

OREGON ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS
Executive Board Transition Meeting
May 27, 2003
Willamette University

MEMBERS PRESENT: ♦ Jim Eddy, Tracy Reisinger, Kathy Goff, Paul Krull, Julia Reisinger, Tracey Lehman Marquit, Suzie Petersen, Patti Brady-Glassman, Kate Peterson, Katy Kelley, Nancy Hanscom, Sandy Mountain, Crisanne Werner, Susan Degen, Patrick Downey, Burce Marks, Theresa Bosworth, Michele O ♦ Leary, Mickey Jacobson, Laurie Neil

CALL TO ORDER ♦

The meeting was called to order by President-Elect Jim Eddy.

INTRODUCTIONS

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ All present members introduced themselves to the group.

DISCUSSION OF POSITION RESPONSIBILITIES (Provided by out-going officers)

President, Tracy Reisinger: ♦ Tracy began by giving Jim the Sage box, a box handed down to each President with such items as the book of parliamentary procedures and the gavel. ♦ The box also includes an item from each President. ♦ The President is responsible for setting up all executive board meeting times with the approval of the board. ♦ The President needs to make sure things go as planned during the year as President. ♦ The president also needs to make sure that OASFAA members know what the executive board is doing.

President-Elect, Jim Eddy: ♦ The President-Elect is the parliamentarian. ♦ The year served as President-Elect is a year of learning. ♦ This person will attend either WASFAA or NASFAA.

Vice-President ♦ 4 Year Public, Sandy Mountain: ♦ The Vice-President serves as a liaison between the executive board and the 4 Year public segment. ♦ They also provide updates about OASFAA happenings.

Vice-President ♦ Proprietary, Mickey Jacobson: ♦ The Vice-President creates ideas for OASFAA to assist this segment. ♦ Resolution is also an important part of this position.

Treasurer, Theresa Bosworth: ♦ The Treasurer is the keeper of the books. ♦ All funds for registration or vendor support are sent to the Treasurer, who then makes a deposit into OASFAA's bank account. ♦ The Treasurer is responsible for keeping track of all funds received and all investments. ♦ Regular reports are given to the executive board. ♦ The Treasurer works with all members seeking re-imburement and pays all bills. ♦ All records are given to an accountant each year so a tax return may be prepared. ♦ This is a three commitment, with the Treasurer-Elect joining the Treasurer in the third year.

Secretary, Suzie Petersen: ♦ The Secretary is responsible for keeping track of what happens at the executive board meetings and who attends those meetings. ♦ Detailed notes are required. ♦ The Secretary send the minutes of the meetings to all members and makes any changes required. ♦ The minutes are placed on the OASFAA website. ♦ A master notebook should be created to keep all minutes together.

REIMBURSEMENT PROCEDURES

All members present were given the OASFAA reimbursement procedure guidelines. If this information can be found on the OASFAA website. If members incur reimbursable costs, they must complete the Expense Form. If the costs are related to committee functions, the Expense Form must be signed by the committee chair. All forms are returned to Theresa Bosworth, Treasurer. They can either be faxed to Theresa at (541) 278-5889, or mailed to Theresa at Blue Mountain Community College. Theresa usually mails the checks within one week.

EXECUTIVE BOARD DIRECTORY

Jim asked Katy Kelley, Secretary, to compile a directory of all members of the executive board. This will be emailed to all members.

PARLIAMENTARY PROCEDURE

The executive board meetings will follow parliamentary procedures. Jim prefers to use Aye for positive votes and Not Me for negative votes.

NASFAA LEADERSHIP CONFERENCE

Both the Treasurer-Elect and the President-Elect will have the opportunity to attend the NASFAA Leadership Conference. Jim will get more information to both Julia Reisinger and Kathy Goff. Jim attended last year and felt it was a worthwhile event.

APPROVAL OF MINUTES

Members made the following corrections to the minutes of the December 17, 2002 meeting: Crisanne Werner's last name was corrected, Susan Degen's last name was corrected, Susan Degen will be sitting on the Reauthorization panel at the Annual Conference, not on the board, the OSAC report should read 25,000 recipients may not get need grants next year, and the OPB report should read biggest audience ever. Tracy Reisinger moved to accept the minutes of the December 17, 2002 executive meeting as corrected. Motion was seconded by Crisanne Werner. Some discussion ensued about who could vote on the motion. It was decided that all present members, with the exception of the OSAC liaison, were eligible to vote. The motion passed.

