

CAFAA Executive Committee and Board of Directors Transition Meeting

(This was an unofficial meeting due to the quorum attendance)

December 5, 2005 9:30 a.m-2:00 p.m.

Red Rocks Community College

In Attendance:

Linda Crook, Audrey Osswald, James Broscheit, Rhonda Rankin, Karla Nash, Cindy Vadeboncoeur, Phil Schroeder, Kevin Simpson, Thad Spaulding, Eric Cronkright, Ellie Miller, Carolee Goldsmith, Judy Ransom, Tammy Dybdahl, Evan Icolari, Natascha Ambrose, Rosina Chaparro, Mary Davis

Absent:

Marty Somero, Elaine Redwine, Tresa England, Lori Gloer, Aimee Rogers, Jennifer Presuhn, James Harris, Nancy Gregory, Debra Erickson, Kimberly McKay, Susan Coleman, Eileen Griego, Sherri McCullough, Stasi Bottinelli

- **Welcome:** Linda started the meeting by welcoming everyone and introductions were made. The agenda was distributed.

- **Old Business:**
 - Copies of the Minutes for July, September and October were handed out. There were not enough outgoing board members present to approve the minutes. This may need to be done electronically.
 - College Goal Sunday (CGS)--There are approximately 38 states currently participating in this program and the State of Colorado was accepted to participate in this program that was started by the Lumina Foundation approximately 15 years ago. Everyone together will be assisting students with many other groups at the same time for financial aid information, completion of the FAFSA, including agencies such as The Daniels Foundation, Lumina, etc. Karon Johnson and Lydia McMillan have volunteered to assist with the coordination. The initial planning with the application to participate was approved and this was sent in October. Ellie and Phil are beginning to put things together and initially there is quite a bit of work to be done. Many things need to be settled, such as funding, site coordinators, planning grant submitted by March 15th, with additional plans submitted periodically and everything by August 2006. Training will take place in Indiana. A fiscal agent for this has not been determined and CAFAA is not large enough to be the fiscal agent for this, plus we would not be able to stay non-profit. Ellie has suggested that Regis University be the fiscal agent. Those present agreed and this will be pursued at future meetings. About \$7500 in the initial grant can be administered by CAFAA. After the 3rd year of participation in the College Goal Sunday, we will be required to fund this project ourselves, without the assistance of a grant from Lumina. Will this be tied to the President's budget? There are many restrictions with the grant that we will need watch closely. Ellie also proposed that CAFAA join the Colorado Non-Profit Association, which would cost approximately \$85 a year. This organization would be able to list our mission. Ellie read portions from their website that described their mission. www.coloradononprofits.org We will discuss joining this organization at the next meeting.
 - March 2006 Legislative Coffee-- This is an opportunity for CAFAA members to meet and speak with Colorado legislators, a first time event for our organization. There is one scheduled for Tuesday, March 21, 2006 from 7:30-9:00 a.m. and all CAFAA members are invited to the Capitol. We will have 1 ½ hours to meet with representatives and aides to discuss current issues. There are requirements that state

our responsibilities, suggested caterers, etc. It will be an opportunity for us to let others know what CAFAA is all about. There were questions on how will we pay for this and it needs to be a CAFAA function paid out of our general funds. It will be included in the budget for 2006 and this function will cost at least \$1000. There will be 3 tables set up outside the old Supreme Court doors and we will be providing refreshments for approximately 250-300 people. This date will conflict with those on the RMAFSA board though. We will be the only ones in the hallway that day providing these refreshments that will enable us to speak with the legislators.

Natascha, Eric and Evan volunteered to coordinate this effort. We are able to use our advertisements, etc and we can bring 100 flyers. It should be asked that the Directors attend for a good representation of our group and a willingness to discuss issues with the legislators. Especially with the timing of the recently submitted report to CCHE, funding issues, COF and definitely the impact to our students. It is important for all to be on the same page to discuss these issues. Everyone who will be attending will need to prepare and find out certain information, such as how much our funding has decreased, etc. This will be a crucial time to be meeting with them. Possibly those who will be attending should meet the night before? Is there something CAFAA related that will be going on at the same time? This may possibly give others an opportunity to attend and next year, we may want to look at Financial Aid Awareness week in February.

