

## OASFAA Executive Council Meeting Minutes

May 1, 2001

IN ATTENDANCE: Sam Collie, Laura Head, Dina Thompson, Jennifer Knight, Paul Krull, Tracy Reisinger, Judy Saling, Elizabeth Bickford, Bert Logan, Theresa Bosworth, Jackie Gresham, John Climaldi, Susan Deegen, Sue Gano, Phil Hess, Michele O'Leary, Carol Monroe, Gina Birkquist and Tami Kirby.

CALL TO ORDER - 9:40 am

HOUSEKEEPING (lunch, restroom location)

INTRODUCTIONS/TRANSITION OF NEW MEMBERS

APPROVAL OF DECEMBER 1, 2001 MINUTES

Minutes were read aloud. Jackie noted the 4<sup>th</sup> paragraph needed revisions. The sentence should read: "Quick books will be used to record transactions."

- ***Motion by Tracy Reisinger to approve minutes. A second by Jennifer Knight. The motion passed to approve the minutes with revisions.***

2001 OASFAA CONFERENCE COMMITTEE REPORT, by Theresa Bosworth.

- **Wrap-Up:** Approximately 245 people attended the conference. We are filling the meeting rooms. Salishan was very responsive. We may think about the need for equipment rental. We signed the 2002-03 contract with Westin Salishan. Some speakers indicated that it was difficult to get to Salishan. Do we want to move the Conference to another sight? Much discussion around this, but we decided no for now. However, we can keep the discussion about looking elsewhere. The food costs have increasingly risen. The sessions were coded this year with advanced, basic or administrative, which was well received. The agenda/program needs to be on the website sooner. The US Department of Education requested that the Federal Update be 1 1/2 hour session. Comments on the survey said they would like the Keynote speaker to be lively. The food, surprisingly, did not have a bunch of complaints.
- **Conference Committee Handbook:** Theresa put together a Conference Planning Handbook as a tool/guide and asked that OASFAA consider it to be one of OASFAA's documents so that we do not have to reinvent the wheel. Discussion followed. A suggestion that we pass it from Chair to Chair. However, it's not a cookbook as each Chair may have own style. It could be an appendix to the Policies and Procedures Manual as a guide. Sue Gano is the 2002 Conference Chair and it will be passed down to her.

2000-01 COMMITTEE CHAIR REMARKS

- **Special Issues and Scholarships – Bert Logan**  
Mission was to create scholarship opportunities for personnel. Do we want to continue with providing these opportunities for real people who may be unable to attend? Maybe we can offer it as a prize? Idea would be that we could pull a name out of a hat. We can advertise these opportunities over ORFINAID. Maybe we should extend the scholarships over one more year. The scholarship does encourage people to get involved with the organization and help them feel more connected. We should also look at WASFAA Scholarship format. The concerns with the scholarships are the way we advertise them. Another suggestion was to announce the scholarship opportunities at FA101, Support Staff Workshop as well as over ORFINAID.
- **Early Awareness – Carol Monroe**  
Early Awareness is a program where 5<sup>th</sup> graders go to college for a day. The program targets at risk children. The two programs set for May have been postponed to next fall.

The committee built policies and procedures, which is 75% completed. Carol will finalize the committee members.

BREAK - 10:50 am

RECONVENE - 11:07 am

#### TREASURER'S REPORT, by Jackie Gresham

April 1 through March 31 is considered a fiscal year for OASF AA. Theresa and Jackie are working on getting the Quick Books ready. We have been assigned a bank representative at US Bank. The 2000 tax return is with a tax accountant in Salem.

Laptop Discussion – Who may have a laptop? Dave Allen? Vicki Bockes? Sam will take inventory. What about our insurance policy? Does the policy include that we have multiple machines? Sam will email those people whom he thinks may have OASF AA laptops. A suggestion was to on the taxes and check depreciation to see if any are listed. The laptop computer is very slow. We need to discuss the possibility of purchasing a new laptop. The printer is still fine. Jackie will look into a deal through George Fox University to possibly purchase a Dell laptop.

