

OREGON ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS
Executive Board Meeting
August 5, 2003
Willamette University

MEMBERS PRESENT: ♦ Katy Kelley, Laurie Neil, Jane Reynolds, Julia Reisinger, Tracy Reisinger, Tracey Lehman Marquit, Kathy McCutchen, Jim Eddy, Mickey Jacobson, Pat Downey, Michele O'Leary, Kate Bligh, Laurie Franklin, Crisanne Werner, Randy Jones

CALL TO ORDER

♦♦♦♦♦♦♦♦♦♦ The meeting was called to order by President Jim Eddy.

INTRODUCTIONS

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

APPROVAL OF MINUTES

Members made the following corrections to the minutes of the May 27, 2003 meeting: Kathy McCutchen's name was corrected, Sherrill Kirchhoff's name was corrected, Mickey Jacobson's name was corrected, the following wording was added to the Vender Liaison report ♦ Through an omission by Jim Eddy, Kate . . . ♦, Randy Jones's name was corrected, clarification was made that the OSAC liaison is not a voting member of the Executive Board. ♦ Tracy Reisinger moved to accept the minutes of the May 27, 2003 Executive Board meeting as corrected. ♦ The motion was seconded by Mickey Jacobson. ♦ The motion passed.

SUMMER DRIVE-IN WORKSHOP

Kudos to Suzie and Emilio! ♦ Jim Eddy commented that this was an excellent program. ♦ He was very impressed with the keynote speaker and the sessions. ♦ Registration went well, 64 people pre-registered, two registered on-site, a total of 63 people attended. ♦ Jim will take the evaluations.

MEMBERSHIP CHAIR

Jane Reynolds has agreed to be the Membership Chair for OASFAA. ♦ She has been approved by a Board email vote and is present at this meeting.

CO-CHAIRS FOR THE SUPPORT STAFF WORKSHOP

Judy Gjesdal and Heidi Elder have agreed to be the Co-Chair's for the Support Staff Workshop. ♦ Tracy Reisinger moved to accept Judy and Heidi as the cochairs. ♦ Tracy Lehman Marquit seconded the motion. ♦ The motion passed.

TREASURER'S REPORT

Theresa Bosworth was unable to attend this meeting, so sent her report to Jim Eddy. ♦ Jim now has a copy of OASFAA's tax returns. ♦ The cost for the CPA to prepare the tax returns was about \$1000.
The checking account has a reconciled balance of \$1163.57 as of July 31, 2003. ♦ There are no outstanding bills, but Jane Reynolds has about \$1100 from the Drive-In Workshop that needs to be deposited. ♦ Jim will take these funds and make a deposit. ♦
The money market account has a balance of \$8055.51.

Theresa re-invested \$20,000 in a 6 month CD. She will need guidance from the Executive Board on what to do with the two investments that will come due in August, 2003.

Julia Reisinger reported on her progress finding event insurance. She has an estimate from Robert Lott for \$700-\$800. Julia has a form from Gails Creek to receive an estimate from them. She will send this in next week and will send the quote via email when she has it. She is looking at \$100,000 coverage.

Bank statements are now going to Kathy Goff, President-Elect.

WASFAA UPDATE

The focus of WASFAA's training this year is student eligibility. Jim will notify OASFAA members when the training sessions have been finalized. Historically, these sessions have occurred in the fall and spring using NASFAA's materials. However, WASFAA's Executive Board has had some discussions about the effectiveness of the various training opportunities and the overlap between all types of trainings.

Some discussion ensued about OASFAA's role in coordination of various training opportunities, including WASFAA, OASFAA, NASFAA, guarantor, lender, and Department of Education trainings. Perhaps, OASFAA can offer some advice to individuals on what trainings might be helpful to them. WASFAA has a master calendar on their web site, OASFAA has this capability, but at this time, it is inactive.

WASFAA will be offering the Management Leadership Institute on November 16-18 in Seattle. Registrations are now being accepted. Thirty people will be able to stay on site. The cost for onsite registration is \$695, for off site registration the cost is \$500. This training is meant for upper level administrators, such as a new director, directors looking for a refresher course, or those who might want to be a director some day.

