PRESENT: Dave Allen, Don Black, Sam Collie, Corbett Gottfried, Jackie Gresham, Celia Larson, Bert Logan, Jennifer Knight, Bruce Marks, Carol Monroe and Crisanne Werner.

REVIEWED MINUTES from the November 7, 2000 Executive Council meeting.
- ❖ Motion by Jackie Gresham that the minutes be approved. Seconded by Sam Collie. Motion passed.

COMMITTEE REPORTS

- ❑ **OSAC:** Brief report from Bruce Marks concerning the RFP bids that are out for OSAC system. He also mentioned that OSAC is requesting additional funds from their endowment money from the E-board to make up the difference experienced by the overawarding of state need grant funds.

- ❑ **Early Awareness:** Carol Monroe reported that future Early Awareness sites include OIT (with Klamath Falls tribe), Northwest Christian College (both in Spring 2001). Possible 2001-2002 sites are: Willamette University, Eastern Oregon University and Southwest Oregon Community College. Activities at recent committee meeting included working on procedures for Early Awareness, Early Awareness implementation "cheat sheets" for schools/tribes and volunteer job descriptions for committee members.

- ❑ **Annual Conference:** Report from the Annual Conference committee was submitted by Celia Larson. Their committee is working closely with the Technology and Registration committee. The email registration off the OASFAA website will be used to check names against our current membership list. Conference packets will be mailed on December 4th and the room reservation deadline is December 15th. Quick books will be used to post individual membership. Importance of having staff register their membership on the website was emphasized. Celia spoke with some other lenders who like the brunch participation idea. Dave Allen will be mailing letter to the lenders concerning table sponsorship.

- ❑ **Special Issues Committee:** A report from the Special Issues Committee was given by Bert Logan. Bruce Marks has the master scholarship application ready to go. A "blurb" concerning this scholarship opportunity will be included with the annual conference packet.
  - ➢ Bert will send attachment of "blurb" via email to Celia for conference packet and cc Don.
  The process of handling submitted scholarship applications was discussed. The applications will go to Bert for collection and reviewed for completeness. OSAC will evaluate the scholarships and determine merit. Special consideration will be given to applicants who have not previously attended the conference, support staff, individuals

new to financial aid, ability to attend without scholarship and how much the school can afford to pay. Scholarship winners will be notified by January 4th.

❑ **Support Staff Workshop:** Don Black reported that 100+ people have registered for the Support Staff Workshop to be held next Tuesday, December 5th at the George Fox University Portland campus.

❑ **Membership Committee:** No report.

❑ **Legislative Committee:** Report from Don Black. It will take some time before we realize the impact resulting from the passage of Measure 7. E-board will most likely approve the $880,000 from the Education Endowment to cover SNG shortage. Pressure is being placed on OSAC to cover full amount.

❑ **Media Committee:** Word received from Elizabeth Bickford that all the media projects have been completed except for OPB which is scheduled for December 12th. Videos are done and mailed.

❑ **Technology Committee:** Report from Peggy Nitsos:The following people met on Tuesday, November 21, 2000, at 8 a.m. in the office of Randy Brewer at the OSAC building in Eugene. Topic of discussion: the new OASFAA Membership Database and the Annual Conference Registration Process.
    David Allen, Vendor Rep.
    Randy Brewer, OSAC Programing and OASFAA Technology Committee
    Jackie Gresham, OASFAA Treasurer and Annual Conference Committee
    Celia Larson-Walker, Annual Conference Committee
    Peggy Nitsos, OSFAA Technology Committee
    Steve Long, OSAC Programing

Prior to this meeting I sent out a series of 7 questions to those I had asked to attend. During the course of the meeting each of these was discussed.

Our meeting started with a discussion as to why OASFAA needed a List Serve rather than to continue using ORFINAID.
    1)   Discussed the fact that ORFINAID is not particularly user friendly for most OASFAA members
    2)   The List Serve would be the means by which the organization, OASFAA, would communicate with its members regarding OASFAA Activities and Events.
    3)   The List Serve would be the mechanism by which Membership Information would be collected and updated. Each member would have the responsibility of maintaining their correct membership information. This information will be pulled for the Membership Directory each March.

At this time the List Serve will not be able to deal with Initial Vendor Agency/Institution information. Dave will continue to work with Randy to

update Vendor Agency/Institution information. A school or lender agency can go on-line to update current Institution information. Should consider having one person at the institution/agency responsible for updates (i.e.,change to phone numbers of the institution; change of name of the institution; etc). Members would be responsible for making changes to their personal information. Dave will provide a list to Randy re. Current vendors.

