President Donna Fulton called the meeting to order at 10:13 AM.

Attendance: Donna Fulton, Bert Logan, John Blaine, Geoffery Wullschlager, Nancy Hanscom, Suzie Petersen, Kathy Campbell, Judy Saling, Ryan West, Pam Robison, Sue Shogren, Robert Rodgers, Frankie Everett, Theresa Schierman, Russell Seidelman, Heather Hall Lewis.

Theresa Schierman sent the minutes of the 2/3/12 Executive Council meeting out via email. Some people mentioned they only received the draft version while others indicated they received both copies.

**Approval of 2/3/12 minutes:**

No corrections, changes or additions were noted. Bert Logan moved to accept the minutes, Heather Hall Lewis seconded the motion.

Sue Shogren questioned if there was to be a name listed for public 2 year vice president report. It was clarified that there was no official report, but the topics that impacted the segment was mentioned.

Corrections to the spelling of Russell Seidelman and Stacie Englund’s names in the minutes were noted.

Motion carried unanimously.

**Treasurer’s Report:**

Donna Fulton sent out the 3/9/12 Treasurer’s Report electronically.

Robert Rodgers questioned the $1200 of expenses listed for development . Heather Hall Lewis responded that $200 was for a refund , but she wasn’t sure about the $1,000. Ryan West added that per Karen Fobert, the $1000 was a Wells Fargo refund from past conference but the original check was misplaced and OASFAA reissued the refund to Wells Fargo in the current fiscal year.

Suzie Petersen moved to accept the Treasurer’s Report, Bert Logan seconded; motion carried with no opposition.

**Committee Assignments:**

Annual Conference: Michelle Holdway and Russell Seidelman

Archives: Michelle Frei

Fund Development: Robert Rodgers. It was mentioned that a school volunteer as a co-chair would be desirable. Robert contacted two potential volunteers based on volunteer interest form. One is considering; one has not responded yet.

FA 101/201: Kathy Campbell and Mike Johnson

Legislative: Geoffery Wullschlager

Membership – Stacie Englund

Mentoring – Sue Shogren and Ashley Kikukawa

Newsletter – Sue Shogren

Outreach – no one – didn’t have anyone last year. Used to do OPB. Okay to leave vacant.

OSAC – Josette Green & Susan Degen

Registration – no one currently; probably not needed but could possibly groom someone as a Treasurer Elect. No name was brought forward

Site Selection – Bert Logan is in this role as past president; job has been done.

Strategic planning – Donna Fulton

Summer Drive-in – Chippi Bello and Helen Faith

Support Staff – it was determined that this training would not be offered this year as it was recommended that OASFAA move forward with an every other year offering. It was mentioned that for the next offering, that Dolores Pruett and Jennifer McBratney would be good people to consider for co-chairs although this Executive Council does not have the authority to appoint committee chairs for the year after this year as that will be the responsibility of the next Executive Council.

Technology – Ben Wessel

Training/Leadership – Leslie Limper

Vendor Liasion – John Blaine

Volunteer Coordinator – Nancy Hanscom

**Planning/Direction**

Donna Fulton reminded the group that the goal of OASFAA is to provide training. Opportunities that we have to provide training as has been offered in the past is annual conference, summer drive-in, support staff workshop, FA 101/201. Mentoring is in a building year. Training/Leadership – this has been mostly the NT4CM training which was funded under the college access challenge grant and the funding for that grant has ended. We may need to get feedback from Leslie Limper to see if we want to move forward with this endeavor without this outside grant.

There was discussion about whether the budget should drive the training offerings or whether the training offerings should be determined and then fit within the budget. Donna Fulton wanted to give each project some consideration and then determine if we can move forward. The Presidents (current, past and elect) and Treasurer will meet to look over budget on April 17 but it may be good to get feedback from the committee chairs to use when planning what to offer.

**Other training delivery methods:**

Sue Shogren mentioned that webcasting ability is available for a small fee through WASFAA to state organizations. The cost is $50 per month prorated for a year that runs through October. This gives the opportunity to broadcast webinars and/or have conference calls. This could be used for training, meetings or other opportunities. CASFAA is subcontracting with WASFAA for this service.

Russell Seidelman mentioned that perhaps we should have a well thought out plan as to what we want to offer through webinar. Donna mentioned that she thought a first year roll out could be used for committee meetings. Ryan mentioned that perhaps the EC should take the lead and meet at least once via webinar.

Geoffery mentioned that we can reach new people in the state that can’t come/travel to meetings, trainings, etc. People wouldn’t have to leave office for entire day. Occasional legislative update webinars at no cost could be an added benefit to membership.

This might be a way to have a more continuous presence in the association. Ryan suggested that perhaps Leslie could use this technology to reach high school counselors as a modified version of the NT4CM training that has been offered.

