

Minutes of the Joint CAFAA Executive Committee and Board Meeting
October 7, 2002—Fort Collins, CO

Present: Ruben Guerrero, Karon Johnson, Rick Lee, Gary Lewis, Nancy Gregory, Larry Hollstein, John Ceru, Debbie Frazier, Linda Crook, Tresa England, Gaye Scheafer, Cyndeth Allison, Mary Anne Romero-Hunter, Eileen Griego, James Broscheit, Mark Putman, James Contreras and Guest Darry Voigt, RMASFAA President.

Absent: Judy Ransom, Lynn Tindall, Sunny Staninger, Lee Ingalls-Noble, Ellie Miller

President Ruben Guerrero called the meeting to order at 9:14 a.m.

Minutes from the August 12, 2002 Joint Executive Committee and Board meeting were reviewed. Motion to approve the minutes was made by Larry Hollstein, seconded by John Ceru. Minutes approved.

Ruben announced the order for the awards to be given out at the banquet was not filled and the company hoped to have them done by the banquet.

Officer Reports

Karon Johnson, Past President—announced that the draft of the Policy and Procedures manual was now ready and she wanted a few people to review it. It should be ready for the next year. Karon has also been working on sponsorships and reported that the vendors like the letter requesting funds in October. A second letter was sent out soliciting funds for the 35th Anniversary conference which resulted in Wells Fargo sponsoring the banquet and Citibank the President's reception. CSLP also donated all the corsages and boutonnieres for the President's reception.

In reviewing the budget sheet, it was noted that corporate sponsorships were listed at \$3000, with \$2780 received. There was some discussion as to which sponsorships this referred to as we had received over \$7000.

Per Mark Putman, there were no complaints regarding advertising on the web page from the vendors. In fact, it was hard to get the copy to put up on the web page even after some had paid their fees for it.

The form for sponsorships was also reviewed and sponsorships start January 1. A clarification needs to be made in the Policy and Procedures manual regarding the fees for members and non-members alike. Karon will fix the language to reflect that non-members are paying the differential.

Treasurer Gary Lewis—continued the discussion of sponsorships noting that much of those funds are imbedded in specific areas such as the fall and spring conferences in the budget. The corporate sponsorships at the top of the report show the donation tiers, such as Everest, etc., and even though the individual forms delineate the levels, they don't

show that way in the budget. There will be a spreadsheet with the detail attached to the treasurer's report in the future. Ruben noted that the advertising revenue has dropped due to the CRIER being online.

Gary reported that CAFAA paid \$1160 in federal taxes, \$349 in CO taxes, along with \$525 in accounting fees. For next year we need to reconsider the amount in advertising income in the budget. We also need to make sure we allow enough income to cover the taxes.

A summary of the web page hits will be sent with the sponsorship letter so that vendors know what they are getting for their advertising dollars. Additional sponsorship letters for special events were also discussed.

Gary noted that some of the 01-02 membership dues came in the 02 fiscal year.

A discussion of the reserve policy ensued, with the \$3717 unspent dollars for scholarships as the focal point. These funds were not spent as we had no process in place for awarding them. Possibility of fund use included sending members to RMAFSA Summer Institute as well as other events. The form and process need to be put on the web page once determined.

The reserve policy will be phased in over a three-year period. At this point James Broscheit distributed a draft of the scholarship application. A suggestion was made to offer it at first to certain individuals and then open up the application as funds remain available. Board members were instructed to discuss the options at their sector meetings.

Gary noted he would like the funds coming into the P.O. box to get to him in a more timely manner. Mark will follow up with Lori at CSLP regarding retrieving the mail and getting it to Gary.

A continued discussion of the budget resulted in Gary and Ruben deciding to review the budget report again prior to the business meeting. A motion to have Ruben and Gary review figures and then present them again to the Board was made by John Ceru and seconded by Deb Frazier. Motion carried.

Vice President—absent, no report

Secretary—no report

Ruben made note that all the committee reports were in with the registration materials and asked that committee chairs plan to recognize their committee members at the meeting.

President Elect Rick Lee reported that elections were held and that 244 voted on the web. A review of votes revealed that 10 people who had not paid their membership had voted and two people who were not members had voted. Voting at the conference will be

available until 10 a.m. on Tuesday. Ballots will be available at the registration table and can be returned there as well.

Board reports

Four-year Private Sector—John Ceru—no report
Four-year Public Sector—Deb Frazier—no report
Two-year Public Sector—Linda Crook—no report
Vo-tech Sector—Larry Hollstein—no report
Proprietary—absent

Service Sector—Mark Putman reported that certain issues were discussed at the sector meeting at the spring conference. The Service Organization Sector would like the conference committee to know they are available to do presentations at the conferences. It was noted that this would be fine so long as these sessions did not turn into advertisements for the individual vendors. The second issue was that if the Board decides to transition the membership to the calendar/budget year instead of in July and wants to collect dues for an 18-month period they would support that. This has both income and reserve policy implications that would have to be considered. Ruben will bring that up at the business meeting and also it should be discussed at the sector meetings.

A third issue under SOS was the Policy and Procedure manual change that was already discussed. The last issue was the possibility of the Treasurer-elect and that would be left up to the Board.

Ruben reported that Decentralized training will take place in November, trainer is Jeff Gregory and hosted by Jim Contreras at ACC. Jim remarked that Christie Easton from RMAFSA is coordinating. He also noted that the membership brochures that were being held by Kim Walter, formerly of Key Bank, have disappeared and efforts to reach Kim were futile. We need to look into getting them replaced.

Committee Reports

Cyndeth Allison—CAFAA CRIER—reported that if we wanted to keep the non-profit mailing permit that we had to do a bulk mailing at least once every two years. We have another year on this current permit. Mark suggested we send a letter or postcard each year reminding people about renewing membership.

Gaye Scheafer—Membership—reported that we have 200 or so renewals and another 30 new members. We need to make a special effort with the Lifetime members when it comes to voting—they fell through the cracks.

New Business

Memberships—there were a few membership applications that needed to be reviewed. Gaye will wait for payment before asking for approvals on some. Question arose regarding Michele Curtis who is currently working overseas through an out of state university. A motion was made to accept the membership applications excluding that of Michele Curtis by Deb Frazier and seconded by John Ceru. Approved.

Further discussion of Michele Curtis' application resulted in looking into who can join CAFAA and it was noted that the member must have "participation in the financial aid community." It was decided that this did not necessarily mean in Colorado. Deb Frazier made a motion to approve Michele Curtis' membership, seconded by John Ceru. Approved.

A short discussion regarding refunds to new Lifetime members took place.

Gaye proposed that we have an online form for new members as well as renewals, as no signature is required. That proposal was accepted.

Motion to adjourn was made by John Ceru, seconded by Linda Crook.

The meeting was adjourned at 11:15 a.m.