

Minutes of the Joint Meeting of the CAFAA Executive Committee and Board of Directors  
Red Rocks Community College  
September 13, 2004

Present: President: Marty Somero  
President-Elect: Audrey Osswald  
Vice President: Dave Aker  
Secretary: Elaine Redwine  
Treasurer: Sherri McCullough  
Treasurer-Elect: Cindy Vadeboncoeur  
Past President: Rick Lee  
Four Year Private Rep: John Ceru  
Four Year Public Rep: Aimee Rogers  
Proprietary Rep: Julia Alexander  
Webmaster: Mark Putman  
Financial Aid Awareness Chair: Judy Ransom  
Conference Committee Chair: Jim Harris  
Professional Development Chair: Debra Hjelle  
Membership Chair: Rhonda Rankin  
Tony Bowling: Area Vocational Technical Rep

Absent: Rueben Guerrero: Diversity Issues  
Ellie Miller: Historian  
Service Organization Rep: Debra Erickson  
Tresa England: Technology Chair  
Nancy Gregory: CAFAA Crier

The agenda for the meeting was distributed and reviewed (attached) [cafaaagenda0913](#)

### **Old Business:**

The executive committee as well as the Board of Directors heard a motion from Sherri McCullough to approve the CAFAA policies and procedures manual referenced in the July minutes, submitted by Rick Lee. Dave Aker concurred with Sherri, policies and procedures approved. Rick is also currently working on the CAFAA by-laws and hopes to distribute a draft to the Executive Committee and the Board of Directors by the end of September and finalize at the conference. Policies and procedures will be posted to the web for members review.

### **Officer reports:**

#### **President—Marty Somero:**

Marty spoke about the meeting held at CU-Denver regarding the legislative issues presented by Paul Tone. There was some discussion amongst the group about the role of CAFAA in regards to legislative issues. A member suggested offering more sessions speaking to legislative concerns and issues. This topic will continue to be discussed. All felt that it was important to educate the new financial aid professionals in regards to these topics such as reauthorization. Marty is down to the final visits in making a recommendation to RMAFSA for the RMAFSA conference, being held in Colorado in 2007.

#### **President Elect---Audrey Osswald:**

The final slate of officers has been finalized and by now voting is open to all paid CAFAA members. Thanks to Rick Lee for hosting these polls again this year. There are future enhancements that are being looked at in order to make the election even more dependable than the presidential election. ☺ More on technology and enhancement to the possibilities of

the CAFAA web site are included in the technology committee report. Audrey thanked each member who is running or assisting CAFAA in any way. The success of the association is dependant upon each of us doing our part. Officers will be announced at the CAFAA Conference in October. Audrey also mentioned that Lisa Garaffe will replace Don Taylor as the official liaison in planning the CAFAA conference in 2005. There were several sites recommended from members that were present. Please forward suggestions to Audrey.

**Past President—Rick Lee:**

Rick has been busy soliciting sponsors and it has worked! Approximately \$20,000 of new vendors has been pledged to date.

**Vice President--Dave Aker:**

The CCHE Advisory group has not met in a while and will not meet again until end of October. Nothing new on the CCHE updates other then SURDS coming out on the web for the 03-04 reporting year. Bridgette Mullen of CCHE has taken a new position at CU-Denver. Diane Lindner will be the new contact for GOS.

**Treasurer---- Sherri McCullough**

Sherri handed out the Treasurer report as well as a list of paid memberships and those that are registered and paid for the conference. The Treasurers report is attached. [Balance Sheet 9-11-04](#) [Treasurer Report 9-13-04](#) Please be sure that all reimbursements are done prior to the end of November so that a smooth transition is ensured for the Treasurer-elect. Sherri will continue to monitor two CD's that are coming due. There was some discussion about the CAFAA lap-top and the current appraisal on it. This will be an on-going discussion to determine if a new lap-top should be purchased. Sherri also indicated that it would be good to have the membership page indicate that you should renew your membership prior to registering for the conference to get the membership rate. There was consensus in the group to do this. Recommendation to move the RMAFCAA line item to President-elect.

**Secretary---Elaine Redwine**

Thanks to the Technology Committee for getting the minutes posted so quickly.