APPROVAL OF COMMITTEE CHAIRS

Most committee chairs have been approved previously.

The previous chair of the Support Staff Workshop will not be chairing the committee again. We will need a new chairperson.

Danette Eichele will not co-chair the Annual Conference. Laurie Franklin has agreed to replace Danette.

Pat Downey has agreed to chair the Technology Committee. Vicky Bockes has resigned from her position as Membership Committee chair. We will need to find a replacement.

It was moved by Tracy Reisinger and seconded by Mickey Jacobson to approve the list of committee chairs. The motion passed unanimously.

STATE-WIDE CONSORTIUM

Kate Peterson reported that work is continuing on the State-Wide Consortium Agreement. A history of this Ad-Hoc committee was given. Several sessions at OASFAA training events have generated some advice but lots of questions. The biggest questions revolve around the definition of home school and host school.

The committee has come to the Executive Board looking for some guidance. They are

wondering if they should release the consortium as is or continue to push forward. It was moved by Laurie Neil and seconded by Tracy Lehman Marquit that we post the State-Wide Consortium Agreement to the web site with a link to OFAX, the state enrollment system. This allows schools to begin using the agreement now, work will continue on the agreement. This motion passed unanimously.

NASFAA LEADERSHIP CONFERENCE

Jim Eddy attended the 2003 Leadership Conference as OASFAA President-Elect. He met with staff members from our elected officials' offices.

He learned that state organizations need to be very careful with their budgets. We should have at least 1.5 years of reserve in our accounts. We are there now. One check we just initiated was that the bank statements are sent to the President-Elect, who reviews the statement and sends them to the Treasurer. Currently, the money market statements are not going to the President-Elect.

Jim Eddy will give any information about the 2004 Leadership Conference to both Julia Reisinger, Treasurer-Elect and Kathy Goff, President-Elect, who will be attending next year.

OPB NIGHT

The OPB program is aired at the discretion of OPB.

For the 2003-2004 funding year, OSAC has pledged \$10,000 to assist with the costs of the program. They will not commit beyond that.

Under the new vendor funding model, no vendor funds will be designated specifically for the OPB Night. Instead, the OASFAA budget has allowed \$2000 for the OPB Night. We will tell OPB which vendors to recognize at what point in the show. OASFAA is prepared to pay an additional \$3000-\$4000 if necessary, but we will use this as a bargaining tool in negotiations with OPB.

It was moved by Tracy Reisinger and seconded by Mickey Jacobson to approve the OPB committee members: Patti Brady-Glassman, chair; Michele Holdway, presenter; Kathy Goff, presenter; Dan Preston, presenter; Elizabeth Bickford, member; Judy Saling, member; Tracy Reisinger, member; and Shell Snow, OSAC liaison. The motion was approved unanimously.

TREASURER'S REPORT

Current bank balance: \$4252.20

We will need to pay ATAC \$185 for web services

Theresa Bosworth reported that she usually maintains a minimal amount in the checking account. Most of OASFAA's funds are sitting in money market accounts.

Theresa has been in contact with our accountant. He will need to file two tax returns because of the change in our fiscal year. He will file an April, 2002 to March, 2003 return and an April, 2003 to May, 2003 return. The normal cost for him to do this work for us is \$700. This year will be slightly higher because of the two returns.

Some discussion ensued about spreading out when our CD's and T-Strips mature.

Theresa moved that we move \$20,000 from the money market account into an investment with laddering, spread out maturities. This was seconded by Sandy Mountain and passed unanimously.

It was moved by Tracy Reisinger and seconded by Crisanne Werner to accept the Treasurer's report. This also passed unanimously.

DRAFT BUDGET

The operational budget for the 2002-2003 year was \$77,805. We actually spent \$58,103.97. Based on this information, Tracy Reisinger, Jim Eddy, Julia Reisinger, Judy Saling, Randy Jones, Kathy McCutchen, Michele OLeary and Laurie Franklin worked together to create a draft budget for the 2003-2004 fiscal year. This budget is similar to the budget for 2002-2003. We underspent in 2002-2003 because we did not know how our vendor would react to the new model and so committee chairs were very careful with their budgets.