The question came up that when a rep leaves a particular agency they do not unsubscribe. Same is true when staff leave a financial aid office. The List Serve Administrator will be able to delete from the list in the background.

Some discussion regarding using Banners for Sponsorship Opportunities for vendors. Could be a mechanism to raise additional funds for OASFAA or for OASFAA Scholarships. Need to bring this discussion forward to the Executive Counsel.

There is a need to have a down-loadable invoice that members can provide to their bursar when requesting checks to cover membership fees as well as event fees. This was put on the list as an enhancement for the coming year. Also want the ability to produce a Receipt on-line. An event registration requiring fees would have a question: Do you need a receipt? Yes/No. The Treasurer would then be the person to issue the receipt after the money is received.

After discussing the New List Serve and the Annual Conference Registration at length (2.5 hrs) it became obvious that for the current year we would need to divorce the two processes from each other.

      1)   Sign up for List Serve. This is the mechanism that will update all membership information for the March OASFAA Membership Directory. This will eliminate the need for manual data entry by either the Conference Committee or the Membership Chair. After building the new List Serve and Membership Database, will phase out ORFINAID .

      2)   An independent Annual Conference Registration for the February, 2001, Annual Conference. Goal for the 2002 Conference would be to have an enhanced electronic registration in place as well as the ability to obtain Invoice information and Receipts through the web site.

      Per Jackie: will ask Kathy Goff to cross check the Annual Conference Registration vs the Membership Database.
      Post cards regarding the Annual Conference are scheduled to go out by Friday, December 1st. Celia asked if the Technology budget could help with the cost of the Post Card mailing and the flyer that would go into the conference packet. Peggy agreed.

     Conference Registration packets are scheduled to be mailed out to all paid members by the first of December. Conference Registration forms will be returned to Jackie. The Deadline for Conference Registration is January 15, 2001.

      Hotel reservation deadline for conference rates is December 15, 2000. Members will need to contact the Weston-Salishan directly in

order to reserve rooms.

There was a general discussion regarding the Invoice requirements. Randy believes this can be done. The invoice needs to address Conference Fees as well as Membership Fees. Under Conference Fees it also needs to address a Complete Conference fee vs a One Day Conference fee.   The appropriate fees along with a final total should feed onto the invoice depending on the choice indicated.   There needs to be a separate process for Guest Fees since these are paid by attending members and not their bursar.

An on-line mechanism for providing a Receipt for funds received was also discussed. Again, need to have a way that a Conference Chair or Membership Chair can electronically return a Receipt for funds received.   (See earlier comments re receipting.)

Discussed the need to enhance an electronic registration process that would allow the registrant to provide additional information regarding specific needs (dietary or other). Also needs to address the option of a one day registration vs the whole conference and guest registrations. Conference Registrant and Technology members will work on this together.

Current Goals:
   1)   Build a new OASFAA Membership Database and List Serve. Complete membership sign-up by February 23rd. Start now and encourage all members to sign up via link on OSFAA On-Line. Ask institutions to review Institutional Information and up-date as necessary. Use ORFINAID, E-MAIL UPDATE and post cards to notify membership of new process. Include a colorful notice in Conference Registration Packet.

   2)   Working with some of the members of the current conference committee along with Randy Brewer, begin detailing the elements that need to be on any future electronic Conference Registration and set up deadlines for putting together the prototype so it can be reviewed and changed as necessary before making it active on the web site for the 2002 Conference. This would include the Invoice and Receipt process.

   3)   Work with David Allen regarding enhancements to the Vendor membership process.   Continue the discussion of Sponsorship Opportunities and review with the Executive Board.

   4)   Review the Institutional Membership process. Determine if there are other ways to update or enhance this information.

❑ **Development Committee:** Dave Allen reported that letters were mailed to lenders concerning sponsorship opportunity involving the Support Staff Workshop, FA101 and Annual Conference.

❑ **Logo:** Jennifer Knight shared that she believes only (2) logo entries have been submitted thus far. It was suggested that we give some scholarship money to those who sent in a logo even if their logo is not selected.

➢ Suggestion to have Gene Evans send out another email concerning the logo contest.

❑ **Treasurer's Report:** Jackie Gresham submitted report. She purchased and installed Quick Books but has not had time yet to use it.

Next Executive Council Meeting is scheduled for 6:30pm or 7:00pm in the lounge at Salishan on Saturday, February 3rd. Don Black promised it will be brief. :--)

❖ Motion by Sam Collie to adjourn meeting. Seconded by Corbett Gottfried. Motion passed.

Respectfully submitted,

Crisanne Werner
Secretary