**Committee Reports:**

**Fall Conference—Jim Harris**

Conference planning moving along as planned. There may as many as 157 people registered for the conference and the committee was happy to take measurements of Marty for his leder-hosen dance. Do not miss this entertainment. Jim indicated that the expenditures are on target and that overall this conference should come within budget. Jim indicated there were a number of variables that factored into the higher then average registrants. \*One was getting registration up and ready earlier then previous years, and \*The CAFAA contribution towards the members over all cost helped.

The current price for late registrants is now out on the web. There are some concerns with vendor space but the committee is working diligently on resolving this issue. The program and agenda should be posted to the conference site on the CAFAA web page shortly. The contract for the entertainment was approved by the Board via an on-line vote. There will be authentic German music performed by a CAFAA member as well as another tough act to follow. The only rooms available at the Manor Vail Lodge are one bedroom. Jim will check with some neighboring hotels in case over-flow rooms are needed. Thank you to Jim and committee for your tireless efforts on arranging this conference. Hope you can all join us in Vail for Brats, Beer and Marty's dancing. Okay, not sure if the brats and beer will be there but Marty will!

**Diversity Issues: Rueben Guerrero/Jim Contreras**

No report from chairs. Securing a chair was discussed, Audrey will investigate possible candidates.

**Professional Development (PD) ---Marty on behalf of DJ Hjelle (absent)**

DJ recommended support staff training to occur annually through CAFAA. The Professional Development Committee is sponsoring two sessions at the CAFAA conference. DJ brought up the topic of sponsoring two winners of the CAFAA awards to attend various conferences and where this money should come from. The original intent was to sponsor these events with reserve funds. These funds may vary from year to year and therefore the amount award to each recipient cannot be determined initially. The scholarship dollars are currently housed in the Professional Development budget and perhaps should not be. The current process is Executive Committee making recommendation that there are available funds by April 1 of each year. The Professional Development Committee will then recommend to the Board of Directors the recipients which will then be approved by the Board of Directors by May 1 of each year. This will be a topic to be decided perhaps by the new leadership, under Audrey Osswald. There was a recommendation that some of the reserve monies be earmarked for future expenses since there will be a year and a half without membership dues due to the recent transition to the fiscal year. Marty noted that this committee needs to be prepared for some COF trainings as implementation comes closer.

**Financial Aid Awareness (FAA)—Judy Ransom**

Judy is asking all members to review the “Success” brochure sponsored by CAFAA as well as two other educational related agencies. This publication is geared to high school groups and may need revised. Please forward any comments or suggestions to Judy/ Several presentations occurring including the ACT counselor work-shop and the sessions at various locations for the Colorado Council on High School Relations. Channel 9 call-in planning is in full swing and volunteers would be greatly appreciated. It is important that members of CAFAA partner with area high schools and present at parent nights or college nights. The FA Awareness Committee is also able to assist schools with this effort. Again, contact Judy Ransom for information.

**Technology----Mark Putnam/Tresa England (absent)**

Mark presented a detailed proposal on re-vamping the current CAFAA web site to benefit from the enhancements that are currently available. Proposal is attached. The committee will be requesting RFP's from various vendors and these proposals will be recommended to the Executive Committee and Board of Directors for approval. Please See attached proposal for details. [CAFAA Site RFP](#).

**Crier----Nancy Gregory (absent)**

Nancy has done a wonderful job with the Crier and is ready to turn it over! If anyone is Interested and would like to become the CAFAA Crier Editor, please contact the CAFAA President. There is no co-chair currently. Nancy will remain Editor through December 2004.

**Historian-----Ellie Miller (absent)**

No updates.

**Membership----Rhonda Rankin**

Membership on the web has been updated. There are some glitches happening that are preventing updates to the institution as well as sector sections. Most people are paying the full amount and those that have only made partial pays will be billed for the difference. There were a large number of applications with no payments attached. Those members will also be contacted. Have received 124 applications that are valid and we have 6 new members! There were also a few members that have agreed to run for office that are not members; Audrey will be contacting those members. All new memberships were approved by the Board of Directors via an on-line vote.

## **New Business-----All**

**Certificates:** Marty asked that all committee chairs e-mail him the names of your committee members so that certificates can be created for each person.

