

CAFAA EXECUTIVE COMMITTEE MEETING

August 11, 2000

Minutes

The meeting was called to order at 9:46 am by President Jeff Gregory. Executive Committee members present were: Kent Bauer, Nancy Gray, Jeff Gregory, and Karon Johnson. Guests present were: Dave Aker, Jenny Allen, Nancy Behr, Tresa England, Larry Hollstein, and Mark Putman.

Kent Bauer moved that the Minutes from the April 19, 2000 meeting be approved as amended with correct spelling of Putman and Hollstein. Seconded by Karon Johnson. Approved.

Jeff Gregory reported on the archiving process. He has established a directory structure for 1999-2000 files. Included and suggested files are: Board of Directors, Executive Committee, Budget, Conferences, CAFAA Crier, Membership, and CAFAA Website. It was suggested that a writable CD rather than a rewritable CD be used for permanent storage. One copy would be kept in secure storage at CSLP and there would be one copy for ready access. Mark Putman will try to recruit someone from UNIPAC for the Technology Committee for 2000-2001 to possibly assist with scanning. A final function for the Technology Committee each year would be to copy the contents of the CAFAA website onto a disk. Jeff Gregory will develop a formal process of CAFAA record keeping to propose to the Board of Directors at a future meeting.

Jeff Gregory reported that Fall Decentralized Training will be held Thursday, November 2, 2000 at Aims Community College in Greeley. The topics are Professional Judgment and Expected Financial Assistance. The cost is \$60 per person. Jeff has offered to be the trainer from Colorado unless someone else wants to do it. He has not gotten any requests from others who are interested.

Discussion was held regarding Spring Decentralized Training. The topics are Packaging Philosophies; Modules and Adjustments; Program Participation Modifications; and Consortium, Study Abroad and Articulation Agreements. The Spring conference is scheduled for April 18, 19, and 20 in Colorado Springs. Typically, the conference begins at noon on Wednesday. There was discussion regarding shortening the conference by one-half day so we could use all day Wednesday for Decentralized Training. Registration and cost for Decentralized Training will be separate from the conference registration and cost. However, since the conference will be shortened by one-half day, the cost of the conference should be less than normal. Lunch on Wednesday during Decentralized Training is the participant's responsibility. Karon Johnson moved that the Executive Committee recommend to the Board of Directors to have Spring Decentralized Training on Wednesday, April 18, 2001 in Colorado Springs prior to the start of the Spring conference. Seconded by Kent Bauer. Approved.

Jeff Gregory circulated the revised contract for the Fall 2000 Conference in Crested Butte. A map of the facilities was also available for viewing. We will be utilizing three separate buildings for hotel, meals, and sessions (vendors upstairs, sessions downstairs). Persons unable to walk between the buildings will be able to drive to the separate buildings.

Tresa England gave an update on the conference plans. There is a 19% gratuity charged on meals. This is higher than expected. There is not good historical background on conference costs. Tresa has gathered some information and will pass along as much as she can to the next conference chairperson. Karon said she has also started gathering information and has started a spreadsheet regarding number of hotel rooms used at past conferences. This information will help in planning future conferences and establishing contracts. There were questions regarding different amounts paid by vendors. They can pay an "exhibit fee" of \$250 or a "sponsor fee"

of \$350. The additional \$100 allows them to be listed as a sponsor of the conference. Tresa said the additional \$100 will be used to pay for the beverages at breaks this year. A sign listing all of the sponsors will be used at each break (rather than singling out one sponsor for each event).

Conference materials will be mailed and put on the website the week of August 21. Standard rooms are \$58 and a king suite is \$75. A space to include an institution's tax id number is being added to the registration form. A late registration fee will be charged for those people registering after September 24 (also the date for room reservations). Monday dinner is the registrant's responsibility. Tuesday night is the banquet. Joan Zanders, RMAFSA President, will do a session on conflict resolution. There will be sector meetings. Discussion was held regarding possible topics. Some discussion was also held about possible topics for sessions at the Spring conference (consumer information -how to gather and report). The annual business meeting will be held at the Fall Conference. Committee reports are sent to the conference committee to be included in the conference program or packets. Election results will be announced at the business meeting.

