

**CAFAA Transition Meeting  
November 30, 2001**

In attendance: Ruben Guerrero, Karon Johnson, Rick Lee, Joy Jeffers, Lee Ingalls Noble, Nancy Gregory, Kent Bauer, Gary Lewis, Cindy Hejl, Debbie Frazier, Jim Contreras, John Ceru, Sunny Staninger, Ellie Miller, Judy Ransom, Tip Blewitt, Debbie Erickson, Mary Ann Romero-Hunter, Eileen Griego, James Broscheit, Mark Putman, Cyndeth Allison, Gaye Schaefer, Linda Crook.

The morning session of the CAFAA transition meeting began with an exercise in getting to know our fellow board and committee members. Afterwards attendees were broken up into the smaller groups to match outgoing chairs or board members with incoming chairs and board members. Those attending whose counterparts could not attend were assigned to compose a draft of a policy to handle reserves.

At 1:17 p.m., President Ruben Guerrero began the afternoon session by asking for sector and committee reports.

Treasurer's Report-Kent Bauer. Kent requested that those who need to turn in receipts to get paid this fiscal year need to send them to Gary Lewis. Reimbursement forms are available on the web site. There is still \$800 outstanding to be collected for the fall conference and it was not necessary to dip into reserves to cover costs. The Treasurer's budget is over, due to the tax on advertising income as there was very little to write off against the income. We are reminded about that when establishing the budget for next year.

Past President-Karon Johnson. Most sponsorship letters have been mailed. Vendors/sponsors interested in sponsoring other events for the 35's anniversary conference (fall 2002) should discuss how and what they will sponsor-a special event sponsored individually or as a group.

Reserve funds may be tapped to help underwrite the registration fee for the fall conference, but this will become part of the budget process. Eileen Griego who will chair the fall conference committee announced that it will be a Wed., Thurs., Friday at the end of October. A homecoming event for retirees and lifetime members is being considered. In addition there may be a masquerade or some other dance/entertainment. Karon will work with sponsors to come up with a plan. In the past some kind of memento was provided at anniversary conferences. Ideas may be submitted to Karon for sponsorships and other ideas about the conference to Eileen Griego.

Ruben announced Decentralized training in the spring would be on Verification, Cash Management, FERPA and PPAs. CAFAA will participate though other states in the RMAFSA region will not. The options of offering the training as a stand alone or in conjunction with the spring conference were discussed with spring conference chair Mary

Judy Ransom-Financial Aid Awareness--several high school nights have been combined and will be offered in December and January. The Call-In will be from 4-630 p .m. on January 24 and then from 6 to 9 a.m. on January 26. The committee will meet Tuesday (Dec. 4) at the Daniels Fund. The Colorado Council will have their annual meeting on Dec. 7. If anyone has programs and dates send them to Mark for inclusion on the CAFAA web site.

Cyndeth Allison-CAFAA CRIER editor-announced that the CRIER will have a theme for the 2002 year, and it will be to focus on at least one sector each issue. Sector reps will have to write articles on a veteran member and a new member in CAFAA and that sector. There will also be a short article on the sector itself Cyndeth's goal is to have ONE issue this year where all sector reps and committee chairs have submitted articles!

### Transition Group Reports

Karon Johnson, Ruben Guerrero and Rick Lee Ruben noted that the long-range plan needs to be reviewed to see the direction of the plan, where we are now and to start on a new one. He has set up the acronym of PACMAN to represent his goals for this year: Partnership and Communication, Mentoring and Networking. He envisions more communication within CAFAA and externally with other organizations such as Colorado Council and Boettcher, mentoring new members and networking.

Some of the goals that entered into discussion included Professional Development plans to offer Support Staff training once again; Membership is partnering with the Tech Committee to get all information updatable on the web. Membership has five committee members this year and is set to communicate more with life members and others who may not have e-mail. Gaye put together a questionnaire for past members to find out how much and what type of communication they want. New members need personal contact and so it was suggested that they get a membership brochure. Cyndeth mentioned that we need to continue to use our mailing permit to maintain the non-profit status and that mailings should be centralized. Membership also wants to assume responsibility for the volunteer/committee listings on the web site so that members can see what's still available to volunteer for.

Ruben said that he will submit the Scholarship Seminar as the topic for the RMASFAA Road Rally for next year. At this point Karon brought up the fact that CAFAA has not received a RMSAFAA award in a long time and she wants to nominate the committees involved in creating the scholarship seminar.

Rick Lee asked for any ideas that he may look at for the future.

Kent Bauer and Gary Lewis-Kent reminds us that CAFAA has tax exempt status and we should be using it when possible. Debbie Erickson also reminded us that the P.O. Box needs to be checked especially if you are sending out mailings that have to responded to.

CAFAA has established a reserve fund to cover unanticipated expenses. The reserve funds shall be no more than the equivalent of the annual budget. The reserve funds is equal to equity less the non-liquid assets on the December 31 balance sheet. The Board of Directors shall:

The following announcements were made:

Colorado Mentor should be going up live January 12

- Review the value of the reserve funds annually after the end of the fiscal year, but before April 30 of the following year Determine annually how to allocate
- and expend the excess funds within the next fiscal year,
- or, if no excess funds exist, determine how to increase the reserve to match the annual budget

The next meeting is set for January 9 at Bel Rea Institute at 9:30 a.m.

Committees need to start meeting

Meeting ended at 3:29 p.m.