## **Other Business**

Next meeting to be held at the CAFAA Conference; October 6, 2004.

## **Adjourn:**

Motion to adjourn made by John Ceru, Rick Lee seconded motion. Meeting adjourned.

Minutes submitted by Elaine Redwine CAFAA secretary.



Executive Committee and Board of Directors  
 September 13, 2004  
 Red Rocks Comm College Colorado

The meeting will begin at 10:45 am [in the Redd Foxx Rm.](#)

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|----|---|--|
| 1. | Welcome   | Marty  |
| 2. | Old Business<br>Policy & Procedures/By-Laws   | Rick   |
| 3. | Officer Reports<br>President<br>President Elect<br>Past President<br>Vice President<br>Treasurer<br>Secretary   | Marty<br>Audrey<br>Rick<br>Dave/Marty<br>Sherri<br>Elaine                        |
| 4. | Committee Reports<br>Fall Conference<br>Diversity Issues<br>Professional Development<br>F/Aid Awareness<br>Technology<br>Crier<br>Historian<br>Membership | Jim/Lori<br>Rueben<br>DJ<br>Judy<br>Tresa/Mark<br>Nancy/Marty<br>Ellie<br>Rhonda |
| 5. | New Business<br><br>Elections<br>Awards<br>Web Site update  | <br><br>Audrey<br>Marty<br>Mark/Tresa  |
| 6. | Other Business  | All  |

**CAFAA Balance Sheet**  
**(Includes Unrealized Gains)**  
**As of 09/11/04**

<u>Account</u>	<u>Balance</u>	
<b><u>ASSETS</u></b>		
Cash and Bank Accounts		
CD closed 4/15/04	\$	-
CD 24 month	\$	7,550.61 (as of 4/30/03 - renews 04/30/05 at .75%)
6 month CD - SSFCU	\$	31,792.25 (as of 8/30/04 - renews 10/15/04 at 1.75%)
12 month CD	\$	7,757.12 (as of 12/22/03 - renews 12/22/04 at 1.85%)
Savings Account	\$	5.00 (Necessary to have CD's at CCFCU)
Checking	\$	33,803.47 (This is our regular checking account)
Wells Fargo Bus Premium Mkt	\$	15,890.36 (This is our premium checking account)
		<hr/>
<b>TOTAL Cash and Bank Accounts</b>	<b>\$</b>	<b>96,798.81</b>
Other Assets		
Lap Top	\$	2,341.71
		<hr/>
<b>TOTAL Other Assets</b>	<b>\$</b>	<b>2,341.71</b>
<b><u>TOTAL ASSETS</u></b>	<b>\$</b>	<b>99,140.52</b>
<b><u>LIABILITIES &amp; EQUITY</u></b>		
<b><u>LIABILITIES</u></b>	<b>\$</b>	<b>-</b>
<b>EQUITY</b>	<b>\$</b>	<b>99,140.52</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$</b>	<b>99,140.52</b>

**CAFAA**  
**Treasurer's Report**  
**September 13, 2004**

1. You each have a copy of the "up-to-date" payments for 2004-05 membership and 2004 Fall Conference Registration. I have been e-mailing these reports to Tina Peltier (conference registration) and Rhonda Rankin (Membership Chair) every other week or so.
2. I am also including the Itemized Categories Statement of all income and expenses for CAFAA effective January 1, 2004. If you or your board would ever like an up-to-date itemized listing of your expenses, just send me an email at [sherri.mccullough@ppcc.edu](mailto:sherri.mccullough@ppcc.edu). I should respond within 24 hours.
3. I would ask that you concentrate on getting all expenses to me prior to December 31, 2004 so that we can have the budget prepared so that Audrey, Marty and the new President-Elect will be able to prepare the 2005 Budget in a timely manner.
4. The Treasurer-Elect (Cindy) and I will already start our training at the CAFAA Fall conference. I feel it is a little too much to wait for our November transition meeting.