Bert mentioned that perhaps we should look back at the budget to help guide decisions:

Support Staff made about $675

Summer Drive In made about $1000 last year

Suzie mentioned perhaps changing the support staff to short online modules and then add more content to the summer drive in.

Sue Shogren mentioned that perhaps in the years when we don’t offer an “in person” training, we might be able to supplement with the online pieces, but Sue also indicated that the support staff workshop was a good opportunity for people to attend an out of office training event.

There was a brief discussion on the membership and training rates and how registering on the non-member rate doesn’t make a person an OASFAA member. This should be considered. Many in the room were surprised that OASFAA doesn’t automatically make people members when they register for an event/training (WASFAA does this).

Bert mentioned that we probably need to decide what training to offer and then the committees can decide how to deliver the training.

Robert mentioned that the more people we can have as members, it is easier to solicit vendor participation for a larger organization. Sue mentioned that we should look at this option. There seems to be a general agreement that an option to register and join, just register without membership or register as a current member should be offered for each training event.

Russell mentioned that the event prices should be similar for the one day events. Kathy Campbell mentioned she doesn’t think it necessarily needs to be as it depends on what the needs of the committee are and what they want to offer. Russell clarified that he was referring to the differential price charged for non-members versus members. At some trainings, the differential was $20 and at some trainings it was $25.

**Meeting dates:**

Typically there is a transition meeting (today), then usually June, August, October, then at the annual conference. Bert Logan checked the policy and procedure manual which indicated that quarterly meetings are typical.

Executive Board meeting dates for 2012-13:

Friday, June 15, 2012 - Chemeketa
Friday, October 12, 2012 - Chemeketa
Wednesday, February 6, 2012 – Salishan

The Presidents and Treasurer will meet on April 17 to draft an association budget for the year which will need to be approved by the Executive Council.

11:45 – broke for catered lunch buffet

12:15 – resumed meeting

Donna asked if general consensus was to offer FA 101/201, summer drive-in and annual conference again for this next year.

The question was raised if the FSA conference would be happening? Several people indicated they had heard rumors that there won’t be an FSA conference although some had heard that there would be. Bert shared that the FSA conference seems like a “loser” in the quality of the offering for the past couple years.

Should the support staff workshop be offered? Frankie questions about where the training for support staff would be offered if we don’t offer it? Sue questioned why we wouldn’t offer it? Since it made money this past year, why would we not want to offer it if our concerns were simple fiscal in nature? The benefit to every other year helped raise the numbers and Nancy suggested it may not need to be offered every year. Past Support Staff workshop co-chair, Nancy Hanscom, recommends going with the every other year model. It was thought that the above-average attendance for support staff training this past year was a result of not offering the training every year, but rather having it thought of us something more special in nature. The general consensus was to not offer support staff workshop this year. If a fall training (new training) is desired by OASFAA, then a program could be developed at a later date.

FA 101/201, Summer Drive-In and Annual Conference will be in the budget for this next year.

Donna handed out a sheet listing the relevant co-chairs. There was discussion about possibly including support staff co-chairs, but Bert mentioned that we had no authority to name chairs for 12-13.

Suzie moved to approve the committee chairs as presented, Bert seconded the motion. Donna asked the non-executive council members in attendance to leave the room briefly for any relevant discussion/concerns by the EC. No additional comments about the candidate slate were made. Motion passed unanimously.

**Committee Reports:**

Annual Conference – Ryan West shared that the overall conference evaluations had been compiled and shared with the committee. Feedback was positive overall with some constructive ideas for improvement. Michelle Holdway has the individual session evaluations and the hope is to compile those results and share with presenters.

Development – Robert shared a printed report and proposed raising $12,000 as the goal for development for 12-13. Goal last year was $10,000 and $11,000 was raised. Robert wanted to know what the EC thought the goal should be. Some vendors mentioned that they would like the table fee to include a registration. Robert indicated none of our neighboring states or WASFAA offers that and his feel was that it didn’t prevent anyone from attending. We had nine exhibitors this past year.

Robert wanted to think of ways to use Summer Drive In to get vendor participation perhaps through paying to advertise, be there, etc. Bert questioned whether $12,000 was a big enough goal given the positive returns from this past year. Robert believes we’ll probably get the same exhibitors that we had this last year, and that we may have lost a couple of vendors because they chose WASFAA over our state conference.

Bert suggested to accept Robert’s proposal as submitted.

FA 101/201 – Kathy distributed a written report. See attached. All sectors of colleges were present along with some lenders, Ford Family Foundation participant, etc. High attendance and a successful event.

There was discussion about the timing of the event. Much earlier in January is harder for quarter school faculty; February is harder for semester based schools. Fall would be possible but sometimes ED isn’t all set up for the new year in the fall.

