.

OFFICERS REPORT

TREASURER -Susan Smith - Everyone is doing fine with their budget. The tax return was filed, the cost was \$15.00 more this year. The bank account with Community First is officially closed. The budget was reviewed and discussed by the committee. A motion was made by Peg to accept the treasurer report. Curt Martin moved to approve the treasure report, second by Larry Hollstein. Approved.

PAST PRESIDENT - Mary Bopp - Absent. Reporting for Mary was Susan Smith. We have \$26,650.00 committed in CAFAA sponsorships and the majority has been collected. We also raised \$308.00 from the silent auction at the Spring Conference.

PRESIDENT ELECT - Larry Hollstein - Information has been received from a number of different locations for the conference next Spring. Help is needed in the area of nominations by the end of this month (June) for Secretary, one more nomination for President and Vice President. We also need nominations for 4 yr. Private, Public, Proprietary and Service Organization Representative. The idea of combining the CAFAA and RMASFAA Fall 1998 conference was discussed and there was a high level of approval. However, we will officially decide at a later date.

VICE PRESIDENT - Curt Martin - It leas been determined what we have and need in the area of publications. The cost to reproduce all of the different materials has been determined as well. "You Can Go To School" is the current brochure that needs to be reproduced. The idea of printing less brochures (5000 to 10,000) is being explored to limit the enormous expense.

SECRETARY - Sylvia Jones - Budget is OK. Will submit a number of items for reimbursement next month.

PRESIDENT - Peg Mason - Distributed an updated Board of Directors and Executive Committee Chairs and Co-Chairs directory.

Motion made by Peg to adjourn the Executive Committee meeting at 12:12 p.m. Susan Smith moved to adjourn the Executive Committee Meeting, second by Curt Martin.