COMMITTEE REPORTS

Annual Conference Committee: Michele O'Leary and Laurie Franklin reported that the subcommittee chairs will meet at Oregon State University next week. Those subcommittee chairs are: Shell Snow Media, Mary Jo Jackson Entertainment, Laurie Franklin Programming, Michele O'Leary Facilities. The full program committee will also meet next week. The committee is still looking for members, but will contact all those who volunteered at the Drive-In next week. The type of entertainment is still up in the air.

Legislative Committee: Susan Degen was not able to attend, but sent a report to Jim Eddy. Susan has confirmed the following people as members of this committee: Rod Boettcher, Jennifer Satalino, Julie Johnson, and Crisanne Werner. They will have their first face to face meeting in August or September. Jim Eddy wondered if it made sense to send WASFAA legislative updates to the OASFAA members. Last year, Susan was putting this information in the OSAC updates, so perhaps we need to reminder members to watch for the OSAC updates.

FA101: Another FA101 will be held on October 7, 2003 at Linfield College. Online registration is now available and eight people have already signed up for the session. The class will be limited to 30 participants. Dan Preston, Kathy McCutchen, Rod Boettcher, Jim Eddy and Kathleen Hynes will all present.

Development: Kathy McCutchen and Randy Jones reported that they have sent the support solicitations to our vendors with some response back already. Last year we had

over \$40,000 in support from our vendors, so far this year, we have over \$31,000. Kathy and Randy gave the Executive Board copies of the sponsorship options. Kathy had a request from one of the vendors for a break down of how the funds would be used. After much discussion, it was decided that we are not able to break down the sponsorship. The vendors are sponsoring OASF AA events and will receive the benefits that are listed.

The Board discussed the membership directory and the vendor ads that will be a part of that. The directory will be online again this year. Pat Downey will get the dimensions for the vendors. ATAC will make the file into a .PDF.

Currently, banner ads are only on selected pages. We discussed whether we could put banner ads on other pages. The decision, originally, was to put the ads on the most used pages.

We discussed the need to have a vendor page on the OASF AA web site. This page would include information on the size and type of file to submit for ads, an FAQ page, and the sponsor information and pledge sheet.

Support Staff Workshop: The tentative date for the workshop is November 12, 2003. Judy Gjesdal and Heidi Elder are still working on a committee. This is an annual event that is geared to all support staff. Support staff is described as all non-counselor staff.

OPB: Patti Glassman-Brady was unable to attend, but sent her report to Jim Eddy. OPB has agreed to air the Financial Aid for College program again this year. They are very happy that we will be able to support the program with our funds. There is a new producer for the show. She will meet with Patti at the end of this summer. Twenty-five to 30 volunteers will be needed to answer phones. Bi-Lingual volunteers are especially welcome.

History/Archives: Tracy Reisinger reported that the OASF AA awards list has been updated. There are still some holes and Tracy requested help with additional information.

Technology: Pat Downey reported that there has been a lot of activity in this area. The cost to put the FA101 registration form on line was \$625. When a person registers an email is sent to the registrant, the committee chair, and the Treasurer. We discussed the need to send this to Jane Reynolds also. We discussed the idea of a checklist for committee chairs. This checklist would include the need to talk to Pat at least two weeks before the registration form needs to be posted to the web site. Pat will prepare this checklist. Jane is now able to add people to the membership roles via the website. She is responsible for making sure all registrants to OASF AA events are actually members and if not that they become members under the right category. There is an issue with older versions of Netscape. Printing off of the web site is not done accurately.

Membership: Jane Reynolds reported that there are 251 members whose membership ended on May 31, 2003. She has added 3 new members for a total of 173 active OASF AA members. Pat Downey will check with ATAC to see if expired members were notified of the expiration date.

Lender Liaison: Kate Bligh had nothing to report.

OSAC Liaison: Michelle O'Leary reported that the new, unofficial OSAC liaison will

be Kat Kordon. ♦ Kat has a new title of Operations Manager. ♦

The FAFSA will no longer list a preferred filing date for the state of Oregon. ♦ Instead, Oregon will be listed under the ♦ Contact your Financial Aid Office ♦ section.

