

CAFAA EXECUTIVE COMMITTEE MEETING
November 17, 2000

Minutes

The meeting was called to order at 12:45 pm by President Karon Johnson. Executive Committee members present were: Kent Bauer, Nancy Gray, Jeff Gregory, Joy Jeffers and Ruben Guerrero. Guests present were: Dave Aker, , Cyndeth Allison, Jim Contreras, Deb Frazier, Cindy Hejl, Larry Hollstein, MaryAnne Romero-Hunter, Brad Phillips, Judy Ransom, Gaye Scheafer, Greg Thomason, and Kim Walter.

Ruben Guerrero moved that the Minutes from the October 9, 2000 meeting be approved. Seconded by Joy Jeffers. Approved.

Treasurer Kent Bauer reminded everyone that we operate on a calendar year basis so reimbursement requests must be submitted to him before the end of the year. There are a few receivables due from the Fall conference and one organization that still owes money from Spring. He also reminded committee chairs and officers that some activities of the Association are provided as in-kind donations by lenders, schools, etc. We cannot guarantee that will occur every year with fluid committee membership and changes in chair people and officers. Therefor, be realistic in budget development.

Karon Johnson will research the NASFAA reserve policy. We still need to clarify the issue of unrelated income. Advertising is not related to the goals and objectives of the Association.

The NASFAA Leadership Conference will be held March 4-6, 2001, in Washington, D. C. This is a unique opportunity for CAFAA leaders. Ruben Guerrero, Joy Jeffers, and Deb Frazier will attend. Their conference registrations will be sent for them. They will be responsible for making their own travel and hotel arrangements.

President-Elect Ruben Guerrero will provide a report to the CAFAA list serve after each CCHE Financial Aid Advisory Committee meeting. He serves as the CAFAA representative this year as President-Elect. A conclusion of the most recent meeting was that much progress was made in the past year by the Advisory Committee. The topic of the next meeting is allocation.

Break for lunch

Karon reminded everyone to send calendar items to Mark Putman so they can be put on the web page.

There is a web site, FAFSA.com, that charges \$79 for assistance completing the FAFSA. Please warn students and their families that this is not the same thing as the on-line FAFSA and they can get free assistance at any financial aid office.

Secretary Nancy Gray noted that she has a supply of CAFAA stationery if anyone needs it for official CAFAA business. We also now have 5,000 two-pocket folders with the CAFAA logo and our post office box and web addresses. They are currently being stored at Mark Putman's office at US Bank.

Past President Jeff Gregory said sponsorship letters will be mailed the end of November. They will include the amount the sponsor gave the previous year. We should try to move the date sooner next year. There was discussion regarding a differentiation of rates for exhibit fee, sponsorship (i.e. breaks at the conferences), general support, special projects, member vs. non-member rates. We need to offer several opportunities to support the organization and recognize the level of support accordingly. Kent Bauer and Judy Ransom will work on the sponsorship form.

Kim Walter reported that the Service Organization Committee will be working on the automated invoicing project this year. Past President Jeff Gregory will work with them on this. They want to make sure to provide the previous year's information/level of sponsorship to vendors and sponsors. It is too late to send the information in January, should be done in September. Offshoots of the project could include invoicing

current members for their membership renewal. The invoicing system will help us to match information and money for sponsors while better meeting the needs of sponsors and vendors whose accounting offices require them to have invoices for payment.

Kim also suggested that the cancellation policy be clearly stated on the conference registration form. The policy is found in the Policy and Procedure Manual.

Debbie Frazier reported that Diversity Committee members have presented several programs this Fall. New members will be aboard soon and will be involved in presentations. The committee appreciates the donations for door prizes and always needs them. The Diversity Committee will be partnering with the Financial Aid Awareness Committee on several things this year.

Judy Ransom reported on activities of the Financial Aid Awareness Committee. There was a good turnout at the first Jeffco Regional College Night. There needs to be more advertising outside of the high schools. It is helpful to do several schools at one time rather than individual programs at each school. Judy said she has had a request from several school districts that they would like to have a "point person" they could contact for programs. Judy will ask for schools to provide dates they are doing programs and then she will develop a contact list for the school districts. The chair of the Financial Aid Awareness Committee attends the Colorado Council meetings. If Judy is unable to attend, co-chair Linda Crook from Metro will attend.

The "Success" brochure has been printed. It will also be printed in Spanish. Colorado Council would like to have their name on the back of the brochure. Diane DeReyes, Debbie Erickson and Jenny Allen deserve much credit for a nice job.

Gaye Scheafer talked about the Membership Committee. The cost of mailing labels needs to be clarified. It appears that there may be some conflicting information in several places. She will take care of making sure the information is consistent. Gaye liked the idea from the brainstorming session of the welcome letter. She has directories and supplies available from last year. She will work with the Treasurer to establish some time frames to coordinate membership applications and money and she will contact Mark Putman to put membership updates on the web page.

Cyndeth Allison reported that she has gotten a good response of articles for the *CAFAA Crier*. It will go to print after Thanksgiving. She will talk to Kent Bauer to find out who has paid for advertising. Cyndeth will determine what the emphasis of the newsletter is. It used to be the only way to disseminate information to the membership. She indicated it should also be a historical piece and should include the names of officers, Board members, and committee members as well as other information.

There was good attendance at the Fall Conference in Crested Butte – 134 registrants. Marty Somero needs information regarding Spring Decentralized Training to coordinate with the plans for Spring Conference in Colorado Springs. Debbie Erickson will chair the Fall 2001 conference. She already has some committee members and the theme will probably be a private eye or pirate theme.

Greg Thomason reported on the Technology Committee for Mark Putman. He indicated that a date needs to be set to discuss the *CAFAA Crier* being published in electronic format only. Cyndeth Allison asked that this wait until she has had time to give more thought to the role of the *Crier*. Greg and Cyndeth will talk further.

Kent Bauer asked who might have the original documentation or information on the domain name. Greg said he would ask members of the Technology Committee.

MaryAnne Hunter-Romero reported that the Professional Development Committee will distribute a questionnaire to see what the training needs of the membership might be.

The next meeting will be held January 5, 2002 at Regis University. Kent Bauer moved that the meeting be adjourned. Seconded by Ruben Guerrero. The meeting adjourned at 3:12 pm.

