



OASFAA 2018-19 Executive Council Meeting
Chemeketa Community College, Salem, OR
May 15, 2018

Members Present: Anastacia Dillon, Mark Diestler, Brian Hultgren, Ashley Coleman, Russell Seidelman, Heather Hall Lewis, Katie Stone, Debbie O’Dea, Kate Hoerauf, Susan Degen, Peter Goss, Jake Logan, Suzie Petersen, Elisa Lais, Anna Hitchcock, Shauna Harper, Carlos Villarroel, Jess Kelly, Araceli Cruz, Mary McGlothlan, Molly Walsh, Joanne Leijon, Lauren Patterson, Greg Kerr

Members Absent: Abril Hunt, Kim Lamborn, Jennifer Satalino, Lloyd Mueller, Ryan West

Meeting called to order by President Anastacia Dillion at 9:31am

Welcome, Introductions, and Housekeeping - Anastacia

- All 9 voting members present
- Co-Chair FA 101/201 Mary McGlothlan (replaces Jennifer Knight) – needs to be approved
- Use nametag flipped on side when you would like to speak, following Robert’s Rules of Order

Review of minutes – Ashley

Motion to approve January 30, 2018 EC meeting minutes as edited

First – Mark Diestler; Second – Brian Hultgren Carried

Motion to approve January 31, 2018 EC transition meeting minutes as edited

First – Jess Kelly; Second – Debbie O’Dea Carried

- Brian pointed out that minutes do not have to have motion & be approved because they are an official document -- learned at NASFAA Leadership Conference

Treasurer’s Report - Russell

- Goals for year
 - Plans to work to implement institutional membership
 - Simplify duties of Treasurer, including QuickBooks
 - Wants to have assigned duties for Treasurer-Elect
- Recent activities
 - Now does online job postings beginning to end (payment and posting)
 - Mark would like to see a short description in job posting emails, **TO DO: Russell will add more description to job posting emails**

- Looking into saving OASFAA money, such as reviewing credit card fees and asking for quotes from U.S. Bank
- Need to find a new CPA, the firm we were using does not do tax returns any longer
 - We were paying \$800 to file our taxes, likely that this price will go up
 - Russell will do more research, deadline is October to find new CPA to file 2017 taxes **TO DO: Russell will research CPA options and bring proposal to next EC meeting**
- Pay for oasfaaonline.org domain name
 - 5-year renewal to get a cheaper price, **TO DO: Russell will renew domain name for another 5 years**
- Maintenance fees on U.S. Bank Platinum Money Market account, which requires \$10,000 minimum balance. Russell doesn't see reason to have this account. **TO DO: Russell will do research on Money Market account and bring proposal to July EC meeting**
 - Discussion to close money market account and move funds to checking account so we only have two accounts: Checking and Charles Schwab
 - Would like to see what minimums and maximums are for fees & insurance on funds; are we getting any benefits with a Platinum account; if interest rates increase in the future, we could be losing out on income; are there any limits on how much activity can be done in one month on the checking account
- We are overbalanced at the moment because we moved more from reserves in anticipation of travel expenses. Can move \$8,000 back into savings account to balance.
 - Annual conference budget is off at the moment because not sure best place to list scholarships

Proposed Budget for 2018-2019-- Anastacia

- Budget put together after reviewing past budgets and speaking with committee chairs. Discussion with Russell and Brian.
- Highlighted changes
 - Annual conference income and expenses are decreased because last year it was our 50th
 - Technology is expected to be less because we had to pay MemberClicks setup fees last year
 - EDI budget to be used for outside experts to discuss EDI topics at OASFAA trainings
- Discussion
 - Fiscal year restarts June 1
 - EDI budget for trainings open to membership
 - Is training budget enough at only \$125? Last year we were lucky to have on-site trainers at most locations, but may not have that again this year.
 - Where is EC income coming from? Membership dues and job postings. Assumption made to keep revenue-neutral, even in move to institutional membership.

