

Oregon Association of Student Financial Aid Administrators (OASFAA)

Executive Council Meeting Agenda- Minutes

May 18, 2023

Attendees: Amy Davies, Shauna Stevens, Debbie O’Dea, Ingrid Baker, Karen Garcia, Hallie Price Asadare, Rylan Wall, Golden Eyestone, Layton Spence, Shawna Wing, Karen Ash, Carlos Villarroel, Frankie Everett, Lois DeGhetto, Gilbert Rogers, Leslie Lloyd. Online: Wendy Papkof, Suzet Peterson, Joanne Leijon

10:11 am Call to order

* Welcome, introductions, housekeeping
* Approval of minutes from meeting 1-31-23, 2-1-2023, and 2-4-23 (Conference)
  + *Motion to approve by Shawna – Lois seconded. Motion passes.*
* Officer/Liaison Reports

o Past-President:

* *Staying with Salishan for conferences.*
* President:
  + *Visited DC, visited WASFAA (Washington) no new updates. FAFSA simplification is still a big topic of conversation. WASFAA 2024 is looking at either Portland or Hawaii. Summer Institute – last day to register is May 19. NASFAA training coming up end of June.*
  + *When two states come together, Federal Trainings can assist. What if two organizations came together, would Federal Trainings come then? Carlos will reach out to Virginia.*

o Vice Presidents

▪ Independent

▪ Community College

▪ 4-year public

▪ Proprietary

*Went through different sections and specific sections to focus on (newcomers and others). Discussed ideas for strategic plan and when to meet.*

o Corporate Partner Liaison – *No updates at this time.*

o OSAC Liaison: *Will need to find out who will serve and invite them to these meetings.*

* Treasurer’s report:
  + *Down about 13k, but given what we have been through this doesn’t seem too bad. Schwab account is holding steady. Actual expenses are less than what we have projected. Income is a little less as well.*
  + ***TO DO:*** *Need to get together (next few months) to develop budget for next fiscal year. Change how we reimburse for meals and incidentals. Move to GSA standard peridium date, or receipts. Can do either or. Will need to make changes to policy and then vote on changes.*
  + *Question about traveling: Traveler determine GSA for city going to. OR use Portland GSA. Request to put on next agenda.**Puts burden on the travel to search GSA for the traveler. Other travels like the GSA. GSA from the city they are traveling to – and then the traveler provides the GSA from that city. If the traveler decides to turn in actual receipts (but wont be reimbursed more than what is in our policies). Can update the link for GSA on our website.* 
    - **Motion to approve to move to GSA and this must be submitted when the traveler submits reimbursement. Carlos motioned, Karen second, no one had opposition.**
  + Next meeting P&P the form. Joanne to update and bring to next meeting.
* Committee Reports

o Annual Conference

* *Goals for next year. 120 attendees for next year (last year we were 13 shy). Hoping to have 12 committee members – send out emails by end of month. Want to continue to utilize EDI team.*
* *Budget proposal. Thinking of increasing to $350 (has been $300 for a long time). If we get 120 individuals, then we would estimate earning $4,500). We need to at least break even, we can’t continue to lose money. Can continue to use scholarships. Can increase the scholarship if we need.*
* *Estimated 33k but spent 37k. This was with cutting additional items. This years’ budget is based on actuals from last year. Many of the areas are flexible. Added a few new things for thank you gifts for presenters. Fairly similar to last year, with some small adjustments. $53,250 total revenue with matching the corporate sponsor and with 3$50 for registration. 2024 conference is covered for HOOVA. But will need to go and check, unless we don’t have 20 exhibiters, then it will be an additional $900. Corporate sponsors paid a fee, then they could do the additional sponsorship. Maybe corporate sponsors would be interested in “sponsoring” breakfast. Could save 6k in one meal. Could have banners for the sponsor – could put logo on the bag. Didn’t do this last year due to cost (but wanted to). $750 is current rate – what about increase for sponsors. Lots of discussion last year. Going up to 4 digits, corporate sponsors say we’re asking too much. $750 is where everyone is comfortable. No one was interested in the ‘tier’ – 750/1000/1750/2000. Maybe this can be revisited. What if we increased to $800? Maybe put logo on coffee cup to mitigate cost?*

o Community Partnership

* *Not present.*

o FA 101/201

* *College Student Servicers – would like to join with OASFAA*
* *Any desire to partner with ARAACRO about a one day summer collaboration? Yes, Karen and Sandy have been looking at August 2nd- free room at Lane community College on the 101 track. But inviting our “navigators” in our respective areas (outside of FA). Suzie will reach out to ARAACRO to see about the date and then loop back with Karen/Sandy.*
* *LBCC Veteran person is now the Secretary for ORVASCO. She is interested in partnering with OASFAA.*
* *Summer event – August 2nd. WASFAA will have summer drive in at beginning of June. Lane CC is offering the room for free, but OASFAA would have to pay for food.*
* *NASFAA credentials for 201 – Cash management. Any others have a better idea? No other ideas – going with Cash management.*
* *Pacific University will not charge for rooms, but have food on campus and would have to use. Ingrid can send Karen/Sandy more information.*
* *Will work on save the date and a questionnaire on how far people are willing to drive.*

o Legislative

*Griffin in Debbie had a great plan in December. Due to legislative changes, had to pause. Debbie is having to overhaul profiles for legislators. We need to find out what does our organization want with legislative event. This ties in with Strategic Plan. Do we want a report out structure or an interactive structure? Can ask WASFAA what other state associations do.*

o Equity, Diversity, and Inclusion

*Would having a historical context of Oregon and how that has impacted how Oregon is. Document Hallie sent “History of Oregon”. Would our association be interested in sending this out to new members? How do we get this out?*