The largest piece of the 2003-2004 budget is the Annual Conference. This year we will have a scholarship available for an OASFAA member to attend the WASFAA Summer Institute. We will also have \$6300 available for other OASFAA scholarships.

We will continue to charge for all OASFAA events. For all events other than the Annual Conference, the fee will be \$20 for members and \$20 + \$20 dues for non-members.

A common misconception is that paying the \$20 dues automatically makes a person an OASFAA member. This is not correct. They will still need to go to the web site and sign up to become members. We discussed the need for the registrations of non-members to go to the Membership Chair. The Membership Chair needs to communicate with the Treasurer regarding new members.

At this point in the discussion, a suggestion for a person to fill the Membership Chair position was named. She will be asked to contact Jim Eddy, and Theresa Bosworth to see if she might be interested in taking this position.

The budget discussion was ended at this point, to be picked up later.

OSAC UPDATE

Bruce Marks reported that he will be leaving OSAC to be the executive director of the Montana Student Aid Commission. Jim Beyer and Sherrill Kirchoff are both retiring. Bruce is not sure what will happen to these positions with the state's budget issues. Bruce reported that the legislature has a good understanding that the Oregon Opportunity Grant does good things for Oregon students. If the legislature adds 2.4 million to the Oregon Opportunity Grant, the state will be eligible for LEAP and SLEAP funds, but they are not eligible for the 2003-2004 year. The legislature is feeling a great deal of pressure to have a flat Oregon Opportunity Grant, however OSAC opposes this proposal. OSAC is considering changing the FAFSA filing deadline for Oregon Opportunity Grant students. They will change the date printed on the FAFSA if this decision is made.

FUTURE MEETING DATES

In previous years, the executive board met four times before the Annual Conference. It was decided that this was still a good number. We will try to set the meeting dates in conjunction with other OASFAA events. The dates for the remainder of the 2003-2004 year are:

- August 5, 2003 10:00 a.m. Willamette University
- October 14, 2003 10:00 a.m. Willamette University
- December 9, 2003 10:00 a.m. Willamette University
- February 10, 2004
- TBD TBD
- May, 2004
- TBD TBD

COMMITTEE REPORTS

Vendor Liaison: No report. Through an omission by Jim Eddy, Kate Bligh was not on

the email list, so did not get the announcements regarding this meeting.

Fund Development: Tracy Reisinger reported for Randy Jones. No changes will be made to the funding model. A survey of our vendors revealed that the vendors will be paying about what they paid for the 2002-2003 year. The three funding levels are: \$1000 Silver, \$2000 Gold, \$3000 Platinum. We had expected to receive about \$30,000 under this plan, but actually received closer to \$40,000. The Fund Development Committee will send letters to our vendors asking for their continued support during the month of June. They will be asked to pledge now, but are not required to pay until October 15, 2003.

Annual Conference, 2003: Julia Reisinger and Paul Krull reported that their expenses were \$29,583, of which \$24,600 was for food. For the 2004 conference, we will pay at least \$25,000 for food per our contract with Salishan. The number of registered attendees was 221.

We did not take guest meal tickets as guests entered the room, this should be done for the 2004 conference.

The committee for the 2003 conference bought a number of supplies to be used at other OASFAA events as well as the Annual Conference. This saved the organization a large amount of money.

The speech given by Congressman Wu, was not the speech he had written, and as such, surprised a number of people.

Some suggestions from the 2003 committee: keep the Salal room open as an informational area, send email reminders to all presenters, orchestrate the prize drawings better, continue to serve buffet style food.

The online registration was well received by our members and it ran smoothly.

FA 101: Crisanne Werner reported that both sessions of FA 101 were well attended. They had 38 people attend the January session and 30 attend the March session. The attendees were sent through the cafeteria line, instead of offering a catered lunch. This seemed to work well.

All communication regarding registration were conducted via email. Registration was online. Again, this worked well.

Some discussion ensued regarding the timing of the FA 101 sessions. Currently, we hold two sessions, one in January and one in early spring. Perhaps it would make more sense to have a session in January and another in July. This would allow for better weather conditions, and perhaps larger attendance. It was decided that for the 2003-2004 year, we would have one session in October and another in January, but for the 2004-2005 year, we would try for one session in January and one session in July.