Motion to increase income for Summer Drive-In Committee by \$150 and income for FA 101/201 Committee by \$150 in proposed budget; Increase expenses for Training Committee by \$300

First -- Mark Diestler; Second – Katie Stone

Carried

Motion to approve 2018-19 OASFAA budget as presented

First – Heather Hall Lewis; Second – Jess Kelly

Carried

Committee Reports

- Annual Conference – Shauna, Carlos, Jess
 - Goal is 130 attendees this year, increase corporate partner numbers, increase session variety
 - 2018 conference: 136 attendees; 8 corporate partners; 17 alumni (past-presidents and others); about \$7,000 under budget
 - 2019 Salishan negotiations: Bigger suite secured for President; lower table fee; 1 free night for every 40 room nights instead of 1 for every 50; 20% discount on A/V; gift certificate for 2 free nights and golf to use as giveaway
 - Co-Chairs have met: discussing budget; conference committee members; first meeting in early June with committee; August & October future meetings; save the date posted in May newsletter
 - Projector discussion: \$80 projectors we bought are not high quality, suggestion to use projectors from schools or organizations involved in OASFAA because FA 101/201 and Summer Drive In do not need them (built in in rooms). Archives committee would keep track of projectors.
 - Conference suggestions: Birds of a feather feedback not that great, how can we improve? VPs should be given more direction on what to discuss, most seem to think that meeting as sectors is a good idea; comments in sector are limited, how can we engage more? Mixer style with prepared questions beforehand; VPs should coordinate beforehand – job duty; promote OASFAA more, including volunteering; WA only has two breakouts: public or private
 - Corporate Partners: look at non-traditional partners such as student portals & other student services; Greg has list of WASFAA corporate partners; joint conference presentations suggested with FAA and corporate partner; non-traditional partners would encourage attendance at conference from others outside financial aid because we have institutional membership; invite software makers like Banner and have sessions around that; do we have a corporate sponsor survey at end? Not formal, but there is discussion every year

- Archives – Elisa
 - Met with Abril to discuss technology. We are using Google Docs for non-profits (used TechSoup to verify we are a non-profit)
 - Next step is to verify who can have access
 - Need to approve Lloyd Mueller as co-chair

- Communications - Anna
 - New newsletter in February for Annual Conference wrap-up – positive feedback, plan to continue in 2019
 - May newsletter published
 - Now working on gathering things for December newsletter
 - Abril, Ashley only other administrators on Facebook page – Communication Chairs and event chairs suggested, but that’s a lot of people – Anna to discuss with Kim what is best
 - Were members added to segment listservs as previously discussed? Will ask Abril

- Corporate Partner Liaison – Greg
 - Feedback from corporate partners at 2018 conference: traffic was lower this year; liked opportunity to introduce themselves and company at beginning of conference; us vs. them mentality sometimes, reminder from President to visit booths; add blurb about corporate partners in pre-conference emails
 - Corporate partners refund policy: at last year’s conference, corporate partner dropped out just before conference, causing questions on whether or not to refund them. Proposal for 45-day refund policy: cancel before 45 days, 100% refund, cancel after that no refund. Could add to refund section of P&P that only speaks to refunds for individual registration costs; **TO DO: Mark & Greg will expand P&P to include a refund policy for corporate partners**
 - Does corporate partner liaison need to be a corporate partner? No

- Hard to fill position with someone that doesn't live in Oregon and can't come to meetings
 - Can we combine Fund Development Chair and Corporate Partner liaison positions? Two Co-Chairs: one that is corporate partner working closely with them and one that is a non-corporate-partner that can handle the funding side: this would mean only 1 chair that has to attend the EC meetings. Same name suggested. Polling corporate partners suggested. **TO DO: Suzie & Greg will create a proposal in combining Fund Development and Corporate Partner Liaison positions, present to EC at July meeting**
- Equity, Diversity and Inclusion – Araceli
 - Jessica Steinhebel is leaving her position at OCF, so she is stepping down as EDI Co-Chair
 - Committee met last week. Working on webinar trainings and offering trainings at other OASFAA events; updating website; EC possibly going through EDI training at an EC meeting
 - Put crossword puzzle in May newsletter, those who complete the puzzle will be entered into a drawing for a Starbucks gift card
 - Fund Development – Suzie
 - Suzie will send an email to EC asking for potential corporate partner ideas
 - FA 101/201 –Mary