OLD BUSINESS

Scholarships for Management Leadership Institute: ♦ OASFAA has scholarship money available for OASFAA members to attend WASFAA's Management Leadership Institute. ♦ As of this meeting, Kathy Goff had not received any applications. ♦ The scholarship covers the \$695 registration fee and travel expenses.

Support Staff membership dues: ♦ Last year, Sandi Mountain had some concerns about charging support staff dues, especially if they are only going to attend the Support Staff Workshop. ♦ One issue was that OUS schools are not allowed to pay membership dues for their employees. ♦ This means that the membership dues must come from the staff members' ♦ personal account. ♦

Sandi suggested the possibility of having a smaller dues amount for support staff. ♦

Another idea was to let support staff be non-members and just pay the registration fee. ♦

Also considered was the idea of calling the \$20 a ♦ service we provide for \$20 per person ♦, or offering scholarships.

Jane will ensure that the membership benefits are listed on our web site. ♦ She will also draft an email to all expired members with a list of membership benefits.

The final decision was that the Executive Board was not willing to change how membership dues are handled.

Newsletter items: ♦ Jim Eddy solicited ideas for the OASFAA President newsletter. ♦

Some suggestions were: a listing of membership benefits, training sessions offered by different organizations, web site capabilities, a ♦ Where are they now? ♦ section, and a request for new ideas from OASFAA members. ♦ Jim asked that any additional ideas be forwarded to him. ♦ He will endeavor to send a newsletter four times this year.

NEW BUSINESS

New ideas from Jennifer Satalino: ♦ Jennifer Satalino sent two new ideas to Jim Eddy for the Board's review. ♦ Those ideas were an OASFAA on-line Speaker's Bureau and the Oregon 529 College Savings Network.

The Board first discussed the Oregon 529 College Savings Network. ♦ The biggest concern the Executive Board had was if we allowed Jennifer to use the OASFAA list serve and members of OASFAA signed up for the focus group, would that look like an implicit endorsement of the Oregon 529 plan. ♦ The Executive Board decided that Jennifer would not be allowed to use the list serve for this purpose, but instead that if Michael Parker, Director of the Oregon 529 College Savings Network, was going to be presenting at the Annual Conference, he could solicit help then.

Next the Board discussed the Speaker's Bureau. ♦ The Board has some questions about the usefulness of this program. ♦ Jennifer's idea was to post on the OASFAA website a list of financial aid administrators who were willing to participate in high school financial aid nights. ♦ The biggest concern was whether high school counselors who are ♦ lost ♦ anyway would know how to get to OASFAA's website. ♦ The Board decided to not post this Speaker's Bureau to the website, but instead encouraged Jennifer to work with OSAC.

Brainstorming for new ideas. Jim Eddy asked the Executive Board to brainstorm for new ideas. The Board was broken into three groups. Each group was asked to provide three or four new ideas and a favorite out of those ideas.

Ideas mentioned were: peer review of office procedures, online training, list of people who would be willing to present at sessions, speaker's list with critiques and charges, somehow improving the website to get members there everyday, pictures of Executive Board members on the web site, day workshops, mentor program for new financial aid staff members, high school student brochure about the ability of every student to go to college, and adding people's areas of knowledge to the membership directory. The three favorite ideas were a full day, in depth, single topic workshop, formalized mentor program, and a Speaker's Bureau.

The **full day, in depth workshop** could have subjects such as tax returns as tied to need analysis, best practices, verification, or satisfactory academic progress. This workshop would try to serve everyone and be considered professional development. The workshop leaders would give the background of the topic and allow for an exchange of ideas. Possibly, the workshop could have various tracks for attendees with different experience levels.

The **formalized mentor program** could kick off at the Annual Conference at the New Comer's Session. It is possible that a group of mentors could be used instead of just one-on-one mentoring. The Segmental break-out sessions would be a great place to start the group mentoring. The mentoring would develop a new generation of financial aid administrators.

The **speaker's bureau** would be a list of all people who have canned presentations and are willing to present at various workshops offered through OASFAA. This could be a resource for schools and committee chairs.

ADJOURNMENT

Tracy Reisinger moved to adjourn the meeting. Crisanne Werner seconded the motion. The motion passed.

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