

CAFAA EXECUTIVE COMMITTEE MEETING
October 9, 2000

Minutes

The meeting was called to order at 9:08 am by President Jeff Gregory. Executive Committee members present were: Kent Bauer, Nancy Gray, Jeff Gregory, Ruben Guerrero, and Karon Johnson. Guests present were: Dave Aker, Nancy Behr, Jannifer Conley, Tresa England, Larry Hollstein, Mark Putman, Marty Somero, and Joan Zanders (RMASFAA President).

Ruben Guerrero moved that the Minutes from the September 15, 2000 meeting be approved as presented. Seconded by Karon Johnson. Approved.

Jeff Gregory reported that committee reports for the year have been included in the conference booklet. Some committees may also ask to present reports at the annual business meeting during the conference. Karon Johnson will announce the Spring conference information and decentralized training. Kent Bauer will present the Treasurer's report. The Minutes from the 1999 annual business meeting have been printed in the conference booklet. Election results will be announced at the banquet.

Tresa England announced that things were going well for the conference. There are 130 people registered. Karon Johnson reported that quite a few people voted by e-mail.

Kent Bauer reported that the sponsorship problems discussed at the last meeting are now under control. There appear to still be some payments missing from the Spring conference for individual registrations. A decision was made to send invoices to those people and give them 30 days to send payment. If there is no response, an invoice will be sent to a higher authority at the organization indicating that the individual registration has not been paid. Kent will check with Kim Walter to see if she has a copy of the Spring registration list showing payments. All avenues will be utilized in an attempt to collect payments to close out the Spring conference accounting.

Discussion was held regarding how to handle this situation in the future. It was pointed out that the individuals are members, not the institutions. Some schools or organizations may not pay on behalf of an individual if the charge occurred in a prior fiscal year or if the individual no longer works for them. In the future, individuals who owe a balance will be invoiced and will not be allowed to register for future events if they owe for a prior event.

Larry Hollstein reported that he has obtained information from John Nutter regarding RMASFAA's policies. All new and renewal membership forms and dues are sent to the Treasurer. The forms are then forwarded to the Membership Chair. The Treasurer is responsible for collecting on accounts. Anything 180 days past due is brought by the Treasurer to the Finance and Audit Committee. RMASFAA's Policies and Procedures are on the website. Larry will make sure Karon gets the information. Karon Johnson, Jeff Gregory, Kent Bauer, and the newly elected Executive Committee members will discuss these issues at the transition meeting. We need to add the following things to our Policy and Procedure manual: 1) collections 2) CAFAA checks should be given to the President in the Treasurer's extended absence 3) dual signatures should be required on checks over a certain amount.

There is still a desire to have two-pocket folders printed with the CAFAA logo on the front and the post office box and web addresses on the inside. The folders would be used at locations where CAFAA has a display or table and for presentations done by the various committees. Mark Putman and Nancy Gray have obtained estimates. The estimate Mark got in Denver was almost half the cost of the other. The Board will have to approve the expenditure.

Karon Johnson reported that the Fall conference will be in Breckenridge. She is working with Beaver Run Resort. The group reviewed the draft of the contract and made suggestions for revisions. The contract should be ready for Board approval at the transition meeting in November. It was recommended that she ask for some references that we could contact.

Larry Hollstein volunteered San Juan Basin Vocational-Technical School as a location for the transition meeting. Karon said we will see where the majority of the newly elected officers and representatives live before deciding on a location.

The next meeting will be the transition meeting for old and new members. It will be held at a date and location to be determined by Karon Johnson.

Kent Bauer moved that the meeting be adjourned. It was seconded by Ruben Guerrero. The meeting adjourned at 10:25 am.