*Maybe not just new comers, but an annual informational piece. EDI should be part of newcomers.*

*If funding is needed the annual conference has some funds that can be used for this.*

*More conversations to come . . .*

*Something even at the Newcomer session at annual conference*

o Archives

*Frankie and Jenn helped get Google Drive – a place to store electronically. May be a good place to store our reports. Can share link once it is working well. Working on determining how much to share. Saved through OASFAA achieves email. Bits and pieces of reports are all over. The information on the website is pretty old (2017).*

o Fund Development

* *4 new corporate partners.*
* *Sunriver last month ARAACRO – round table discussion about. Institutional membership? Give ARAACRO presentation at OASFAA. Oregon VA Conference and the VA officials are trying to get increases in numbers. Opportunity to loop these areas to partner. Maybe do a summer event this year. Green zone training? This training fits in with Strategic Planning. Suzie will reach out and see if we can keep the momentum going for joining efforts.*
* *Any desire to partner with ARAACRO about a one day summer collaboration? Yes, Karen and Sandy has been looking at August 2nd- free room at Lane community College on the 101 track. But inviting our “navigators” in our respective areas (outside of FA). Suzie will reach out to ARAACRO to see about the date and then loop back with Karen/Sandy.*
* *Others been contacted by Dennis Witmer about student loan insurance.?? No one else has been contacted.*

o Membership

* *New website access and begin cleaning.*
* *434 active members.*
* *Goals – brainstorm on requirement opportunities. How to get people involved which helps with retention. Gather some data on how many TIV organizations and who are the OASFAA members. Any ideas, please send to Amy.*
* *Jenn Satalino sent a list of colleges in Oregon. Ingrid will send to Amy.*
* *Send out newcomers emails! Will come up with proposal.*
* *Hallie would like to see why colleges are not involved in OASFAA.*
* *Who does our Facebook account belong to? Should this belong to Membership or Technology? People seemed interested in having this belong to Membership.*
* *Can we recognize newcomers?*

o Technology

* *Looking for communications committee members*
* *Updated calendar with WASFAA/NASFAA events*
* *Finished completing the database and worked to train Amy on a few things*
* *Working with Suzie on updating sponsors*
* *Place on website for committee meeting minutes – if you have anything, send to Frankie!*

o Volunteer Coordinator

* *After conference put together a database to group volunteers making it easy to find what volunteers are interested in what*
* *Will continue to refine*
* *Frankie/Amy/Joanne can update the website with committee members*

o Site Selection

* *Salishan for 2024*
* *Prices are pretty comparable to other places. Rooms will be more expense elsewhere.*
* *We should be open to other options in the future*
* New Business
  + WHOVA
    - *$4,000 for one conference – let WHOVA know that we would look somewhere else. We need to find another app – or go back to using paper.*
    - *Other apps: CVENT? Guidebook?*
    - *Could create page on website and then post the PowerPoints*
    - *Conference committee will look into other apps*
    - *Debbie will look into what WASFAA used*
  + IDEA Advisory Board
    - *Referencing email from the group: descriptions to be added to policies and procedures.*
    - *Modeled after Treasure position – having more than one person involved is fundamental to those particular role*
    - *Advisory board members would serve in the greater EC group to bring EDI perspectives. Advisory board could still meet outside of the EC meetings. The advisory board members would not be voting members (the IDEA Advocate member is voting)*
    - *IDEA Advocate is a voted in member – would decide who/how many people sits on the advisory board.*
    - *Advisory board members could begin serving in our next meeting.*
    - ***VOTE UPDATES TO POLICY AND PROCEDUREAL MANUAL: Lois motions, Karen Ash seconds. All approved, no opposition.***
  + OASFAA Shared Drive
  + Update bylaws to include, OSAC, FORD, OCF, and ECMC as voting “members”.
    - *What do people think about having these individuals vote?*
    - *Can we have them serve in an advisory capacity?*
    - *OASFAA is for financial aid administrators, so do we want other organizations who can vote? Is there a conflict of interest?*
    - *Carlos will talk more with OSAC about this topic.*
  + Discuss Strategic Plan updates
    - *VPs talked about what areas they want to focus on this year.* 
      * *Membership section – focus on newcomers*
      * *Training section – disability services and how to include access items are being addressed. Engage in ASK Regs/ASK OASFAA type activity. Maybe we can add a compliance listserv for those who are interested in those types of conversations. Can discuss more in the future.*
      * *Operations – robust training program. Weren’t able to dive into, but is an area of focus.*
      * *Volunteers – increase volunteer.*
* *Frankie will add to our website.*
* *VPs will continue to work to identify ways to implement the strategic plan.*
* Other Business
  + Leslie Limper at Pacific has decided to retire.
* Adjourn at 2:14pm Lois DeGhetto motioned, Karen Ash second. All in favor.