- ***Motion to purchase new laptop by Tracy Reisinger. A second by Paul Krull. Motion carried.***

#### 2001-02 COMMITTEE CHAIRS

- Early Awareness – Carol Monroe, Chair. Members: Pam Robison (LCC)
- Drive-In Workshop – Bert Logan and Michelle O'Leary, Co-Chairs. Members: Julie McBride and John Climaldi
- Getting Started Video – Elizabeth Bickford, Chair. Members: Sherrill Kirschhoff and Mike Johnson.
- Support Staff Workshop – Gina Birkquist, Chair. Members: Tami Kirby, Judy Gjesdall, Chris B, Crisanne Werner and Katrina.
- OPB – Patti Brady-Glassman, Chair.
- Legislative Committee – Susan Deegen, Chair. Members: Dina Thompson, Rod Boettcher and Jennifer Satalino.
- FA101 – Crisanne Werner and Dan Preston, Co-Chairs. (Next workshop is June 16, 2001)
- 2002 Annual Conference – Sue Gano, Chair. Members: Theresa Bosworth, Robin Bunnell, Rob Clarke, Gene Evans, Kathy Goff, Tami Kirby, Paul Krull, Linda Powell, Julia Reisinger, Judy Saling, Dina Thompson, Raymond Yee, Bernadette Zaharchook and Judy Zimmerman.
- Technology – Peggy Nitsos, Chair.
- Development – Judy Saling, Chair.
- ***Motion to approve chairs, by Laura Head. A second by Dina Thompson. Motion carries.***

#### 2001-02 COMMITTEE BUDGETS

- Early Awareness - \$2,950
- Summer Drive-In - \$2,500 - Discussion about the location of the event. Proposed site was to be Jantzen Beach up in the I-5 corridor, use of hotel instead of school. Lunch seemed to be the most expensive part of the day at \$15-20 per person. Not sure if they will have a keynote speaker. Recommendation that we charge for the lunch only? The tentative date is July 16, 2001. Executive Council debated about the site, as well as the cost. It was felt by most that Jantzen Beach may be too far away for some schools and recommended that the workshop be held at a school. Since Bert is from University of

Oregon and is one of the Chair's, Executive Council encouraged him to host it at UO. Maybe OSU could be a site for next year. In addition, we wanted to keep the costs down and decided to keep the cost free to OASF AA members.

- Getting Started Video - \$2,100
- EDNet High School Counselors - \$1,000
- OPB - \$7,300 – Discussion followed about proposing a sole column in the budget spreadsheet for advertising.

LUNCH - 12:04 pm

RECONVENE - 12:20 pm

#### 2001-02 COMMITTEE BUDGETS CONTINUED

- Support Staff Workshop - \$4,500 – Free to OASF AA members who have paid dues.
- Directory – \$2,500
- Legislative Committee - \$800
- FA101 – \$2,500
- 2002 Annual Conference - \$47,000 – Heavy discussion about what we should use for budget line item. Proposal started with \$32,500. Topic of special interest was the Sunday Brunch. Should this be considered as part of the conference or is it considered pre-conference? In order to keep the registration fees down we have tried to keep it as a pre-conference item. In order to absorb the costs, the ideas were to increase the vendor table costs by \$100 and/or increase everyone's registration fee by \$10. Further discussion regarding the total vendor support for the whole year vs. income received from the registration and dues for the whole year. Do we need to increase the total registration fees?
- Technology - \$1,100
- Operating Budget - \$90,300 (Total income/revenue \$69,450) --  
Income side:
  1. The vendor support was originally set at \$30,000. But we then agreed to increase vendor booth fees for the conference by \$100. We calculated that would add another \$2500 in income.
  2. The dues income was set at \$4000 (the same as last year). This would not reflect the possible increase in dues if it is approved at the Summer Drive-In.

NOTE: With the Expenses at \$90,300 and the income then at \$69,450, *there should be a line item in the budget* that shows we are choosing to use cash on hand adjustments (cash from checking/savings/reserves) to cover the difference. This is going to be a one-time covering of expenses and that the following year the board would have to look at either reducing costs (i.e. by eliminating scholarships or reducing conference costs) or increasing revenue (by charging for activities) in order to balance the budget. We cannot continue to dip into the reserves like we are choosing to do this year at the same level we are doing this year.

BREAK - 12:55 pm

RECONVENE - 1:10 pm

#### DISCUSSION REGARDING DUES

Do we want propose to increase dues by \$5 to \$20? Shall we table it? Defer to new business.

#### 2001-02 COMMITTEE BUDGETS

More discussion as to the budget items discussed previously.

- ***Motion to approve budget by Tracy Reisinger. A second by Laura Head. Bert Logan asked to increase Summer Drive-In by \$500. Motion carried with revision.***

#### OASFAA ANNUAL CONFERENCE 2003

Discussion to approve the Co-Chairs to be Paul Krull and Julia Reisinger

- ***Motion by Tracy Reisinger. A second by Theresa Bosworth. Motion carried.***

#### OLD BUSINESS

None

#### NEW BUSINESS

##### AD-HOC COMMITTEES

Need vs. Merit Aid Issues – Elizabeth Bickford explained that a 5-10 year vision regarding student's demographic position needs research. We need to consider changes with the upcoming reauthorization. The proposal is to have two volunteers research and study what things might look like and where we would like to be in 5-10 years. Sam proposed that we have an Ad-Hoc Research Committee with travel budget of \$200. The Chair of the Committee would be Elizabeth Bickford. Members to include Judy Saling, Tracy Reisinger and a volunteer from the Community College segment.