Sue Shogren asked about the FA 101/201 recommendations that those with 0-2 years experience go to the 101 portion and those with 3-5 years go to 201. Sue suggested that we may want to consider FA 101 0-4 years as a more natural break for FA 101 based on her experience in training. Kathy said that she and Mike would definitely review that and clarified that participants were allowed to pick from the breakout sessions if they felt a section of 201 or 101 would be more applicable or helpful to them even if they were technically registered for the separate track.

Legislative – No physical report. There will be a report in the next newsletter. Highlights: The Oregon legislative session is over for the short year – OSAC’s budget was spared as was other higher education. On the federal stage, not much has happened since December. Geoffery thinks that not much will happen in the election year as it is a hot button issue with younger voters but that whomever is elected as president in November will have to tackle some higher education related funding issues in the next 4 years.

Newsletter – Sue Shogren sent a draft to editorial board for review. Final draft by the end of next week with the newsletter posted online at the end of March. Next newsletter will be in June; prior to Summer Drive In. Deadline is May 31, 2012. Confirmed committee members for next year which will be confirmed by EC at the next meeting.

Site Selection – Bert – paperwork is signed for 2013 and 2014 for Salishan. Bert was asking if we need to look at 2015 sites and if we want to move. Benefits to Salishan include cost, camaraderie is created, they know what sort of things we need, etc. Bert summarized that Salishan seems to meet our needs. Donna mentioned that perhaps a survey should be developed to see if Salishan meets the needs for the annual conference. Bert will work to complete this via the list-serve sometime in the future.

Support Staff – no report

Technology – no report; Ryan will follow up with Ben to update the list-serve page as Bert mentioned that it forces one to use Outlook to use. (Secretary update: if you click the hyperlinks on the list-serve page, it will try to open a default browser on your computer. An easier way is to simply copy and past the address into your usual email system and send it from there.)

Vendor Liaison – John Blaine – no official report; will work with Robert to be up and running. Robert said there was some old business on this. The previous EC wanted a sense of whether this should be a one or two year position. Slight edge leaning towards a one year position by the vendor community. There was question as to whether to participate in this position you would have to exhibit at the annual conference. Robert polled the 9 exhibitors from this past year and 8 of them said the job should be done by an exhibitor or at least those that exhibit should be given first opportunity. This was so the person in this role would be aware of the thoughts and concerns regarding exhibiting, etc. Robert suggests that for next year, we have the vendors at the conference choose the vendor liaison for the next year. If no one wanted to serve, then we could broaden the selection process.

Volunteer Coordinator: Nancy Hanscom had no report but asked for “marching orders” for what she can do to help connect people to committee assignments. There is no well-defined description for this position, but she is willing to continue in it, but would appreciate guidance as to what would be helpful. She will provide new committee chairs with instructions on how to view lists of potential volunteers on the website.

**Officer Reports:**

Bert Logan, Past President – Going to support Donna this year and take care of site selection and bylaws.

Suzie Petersen – She’ll do what she’s told; be submissive for the year.

Donna Fulton – went to WASFAA EC meeting in February in Las Vegas. One item brought up was that the Hawaii WASFAA conference didn’t meet the room block which has cost a significant amount of money for the organization. WASFAA Summer Institute is in LA June 3-8; registration is open now. MLI is November 7-9. Judy Saling added a request that anyone going to the WASFAA conference in Portland stay at the Benson Hotel as there is concern that the room block won’t be met again.

VP public – no report

VP independent – Frankie read her handbook and is going to the OICA meeting.

VP 2 year – Pamela – she’s received her handbook. She doesn’t know what she’s doing yet.

VP proprietary – no report

Sue reminded VPs and all at the meeting to send news for the newsletter. The VPs should compile news about members changing jobs, promotions, etc or any issues that need to be brought to the attention of the larger organization of OASFAA. Sue sends out emails (she’d like to do just one) prior to the deadline for the newsletter; use this as your reminder to follow up with your segment.

Donna will submit a new President’s update for OASFAA webpage.

Sue Shogren mentioned that NELA center has changed its direction and focus. They will not be doing as many webcasts and financial aid presentations (high schools, etc). As we look at outreach and other efforts, especially in the Portland area, we may have opportunities to partner with ORCAN or other organizations to fill this gap.

Judy asked if OASFAA was interested in creating a podcast or webcast that they could use for training to their new employees. A community college had approached Judy asking if OASFAA had something like that. There wasn’t much discussion about this. Many indicated they use FSA Coach and were unsure about whether they would be able to benefit from a generic training as they want to train our employees ourselves. It was also mentioned about NASFAA’s new training that is being launched. Overall, there did not seem to be a positive reception to creating something like this.

Without any additional business or announcements, Bert moved to adjourn, Suzie seconded. Meeting was adjourned at 2:05 PM.