

Minutes of the CAFAA Executive Committee and Board of Directors Joint Meeting  
Arapahoe Community College  
June 20, 2003

**Present:** Rick Lee, Linda Crook, Jim Contreras, John Ceru, Kevin Simpson, Eric Cronkright, James Broscheit, Greg Thomason, Eileen Griego, Gaye Scheafer, Sherry McCullough, Allison Dean, Ron Swartwood, Judy Ransom, Audrey Osswald

President Rick Lee called the meeting to order at 9:45 a.m.

Minutes from the joint meeting held on April 23, 2003 were distributed and reviewed. Motion to approve the minutes was made by John, seconded by Eileen. Minutes approved.

The agenda for the meeting was distributed and reviewed.

### **Old Business**

**Policy and Procedures/By-Laws:** In Ruben's absence, Rick reported that Ruben is still working on the corrections to the Policies and Procedures/By-Laws and will send Rick a disk with the corrections soon.

**CAFAA Reserve Fund Scholarships:** James passed around the final scholarship application for review. The scholarship is now on the web and is available for applicants to use.

### **New Business**

**Membership Renewal:** Gaye reported that she has sent a renewal letter to life members. She also requested suggestions on what we might want sent to others who renew in addition to the letter. Rick stated that we must have some incentive to get people to want to become members other than the right to vote. We need to find out from members what topics they want discussed in the next year. Eric suggested that sectors do training throughout the state. Kevin suggested that we somehow advertise the Fall 2004 conference as special so that they will look forward to it and want to join. Rick is working on matching the voting process online with the membership list so that we will know who votes and who doesn't.

**Award Nominations:** Rick stated that we need to send nominations for the Hall of Fame and Life Membership Awards to him by mid-August. Nominations need to include an explanation of the person's accomplishments and why he/she is being nominated. The BOD and Executive Committee will review any nominations received during the next joint meeting. The rest of the nominations are made by the Association's membership through the Executive Board.

### **Officer Reports**

**Vice-President:** James reported that he never received any minutes from Diane Lindner from the last CCHE Advisory Board meeting. The next meeting is scheduled for June 26.

**Treasurer:** Rick reported for Gary and distributed the CAFAA budget reports. He stated that CAFAA is doing very well financially. He corrected the budget for the Historian to reflect the \$300 scanner expense. He also reported that for the professional development program that was conducted in April, the breakfast came out of the conference committee budget when it should have been reflected in the Professional Development Committee's budget. For the staff support training that was held later, CSLP picked up the tab for the continental breakfast. Judy mentioned that there used to be a form that vendors could use to document any "in-kind" contributions. It would be nice for vendors to be given credit for these contributions at the end of the year as opposed to just having their monetary contributions tallied. It was suggested that there could be an additional category on the form to include in-kind contributions. Rick noted, however, that it is expensive to change any forms that are on the website. Greg mentioned that the DreamWeaver software purchase has been approved as part of the CAFAA Crier budget.

**Secretary:** Linda had no report

**President:** Rick addressed the CAFAA scholarship issue and stated he thought we would have \$3000-\$4000 this year to be used for scholarship awards. Judy suggested that a scholarship to NASFAA might not be practical at this late stage and that a scholarship to attend RMASFAA might be more appropriate. Rick stated that this scholarship is intended for the entire membership and that CAFAA conferences, trainings, etc. could be used by all members. Rick asked if we wanted to put a cap on awards or just stipulate what the award covers (such as room, registration, travel, etc). Another suggestion was that we could pre-pay some of the expenses (ex: room) and cover the remaining funds from any scholarship. James pointed out that the appointed ad-hoc committee is responsible for making these decisions. The committee is composed of Eric, Jim, and Judy. Eileen moved that we give the ad hoc committee the discretion to use up to \$2000 for scholarship funding for this year. The funding will include scholarships to the winners of the Post Secondary Professional of the Year and the Tom Monahan Rookie of the Year awards, in addition to those recipients for next year. Ron seconded the motion and the motion carried. James suggested that we move the scholarship form on the web so that it is not quite so available to people. Some people have thought that they could start applying right away, and one person who is not even a CAFAA member has submitted an application.