- ***Motion to approve the Ad-Hoc Research Committee, by Jackie Gresham. A second by Jennifer Knight. The motion carried.***

Discussion that another Ad-Hoc Committee be established to look at state-wide consortium agreements with a travel budget of \$250. The Chair of the committee would be Kate Peterson. The committee would work with OSAC looking at the OFAX Pilot Project. Judy Saling presented information from Jeff Baker about sending the money. Sam will email Kate and send a report to include committee members.

- ***Motion to approve the Ad-Hoc Committee for State-Wide Consortium Agreements by Jennifer Knight. A second by Dina Thompson. Motion carried.***

##### OSAC ISSUES - Carol Monroe

OSAC will hear by next week as to their budget. There are two new Directors at OSAC. Kathleen Hynes is new in the Grant Department and Kathy "Kat" Gordon in the Default Prevention Department. Gene Evans will do a release soon. The Default Task Force Committee, Kat and Randy Brewer are the project managers, was formed to find out how [you] wanted OSAC to spend and to best serve schools and students. The new product will be on-line, real time and seamless.

##### LENDER LIAISON ISSUES– Tami Kirby

Main item discussed was the Sunday brunch at the Annual OASFAA Conference. The lenders are willing to share in the cost.

##### PERKINS/FINANCE OFFICERS TRAINING

Per Tracy Reisinger, Marianna Deeken with the U.S. Department of Education is looking for host sites to train 50-75 people for the Perkins/Finance Officer Training between October and January in Oregon. Suggested sites are Willamette, University of Portland, Lewis and Clark and Chemeketa Community College.

##### WASFAA SCHOLARSHIPS – Tracy Reisinger

OASFAA did not use the WASFAA scholarship for transportation. Tracy wanted to make sure that we use it for the Summer Institute in Boise or for the Management

Leadership Institute in San Diego. Tracy will go out onto ORFINAID to notify the membership. Also, WASFAA can contribute up to \$2,000 for speakers in OASF AA.

#### OASF AA SCHOLARSHIPS

Discussion about scholarships. We need to encourage people to apply for the scholarships offered. Maybe we should broaden the language of scholarships availability.

- ***Motion:*** To broaden availability of scholarships to all OASF AA events. The total of all scholarships to be awarded, not to exceed \$6,000 per fiscal year. Formalize this in the Policies and Procedures. Discussion followed. ***Tracy Reisinger moved to broaden the scope of the OASF AA Scholarships to all OASF AA training events not to exceed \$6,000 total per fiscal year. A second by Paul Krull. Motion carried.***

#### INCREASE MEMBERSHIP DUES

Discussion as to how we would need to vote in order to increase dues. It may take a vote of the entire membership to increase dues. We could have the vote at the Summer Drive-In so that we would have a quorum.

- ***Motion by Tracy Reisinger to increase dues by \$5 to \$20. A second by John Climaldi. Motion carried.***

#### NEW LETTERHEAD WITH NEW LOGO

Discussion about ordering letterhead with the new logo. Jackie Gresham said she would order the letterhead.

#### OASF AA SCHOLARSHIP COMMITTEE

Discussion about the Special Issues Ad-Hoc Committee regarding the OASF AA scholarships.

- ***Motion by Jennifer Knight that the Scholarship Committee consist of the President-Elect and the four Segmental Vice-Presidents and that the scholarship criteria be passed on from year to year. A second by Dina Thompson. Motion carried.***

#### FUTURE EXECUTIVE COUNCIL MEETING DATES

Discussion that future meetings will be held at George Fox University's Portland Campus:

- July 31, 2001
- October 16, 2001
- December 4, 2001

ADJOURNMENT - 2:25 pm

Additional Information from June 19, 2001, per Sam Collie:

#### OASF AA WEBSITE ONTO THE OSAC SERVER

- ***The motion made by Tracy Reisinger, president-elect, seconded by Paul Krull independent VP to allow Peggy and the technology committee to move forward with moving the OASF AA web site to the OSAC server carried.***

Samuel Collie, president, aye  
Tracy Reisinger, president elect, aye  
Paul Krull, independent VP, aye

Dina Thompson, 4 yr public VP, aye  
Theresa Bosworth, treasurer elect, aye  
Phil Hess, community college VP, aye  
Jennifer Knight, secretary, aye

At this point, the following officers abstained (probably out of the office):

Jackie Gresham, treasurer  
John Climaldi, proprietary VP

Respectfully Submitted,  
Jennifer S. Knight, OASFAA Secretary