Legislative Committee, 2002-2003: Susan Degen reported that the FedUP bill was not progressing in Congress. The biggest challenge for the Legislative Committee in 2002-2003 was how to communicate re-authorization issues to OASFAA members. It was suggested that perhaps information could be posted to the OASFAA website. This might cost extra money, but could be built into the Technology budget.

Technology Committee: Pat Downey reported that the new ATAC agreement was due on June 18, 2003. The cost for the first year was \$185 per month, but that might increase after the first year.

Pat reported that if we wanted any kind of membership statistics, those were available through ATAC.

We discussed the need for a new History/Archives page.

For anyone that wants to make changes to the website, they need to contact Pat, he will make a .PDF file and send it to ATAC for uploading to the web site. Jim Eddy

requested that all updates be sent to him first for review.

Lifetime members and Past-Presidents need to be coded so that they are always on the mailing lists for events and updates. Pat said this was possible by putting in an end date that never expires, i.e., 2050.

We discussed the need to list the phone numbers of members differently, perhaps with both main line numbers and direct line numbers.

Volunteers for 2003-2004 Committees: It was reported that the volunteer forms completed at the end of the 2003 conference were missing. As Plan B, Suzie Peterson will send an email to all members requesting that they again volunteer for committees. Suzie will collect all the information and forward to the respective committee chairs the information for those who want to volunteer. Perhaps the information can also be put in the OSAC update and in the scroll box on the OASFAA website.

Summer Drive-In: Suzie Peterson is still looking for volunteers to help with the Drive-In. She is thinking the event will take place around July 29th. The Monday and Tuesday of the first two weeks in August seem to work for most segments. The event will be held at either Oregon State University or University of Oregon.

Annual Conference, 2004: Michele O'Leary reported that she will be in charge of facilities and the sub-committees and Laurie Franklin will be in charge of the speakers. They are considering a motivational speaker for the keynote address. A multi-cultural theme is being considered.

They may have bags available this year, but this has not been fully decided yet.

The committee will follow many of the suggestions from the 2003 conference committee. They will endeavor to make the media committee much larger this year. We will need to buy event insurance before the conference. Theresa Bosworth will look into this.

We will need to borrow five projectors for the conference.

Legislative Committee, 2003-2004: Susan Degen reported that she has no committee as of yet. When she does have a committee, they will need to meet and first decide what they should be doing.

WASFAA has asked that all state committees send a representative to the WASFAA committee.

It was discussed that maybe more letter writing talking points would be helpful. Also a re-authorization time line would be nice.

History/Archives, ad hoc: Tracy Reisinger and Dina Birmingham asked for a history of all Past Presidents. That has been given to Dina. Tracy is still working to find a history of all awards that have been given over the years. Dina has a thorough base line of executive board members over the last 10 to 15 years.

Dina will be collecting OASFAA stuff. A discussion ensued to see if it was time to rent storage space. Jim will check on this. We also need to find out how long information needs to be kept. Dina will check with Kate Bligh about this.

The question was asked, in future years where do we record all of this information? The minutes of the executive board meetings are the most complete record. Perhaps the Secretary can create a year end report.

Another question raised was whether the Archives Committee should be a permanent committee, or if perhaps once the ground work was laid, the President or Secretary could be in charge of archiving the information. We decided the first step was to get a storage space and continue the discussion of the permanence of the Archives committee.

2003-2004 BUDGET

It was moved by Tracy Reisinger and seconded by Mickey Jacobson to accept the draft 2003-2004 budget as the operational budget. ♦ The motion passed unanimously.

OLD BUSINESS

Jim Eddy wanted to mention a concern among OASFAA members, not to be acted on at this meeting. ♦ The concern is around dues and event fees for support staff members. ♦ State schools are not allowed to pay dues for professional organizations. ♦ For support staff members who only participate in the Support Staff Workshop in November, perhaps it would make sense to only charge them for the cost of the workshop and not the dues. ♦ We will discuss this at the August meeting.

NEW BUSINESS

♦♦♦♦♦♦♦♦♦♦ No New Business

Tracy Reisinger moved to adjourn the meeting. ♦ The motion was seconded by Kathy Goff. ♦ Motion passed unanimously.

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