

Oregon Association of Student Financial Aid Administrators
Executive Council Transition Meeting
February 18, 2010
Chemeketa Community College, Salem, Oregon

MEMBERS PRESENT:

Ryan West, Jane Reynolds, Stacie Englund, Abril Hunt, Nancy Hanscom, Joshua Puhn, Susan Degen, Leslie Limper, Theresa Schierman, Shelly Sass, Matthew Sagayaga, Heather Mattioli, Raymond Yee, Dina Birmingham, Sue Shogren, Chris Hainley, Sr, Judy Saling, Mike Johnson, Bert Logan, Donna Fossum, Patti Brady-Glassman, Karen Fobert

CALL TO ORDER:

Meeting called to order by President Patti Brady-Glassman at 9:37 am.

WELCOME AND INTRODUCTIONS:

Patti welcomed all of the EC members and had everyone introduce themselves to the group.

APPROVAL OF MINUTES AND TREASURER'S REPORT:

Secretary: The minutes from the January 24, 2010 meeting were reviewed via email. Donna Fossum motioned that the minutes be accepted with minor spelling corrections. Karen Fobert seconded the motion and the motion carried.

Treasurer: Ryan West reported that there were few changes from the January 19th Treasurer's report at the annual conference business meeting. Most of the conference charges have not been billed yet.

OLD BUSINESS:

OASFAA Brochure: Sue Shogren initiated a discussion about uses for an OASFAA brochure including meetings and workshops, outreach and development in a tri-fold brochure and/or 8.5 x 11 web accessible flyer format. Suggestions were made to include membership eligibility; OASFAA mission; "what we do"; outreach and involvement including volunteer opportunities; member quotes; membership makeup; and contact us information. Sue will use the EC input to continue development of the brochure.

OTHER OR NEW BUSINESS:

FinAid TV: Bert Logan introduced the FinAid TV web product which offers schools a web-based version of basic financial aid information available in several languages for a price. A brief conversation regarding other alternatives ensued. A motion by Bert for segmental VPs to poll members on their interest was not seconded and the motion failed.

2010-2011 Committee Chairs: Donna Fossum moved that the proposed Committee Chairs be approved. Karen Fobert seconded and the motion passed.

- Annual Conference Kathy McCutchen – Ryan West
- Archives Ryan West
- Development Raymond Yee – Mike Johnson
- FA 101 Cindy Aldrich
- Legislative Doug Severs
- Membership Stacie Englund
- Mentoring Dina Birmingham
- Newsletter Sue Shogren
- OSAC Liaison Dennis Johnson – Susan Degen
- Outreach Judy Saling, Co-Chair
- Registration Not Filled
- Site Selection Donna Fossum
- Summer Drive-in Workshop Matt Sagayaga – Shelly Sass
- Support Staff Workshop Nancy Hanscom -
- Technology Judy Saling – Abril Hunt
- Training Leslie Limper
- Vendor Liaison Robert Rogers – Dina Birmingham

Site Selection Assessment: Donna Fossum announced that the annual Conference is moving back to Salishan. Salishan is less expensive. There are penalties at Salishan for not meeting contracted room rental levels. We can reduce the number of rooms by 25% 90 days prior to the conference. OASFAA paid penalties at Red Lion in Portland. Conference attendance has dropped from a peak of 228 attendees in 2008 at Salishan, to 156 in Eugene and 168 in Portland. The conference is moving from Sunday through Tuesday to Wednesday through Friday based on a recent membership survey.

Review of Training Events and Needs for 2010-11: Patti led a discussion of the various training events offered by OASFAA. The Annual Conference and Summer Drive-In are a go. Suggestions included alternating the Support Staff workshop and FA 101 every other year. Or offer FA101 every year, but create an advanced track FA 201. Other ideas included marketing the Support Staff workshop in a different way by offering a Certificate of Completion or market to other enrollment services staff. Additional possibilities include create webinars for OASFAA members or invest in an online tool for training. The upside of in-person training is the personal networking opportunities. Leslie volunteered to conduct a training survey of the membership.

Passing of EC & Committee Chair Notebooks: Transition of notebooks and recommendations from old EC and committee chairs to new EC and committee chairs. Past EC members and committee co-chairs were dismissed following lunch.

Business Meeting called to order after lunch, 12:38 pm

New VP's and New Committee Chairs Training: Patti outlined expectations for the EC and for Committee Chairs. A copy of policies and procedures as well as timelines and guidelines for responsibilities should be in each notebook. Mileage and meals are reimbursable by OASFAA. Budgets should be set for the committee by April 1. Karen will send out past revenue and expense information. Committee and EC reports should be completed in the reports template for each meeting. There are listservs available for the Segmental VPs to use for communicating with their affiliated members. The minutes should be posted within 30 days. The Secretary is responsible for updating the online calendar. Judy provides access to the web.

Laptop and Printer: Secretary has her own computer to use; President will use the OASFAA laptop. There is an unused printer in archives.

Goals for 2010: Patti outlined her goals for 2010 including fiscal stability through increasing sources of income to replace reductions in vendor support. Income drives the type of training OASFAA can offer.

Fund Development/Fiscal Planning Overview: Patti led the conversation around potential sources of income include increasing membership numbers through use of the brochure and renewal reminders; looking at institution memberships vs individual memberships and generating additional income through the annual conference. OASFAA cannot accept ads, but can take donations not more than \$5000 from any one organization. Vendors are looking for good interactions with conference attendees. They would like to be setup in the registration area or in a main room to take advantage of attendee traffic.

Other ideas for fund-raising included a silent auction at the conference; auction a car to raise funds; fund-raise through private foundations; invite people from outside the organization to trainings. Additional ideas include stop subsidizing training or livestream a training event so more people can take advantage of the OASFAA trainings. Among our largest expense is our ATAC bill for accepting credit cards. We might want to explore other providers. Other states are using national training vs local training to save money.

OSAC Update: Susan Degen updated the EC on the status of OSAC awards for 2009-10 and 2010-11. It is hoped the legislature will be able to provide additional funding for the unprecedented demand for OOG funds. Maximum awards for 2010-2011 will be down to \$1950 for 4 year schools and \$1800 for community colleges; a decrease from the \$2675, 4 year awards in 2009-10. Tip Sheet #9, Tax Credit for College is available.

OFFICER REPORTS:

Past President: Donna Fossum reported on thank you cards received from Dress for Success and sent to Sue Shogren.

President Elect: Bert Loan - No report

President: Patti Brady-Glassman sent a letter to the President and CEO of ECMC in support of the Opportunities book and outreach events. ECMC is committed for 2010-11 to print the Opportunities book and to support College Night Oregon.

Segmental VP 4yr Public: Josh Puhn – No report

Segmental VP 4yr Public: Theresa Schierman – No report

Segmental VP 2yr Public: Chris Hainley – No report

Segmental VP Proprietary: Annie Hawkins – No report

Housekeeping:

- Need pictures of new EC and Committee Chairs. Judy will update the web.
- Future EC meeting dates are May 27, July 29, Oct 28, Dec 16 and Feb 2, 2011 at the Annual Conference.
- Budget meeting is scheduled for April 1 with Donna, Patti, Bert, and Karen.
- March 31 is the Newsletter deadline. Segmental VPs should submit something each newsletter. Information will be included on scholarship recipients, OPB Night and an Annual Conference recap.

ADJOURNMENT:

The meeting was adjourned at 2:26 pm.