### **Committee Reports**

**Spring Conference:** Audrey reported that the Pueblo Convention Center and Hotel worked very well with CAFAA during the Spring 2003 conference. The Convention Center did not hold us to some of the terms of the contract (ex: rooms reserved, tax exempt status, etc) so CAFAA was able to save money on the conference. The evaluations that Audrey has seen were very positive. According to Audrey, total expenses for the conference were \$14631 and revenue was \$16718, so there was a profit of over \$2000. Audrey asked if the Decentralized Training expenses should have been placed under the Conference Committee's budget or under the Professional Development Committee's budget. Rick stated that it should be moved to Professional Development so that our financial records are correct. Audrey will need to fill out a reimbursement form, give it to Eric to sign, and then it will need to be given to Gary so he can make the correction. Audrey and Rick also discussed the hotel deposit which was taken out of last year's budget, but that should be a part of this year's conference budget since it was this year's expense. Jim asked about the \$100 honorarium to the Native American dancers from the Diversity Issues Committee. A check was written by Gary and given to the dancers, but it is not reflected in Audrey's conference expense sheet or in Gary's budget report. Jim will talk to Gary about this.

**Diversity Issues:** Jim reported on events that the committee has been active in. The committee is getting away from handing out pens, etc. and having more visibility in diverse communities, focusing more on diverse issues instead of just doing outreach. The CAFAA Success brochure is being updated and will soon be ready for print for the next year. The brochure continues to be a collaborative effort funded by CESDA, CAFAA's Financial Aid Awareness Committee, and the Colorado Council.

**Professional Development:** Eric reported that the Professional Development Committee has completed the support staff training which drew 35 participants, primarily from the Denver and Colorado Spring areas. There was no interest elsewhere throughout the state in having this training. Eric suggested that sector reps contact their sectors to see what other training opportunities might be needed. Eric also announced the CSLP/CAFPA training to be held June 27, in Denver, with other sites throughout the state following in the next month. (Trinidad, UNC, Delta/Montrose area, and one other site). Rick stated that in the fall we will have the CAFPA business meeting and the BOD/Exec Committee meeting, but we need a good speaker and reasons for people to want to come from out of town. Rick does not intend for members to pay a registration fee for this fall meeting. He suggested that we have it here in the Denver area, perhaps at one of the community colleges where there would be minimal cost.

**Financial Aid Awareness:** Judy stated that the Success brochures should be printed in July. She is working with the Colorado Council's H.S. Training committee on the brochures and the CD from the Boetcher Foundation. According to Judy there are usually 1000 participants at the Colorado HS Counselor Workshops where these are distributed.

**Membership:** Gaye reported that Tresa has updated the membership list online. She passed around the current application for membership that is posted online and asked that each of us look at the paper membership list. Several suggestions regarding membership were discussed by the group:

- 1) Issuance of a CAFAA membership card with an expiration date that could be used as a name badge during conferences. Gaye will talk with Tresa and Mark about the technicalities of this.
- 2) That each new member be contacted during the year by an older member to see how things are going, remind of upcoming training events, and to obtain news for the Crier. Possibly the sector rep could serve as the “older member”.
- 3) Schedule a President’s reception for new members at a conference.
- 4) Give some small gift to new members upon joining CAFAA.

Another issue that Gaye discussed was the need to direct people to the website for volunteer forms, etc. We could also email new applicants advising them that we have received their application and provide them with new information about their sector, etc. The decision among the group was that Gaye will send a letter to new members along with a membership card (if the details can be worked out). The appropriate sector rep will be advised of any new members and will be responsible for contacting them, referring them to the Crier online, the website, and any other information they feel appropriate. Gaye will provide more information to us about new members as we are voting to approve them, so that the sector reps will know who they need to contact.

**Cafaa Crier:** Greg discussed that he is trying to learn how to use Dream Weaver for the Crier. He stated that it has been very slow obtaining information from our membership. He has tried the following 3 things:

- 1) An enrollment survey (he received 2 responses).
- 2) A personal profile (he received 2 responses).
- 3) An article on “How to Beat the Financial Aid System”

Greg suggested that he advertise in the next Crier (July 5) the awards that we are trying to get nominees for from the membership (all but the Post Secondary Professional of the Year and the Tom Monahan Rookie of the Year). Greg would be able to publish the information describing the awards and who might qualify so members might make nominations. Greg also suggested that new members could be listed in the next issue. He would also like to have an associate editor who could help him on future issues.

Kevin moved that we adjourn the meeting. Ron seconded the motion and the meeting was adjourned at 1:53 p.m.

Minutes submitted by Linda Crook CAFAA secretary.