Respectfully submitted,

Sherri McCullough  
CAFAA Treasurer

Attachments:

Balance Sheet  
Budget Report  
Itemized Category Report  
2004 Conference Registration payments (in alpha order)  
2004 membership payments (in alpha order)

## CAFAA.ORG Request for Proposal

The Colorado Association of Financial Aid Administrators (CAFAA) seeks an experienced firm to provide web design services. It is CAFAA's intent to enter into an Agreement with the Selected Firm for web design services to include those services necessary to help the organization achieve its goals as outlined in this RFP.

### I. Background and Goals

#### Organization

Colorado Association of Financial Aid Administrators (CAFAA) Mission Statement

CAFAA:

- PROVIDES informational services and activities to assist students in meeting the costs of Higher Education through Financial Aid and Self Support.
- PROMOTES the professional preparation, effectiveness and recognition of all those concerned with the administration of Student Financial Aid.
- PROMOTES communication among Educational Institutions, Agencies and Organizations which support Student Financial Aid Programs.
- SERVES as the state forum for the expression of views on matters relating to the development, funding and administration of Student Financial Aid at the State, Regional and National levels.

The Colorado Association of Financial Aid Administrators (CAFAA) Vision

CAFAA advances the Financial Aid Profession in order to be the primary source in Colorado for information and guidance regarding the financing of Student Higher Education.

CAFAA's current web site [www.cafaa.org](http://www.cafaa.org) was re-designed in 1998 by CAFAA Webmaster Mark Putman, and is in need of updating aesthetically and functionally.

CAFAA's primary resources for this project include:

Mark Putman, CAFAA Webmaster  
Tresa England, Technology Committee Chair  
Art Figel, CAFAA Listserv Administrator  
Marty Somero, CAFAA President

Mark Putman will be the project lead for CAFAA.

## **Project Scope**

The primary focus of this project will be to create a web site that provides the CAFAA membership with access to association information and resources through a content-management system.

Success will be measured by product usability, budget management and on time delivery according to the following timeline:

9/15/2004	RFP Sent
9/30/2004	RFP Responses Due
10/15/2004	Development Firm Selected
11/01/2004	Project Begins
1/1/2005	New Site Live
1/15/2005	Project Completed

The budget for this project is not to exceed \$5000 for software and development work. Ongoing web hosting cannot exceed \$500 per year.

Logos, existing banner advertising, and other web assets will be provided by the CAFAA Web Redesign Project Team.

### **Primary Project Considerations:**

- Ease of maintenance
- Staying within the budget
- Quality execution (graphics, writing, navigation, etc.)

## **II. Audience, Content, and Functionality**

### **Audience**

The primary visitors to the CAFAA site will be members of the association. Depending on financial resources, this may be expanded to include a section purposed for educating the general public on the proper web locations to choose for higher education, financial aid, and student loan information.

### **Content**

A significant portion of the content will come from the existing site and will be populated into the content management system by the CAFAA Web Redesign Project Team.

New and updated content will be managed after go-live date by the CAFAA Technology Committee.

## Functionality

- Membership directory linked to Access database – Login required.
- Calendar
- Newsletter archive
- Officer and Committee Chair page (photo capability)
- Photo galleries
- Minutes archive
- Committee information pages
- Site search
- On-line registration forms (conferences, membership renewal)
- Banner advertising management
- Sponsor page and sponsorship form
- CAFAA Document archive (By-laws, Long-range plan, Budget)
- Method for checking external links

## III. Similar Associations' Sites

Here is a reference listing of similar associations and their sites:

### Designed by ATAC

AASFAA	<a href="http://www.aasfaa.org">www.aasfaa.org</a>	Cookie cutter.
RMASFAA	<a href="http://www.rmasfaa.org">www.rmasfaa.org</a>	Cookie cutter.
KASFAA	<a href="http://www.kasfaa.org">www.kasfaa.org</a>	Cookie cutter.

### Others of Note

NeASFAA	<a href="http://www.neasfaa.org">www.neasfaa.org</a>	Nice directory.
MAFAA	<a href="http://www.mafaa.org">www.mafaa.org</a>	How not to do a photo gallery.
VASFAA	<a href="http://www.vasfaa.org">www.vasfaa.org</a>	Banner method (always rotating).
FASFAA	<a href="http://www.fasfaa.org">www.fasfaa.org</a>	Friendly member sign in page.