Motion to approve Mary McGlothlan as Co-Chair of FA 101/201 Committee
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First – Peter Goss; Second – Lauren Patterson	Carried
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- Potential date: Friday, October 19th at Concordia satellite campus
 - Working on getting committee together
- High School Counselor Training - Molly
 - A lot of volunteer interest in committee. 3 levels: committee members, speaker database, chat support
 - Survey will go out soon to those that said they are interested in speaker database. GEAR Up website will have an outreach request form. Jenn will work to get those requests presenters from speaker database.
 - Live chat on GEAR Up website during specific times, chat to answer questions for high school counselors
 - Launch new things: October office hours; school events to answer questions; other chat support options; new visuals to answer common questions such as who is your parent for FAFSA? GEAR Up can create co-branded materials including graphics
 - Fall trainings are being planned
 - GEAR Up can put OASFAA events out to their listserv
 - Legislative – Peter and Susan
 - Having trouble getting committee members
 - Should this committee be presenting federal updates? Yes, not everyone is getting NASFAA/WASFAA updates. Suggestion to make point-of-time updates in layman's terms – why is this important to me?
 - Membership – Joanne
 - Membership year begins June 1
 - Been working on how to get institutional membership on website
 - Working on email that would go to everyone listed as part of that institution letting them know they are part of an institutional membership, have to create logon for website
 - Brian, Joanne, Russell, & Abril met to discuss website being updated for institutional membership. MemberClicks has done this before with other organizations. **TO DO: Abril will update OASFAA website to support institutional membership option**

- OSAC Liaison – Susan
 - See report for details
 - Doesn't expect the 18-19 OOG limit of 3500 EFC to change
 - Susan will be sending out OSAC survey to school directors and OASFAA EC
- Site Selection - Mark
 - Sunriver Resort, RiverHouse in Bend, Eugene Hilton have reached out. Should we be looking at other 2020 sites for conference? A lot of research done last year by last Site Selection committee and found that Salishan was best option. Plans to sign 2020 Salishan contract for conference.
- Summer Drive-in Workshop – Jake, Lauren
 - Looking for committee members, limited time commitment
 - Tentative date: August 2nd at Chemeketa Community College
 - Planning on offering a NASFAA Credential: Direct Loans or Verification. NASFAA credential price has increased from \$300 to \$500
- Technology – Abril
 - Not present, see report
- Volunteer Coordinator – Jess
 - Goal is to work with MemberClicks to be able to update volunteer preference options, hasn't been updated since July when we switched websites, reporting function not working
 - Idea to offer a volunteer signup at the conference. Pass along clipboard during group meetings.
 - Would like to start a LinkedIn group page so people using LinkedIn for resume purposes can link to that
 - Appreciation event at the conference to show more appreciation than certificate, but concern about volunteers who cannot make it to the conference. Maybe a small volunteer gift or utilizing regional happy hours.

Officer Reports

- Past President – Mark
 - P&Ps, Bylaws, Constitution available under "Online Forms" on website under Resources
 - Will be working to propose P&P updates based on meeting minutes from past couple of years
 - Shared updates from the WASFAA conference -- went as an OASFAA representative
 - Children of Fallen Heroes Scholarship Act: child of fallen hero treated as a 0 EFC for Pell & campus-based aid. In effect for 2018-19 school year. Question on how the Department is going to get a list of which students qualify is unknown at this time.
- President Elect – Brian
 - Attended NASFAA Leadership & Legislative conference in February, gave updates
- President – Anastacia
 - Attended WASFAA transition meeting in February
 - Worked on 18-19 budget
 - Will be going to NASFAA conference in June on behalf of OASFAA
- Segmental VP 4yr Public – Debbie
 - Would like to connect with other VPs about job duties for VP position
- Segmental VP 4yr Private – Heather

- Open to ideas about how VPs can help organization. Perhaps requiring VPs to be on another committee?
- Segmental VP 2yr Public - Kate
 - Would like to reach out to community college directors. Review goals from past years to see if they want to pick up anything VPs were working toward again.
- Segmental VP Proprietary – Katie
 - Try to get more involvement from sector, smallest and least involved. Created list of proprietary schools in Oregon and will reach out individually. Happy hour in Portland area this summer.

Other or New Business

Motion to approve Lloyd Mueller as Co-Chair of Archives Committee

First: Mark Diestler; Second: Brian Hultgren Carried

- No new business not already discussed

To Do Items

Russell: Will add more description to job posting emails

Russell: Will do more research on locating a new CPA, present proposal at July EC meeting

Russell: Renew oasfaaonline.org domain name for another 5 years

Russell: Will do research on existing Money Market account and alternative options and bring proposal to July EC meeting

Mark & Greg: Expand policies & procedures language to include a refund policy for corporate partner sponsorship

Suzie & Greg: Create proposal in possibly combining Fund Development and Corporate Partner Liaison positions, present to EC at July meeting

Abril: Update website to allow for intuitional membership

Motion to adjourn Executive Council Meeting – 3:10pm

First – Molly Walsh; Second – Mary McGlothlan Carried

Minutes prepared by Ashley Coleman, Secretary