- Spanish Folders-- 5000 CAFAA folders were purchased for this project and we have distributed 700 to date. Hopefully there will be more requests throughout the next month. They include a CD, a Student Guide, FAFSA, and other brochures in Spanish. It may be too soon to get any input on the value of these at this time and it was suggested to send out an email in January to gather feedback at that time to report back for the project. There were several GEAR-UP personnel who took the folders

- **Officer Reports:**

- President- Audrey Osswald:
 - Letters for sponsors are ready to send out.
- President-Elect- Linda Crook:
 - Fall 2006 Conference to be held in Glenwood Springs, Oct 17th – Oct 20th at the Historic Hotel Colorado. We would have the majority of the hotel, which has been updated with all the rooms having showers and the meeting rooms have wireless internet capability. The contract needs to be signed by 12/06/05 with a \$1000 deposit. Aimee Rogers is the conference chair.
 - The contract was reviewed by several members present and it was agreed for the contract to be signed
- Treasurer- Cindy Vadeboncoeur:
 - A copy of the Treasurer report was given.
 - There are still outstanding payments from the fall conference and reminders were sent out. CAFAA is over budget from the fall 2005 conference. For next year's budget, we will need to look at whether we want to increase the conference fee. Part of our fall conference income was a \$1000 from CAN to help offset a presenter fee. The account was short and a \$1000 was transferred from the general fund to the checking account. Three lenders double paid their booth fees, two are going to use these paid fees for the 2006 conference. Previously, lenders were not allowed to set-up if they had not prepaid.
 - This past year was a transition year, due to the membership dues shift (payment period), which would be about \$6648 in the budget and the other

unaccounted expense in the budget was the audit fee. There is still approximately \$2100 additional income that should be coming in and we are actually short approximately \$2000.

- Cindy E-filed our non-profit status on 12/01/05, which is a yearly update with the State of CO, and paid for the audit report, which will be posted on the CAFAA website.
 - There were suggestions from the audit, such as having a “formal approval” for all purchases. Possibly everything needs to go through the President for final approval prior to reimbursements. Original receipts should be submitted for all reimbursements with a copy of all receipts kept by the person submitting. There may be several options on a “formal approval”...the President as the second “sign-off”...the requestor, plus two approvals...the President for one and Treasurer for the other? Do we need to set up a procedure/process and/or a revision to our policy/procedure? Another suggestion from the auditor was to have the President review the checkbook. A balance sheet was included in the treasurer report.
 - We will need to build Decentralized Training into the budget for 2006 or do we want to move this into Professional Development? It was decided to move this into the Professional Development line item.
 - No other Officer Reports were submitted
- **Committee Reports:**
 - No Committee Reports were submitted
- **New Business:**
 - NASFAA Leadership Conference--This will be held March 5th – 7th in Washington D.C. and CAFAA sponsors the attendees. The conference includes a visit to Capitol Hill and NASFAA. Phil and Elaine will be attending and if Elaine cannot attend, Karla or others could possibly attend.
 - New Committee Assignments
 - Linda took the volunteer list via online and at the conference and put together a “Master List”. The goal is mixture of experienced/new/etc. to have on the committees and the committee co-chair automatically become chair the next year. There was discussion in regard to contacting volunteers and filling committees.
 - Professional Development
 - Financial Aid Awareness
 - CAFAA Conference
 - Historian (Ellie Miller)
 - Diversity (Rosina Chaparro)
 - College Goal Sunday
 - Crier
 - Technology
 - Membership
- **Other Business:**
 - Future Board Meetings
 - It was asked if we be able to have our Board Meetings at other locations due to travel issues for Elaine. Glenwood Springs could be one location as we get closer to planning for the 2006 Fall Conference. If we do this, we should carpool, etc. Linda will contact Elaine to discuss further.

- January Meeting---January 30th at Pueblo Community College
 - April ??
 - July ??
 - We will need to identify our budget needs for the January meeting and submit a written/email proposal to Linda by December 23, 2005.
 - We each need to review our individual policies/procedures section and make any recommendations to Audrey to update.
- New Members
 - Rhonda has new members to be approved and the board recommends them to the executive committee. These will be sent via email because we did not have enough members present to approve/deny items.
- **Exchange of Information:**