Conference registration will utilize a voucher for larger institutions sending more than 3 people to the conference. Schools will be able to pay for a certain number of registrations but can change the names of registrants if necessary. The conference committee will send checks to Kent Bauer on a weekly basis rather than waiting until the conference to turn in funds. The new laptop computer and all-in-one (copier/printer/scanner) will be available at the conference in order to print receipts for those people who need them as well as other uses the committee may have.

Lunch break

Karon Johnson reported that she was hoping to have the Spring 2001 conference in Pueblo. The hotel was available but the conference center was already booked. She decided on the Doubletree Hotel in Colorado Springs instead. A copy of the tentative contract was circulated. Jeff Gregory moved that the Executive Committee recommend to the Board to accept the contract with some revisions. Seconded by Karon Johnson. Approved. The Fall 2001 conference will be at a mountain resort. Karon is trying to obtain information from Keystone and Breckenridge and may also look into Frisco.

Kent Bauer gave the Treasurer's Report. He received a letter from the tax accountant regarding *Crier* advertising. Discussion was held regarding changes that may occur since we are moving to a more paperless world. Kent will write a letter back to the accountant thanking him for his information. Karon will do some research to find out what other state organizations are doing in reference to newsletters/ websites/advertising. Mark suggested looking at RMAFSA's corporate development form which uses contributor levels. Forms of recognition are tied to an organization's level of support.

Discussion also centered around accountability and communication regarding organizational funds. Kent requested that some processes be developed to foster communication between the Treasurer, Past President, and *Crier* editor. Questions have also surfaced regarding final accounting for conferences and some type of auditing procedure of the bank statement on a regular basis. Kent asked that the Membership forms be sent to the Membership Chair rather than the Treasurer in the future. Conference registrations need to be sent to the conference committee. Those committees should forward checks to the Treasurer on a regular basis.

Nancy Gray will contact Debbie Erickson to put together some information regarding a possible Corporate Development Committee. She will obtain a copy of the RMAFSA Corporate Development form from Curt Martin or Mark Putman. Larry Hollstein will contact Donna Johnson in South Dakota and/or John Nutter in Wyoming for ideas regarding a Finance and Audit Committee. Kent Bauer will follow-up with

Kim Rhodes Walter for accountability of Spring conference funds. Nancy Gray moved to accept the Treasurer's Report with two amendments (correct amount of Crier expense and move stationery expense to Vice-President category). Seconded by Karon Johnson. Approved.

Kim Sager has resigned as associate editor of the *Crier*. Two other people have volunteered to help. A handbook is being developed. The editorial board has been placed on hold. Cyndeth Allison will be the new editor. It has been proposed that we utilize only an electronic version of the *Crier*. Mark suggested putting it in Acrobat format so people could print a copy to read later. That would also enable the editor to use any newsletter software available (and something they are comfortable with) and then convert it to Acrobat format. Tresa noted that all vendor materials for the Fall conference will be sent in electronic format only as a trial toward moving to paperless conference registration materials.

Discussion was held regarding the membership list on the website. It was suggested that we move toward a "members only" section with a secure password. Some members would be more willing to put their direct phone numbers and e-mail addresses on the membership forms. Postcard reminders could be sent to the membership to check the website for: membership forms, Fall conference information, Spring conference information, and when the new issue of the CAFAA Crier is available. A separate section for students and parents could also be developed.

Jenny Allen reported for the Financial Aid Awareness Committee. She circulated a draft of the updated brochure. They will be getting bids for the printing. They are working on the area-wide high school night which will be held at Red Rocks Community College. The new "Financial Aid Information" banner will be used at the CAFAA table.

Jeff Gregory has talked to Marv Dunkle. He is interested in working with CAFAA as part of the Council of Elders with Don Smith.

Jeff Gregory has checked with RMAFCAA about different pricing for members and non-members for various activities. Yes, they do.

Mark Putman will host the next meeting on September 15, 2000 at U.S. Bank on 120th Ave as this seemed to be a good location for most members.

Nancy Gray moved and Karon Johnson seconded to adjourn the meeting of the Executive Committee. The meeting adjourned at 2:30 p.m.