

OREGON ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
Executive Board Meeting  
May 20, 2005  
Northwest Christian College

**MEMBERS PRESENT:** Dave Allen, Mary Jo Jackson, Michelle Holdway, Teresa Robinson, Scott Money, Tracy Reisinger, Julia Reisinger, Donna Fulton, Anna Manley, Tracey Lehman, Patty Winder, Judy Saling, Susan Degen, Dan Cosgrove, Glendi Gaddis, Mike Johnson, Dick Heath, Andrea Maison, Katy Kelley, Randy Jones, Suzie Peterson, Elizabeth Bickford (afternoon)

**CALL TO ORDER:**

President Dave Allen called the meeting to order at 10:05 am. Introductions of all present officers and committee chairs followed. Dave explained that elected officers are voting council members and that at this transitional meeting both incoming and outgoing officers would be allowed to vote.

**TREASURER'S REPORT:**

Julia Reisinger reported that our organization had a positive income of \$15,000 for the year. We currently have 4 CD's that will mature every 3 months making them more available in the event the organization needs additional funds. We spent a considerable amount on scholarships this year in an effort to allow more of our members to attend the WASFAA Conference held in Portland. To date, all bills have been paid with the exception of transportation and expenses associated with Summer Institute. Membership Chair, Jane Reynolds, will send out an email soon reminding members that the membership year has changed and they must pay dues. Randy Jones if income from exhibitor fees should be included under Fund Development. After a brief discussion, Tracy Reisinger made a motion that we count exhibitor fees as part of Fund Development. Scott Money seconded the motion. It was carried unanimously.

**APPROVAL OF MINUTES**

Julia Reisinger moved that the minutes of the December 7, 2004 Executive Board meeting be accepted as corrected. Anna Manley seconded the motion. Motion carried.

Tracy Reisinger moved that the minutes of the January 31, 2005 Executive Board meeting be accepted as corrected. Mary Jo Jackson seconded the motion. Motion carried.

Corrections to both minutes were for spelling of names.

## COMMITTEE REPORTS

**Membership:** In Jane Reynolds absence, Julia Reisinger reported that our membership is currently at 300 and that this increase may be a result of the many scholarships offered.

**Legislative:** Susan Degen reported that Reauthorization is still a question as far as when Congress might get around to it. She did say that there is a FAFSA Simplification Act in the works that has the possibility of affecting state grant programs if not enough information is gathered.

**Fund Development:** Katy Kelley reported that she and Kathy McCutchen have met to discuss strategy and update forms for the coming year.

## OTHER BUSINESS ITEMS

Tracy Reisinger thanked OASFAA for supporting the WASFAA Conference by providing subsidies to OASFAA member attendees.

## PASSING OF THE "SAGE" BOX

The "Sage" box was made by Dan Preston and passed to each new president with a symbolic addition from the outgoing president. Dave Allen added a miniature wrecker as a symbol of his year as president being a maintenance year.

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After the gavel was passed, President Mary Jo Jackson presented Past President, Dave Allen with a plaque for his year as president and his willingness to step into that position without a preparatory year as President-Elect.

Mary Jo welcomed and thanked all of those present who were elected and/or volunteered to serve OASFAA this year.

A five minute break was taken and the meeting reconvened at 10:50 am.

Dave Allen read the report submitted by Jim Eddy via fax for **High School Counselor Training**.

The necessity for the bank to get the names of new officers was discussed. A list of new officers will be forwarded to US Bank as a part of the outgoing minutes.

Mary Jo brought forward the names of three new members as committee chairs for approval.

1. Mike Johnson was approved as new Chair of OPB. Motion moved by Tracey Lehman and seconded by Tracy Reisinger.
2. Jim Eddy was approved as Co-Chair of High School Counselor Training. Motion moved by Dave Allen and seconded by Tracy Reisinger.
3. Michelle Holdway was approved as Co-Chair for the Support Staff Workshop. Motion moved by Anna Manley and seconded by Dave Allen.

Mary Jo expressed her desire to have meetings held as centrally as possible to help our members from the south and east of the Willamette Valley. Future meeting dates were set for July 27, October 5, December 7, and a tentative meeting during breakfast at the annual conference on January 30.

Committee reports and minutes are to be distributed electronically to all Executive Board (EB) members two weeks prior to each meeting.

Julia Reisinger provided a fiscal procedure review and emphasized the importance of submitting reimbursement forms within 30 days after an event so that the budget will remain current. A reimbursement form was passed out to each attendee with instructions that committee members must have their chair sign their reimbursement form before it is submitted to the Treasurer. The form may be faxed to Julia (# on form) and is available on the OASFAA website. Julia will submit the Treasurers report electronically on a monthly basis.

Mary Jo discussed her concern that our **Electronic “Committee”** consists of one person. She asked that we each consider someone to help Pat Downey on this committee and come back with our suggestions at the next EB meeting. In the future, the Membership Chair and Registration Chair will be considered a part of this committee as well. Mary Jo would also like to have a specific process for people to submit suggestions and requested changes for the website. She is looking for two additional people for this committee. Dan Cosgrove volunteered to participate.

The **Summer Drive-In** is tentatively scheduled for August 10 with University of Oregon or Linn-Benton Community College being possible sites.

Treasurer, Julia Reisinger, presented the tentative budget. She reminded everyone that OASFAA requires a balanced budget so any additions require a change elsewhere. Items were reviewed and discussions ensued.

Mary Jo stated that her theme for the year would be to revitalize and renew the organization. Her goal is to encourage both new and longtime members to actively participate in our organization. She suggested that in the future, scholarship recipients be asked to volunteer on a committee as a way to get new people involved.

Patti Brady-Glassman stated in her report that **OPB** wants to update cameos which will be an additional expense. Dan Cosgrove inquired about the history of OPB and the offering of sponsorship. Tracy Reisinger explained the history of OSAC's participation. Dave Allen added the prospective of the Fund Development model currently being used. Discussion pursued regarding history of event and financing. Consensus was that OPB will be sponsored by OASFAA with vendor acknowledgement as currently exists.

Dave Allen suggested that we consider providing scholarships to members for NASFAA in 2006 as it will be in Seattle. Tracy Reisinger mentioned that WASFAA may also offer scholarship assistance and that it would be possible for us to move money from our Asset Reserves if needed. Mary Jo suggested that the decision be made at our December meeting when we see how our own Conference budget is going. Dave requested that the decision be made earlier to help with institutional budget planning. Mary Jo will bring the issue up with the WASFAA Executive Board to see if they have special scholarships planned for NASFAA 2006.

A motion to approve the proposed budget was made by Tracy Reisinger and seconded by Tracey Lehman. Motion carried

The meeting recessed for lunch at noon and resumed at 12:30 pm.

A discussion about how the changes with OSAC might affect their relationship with OASFAA took place. Susan Degen was present as the Legislative Issues representative, but gave everyone a snapshot of what has happened with the agency and where they stand currently. The question remains whether OSAC will remain a partner with OASFAA as before this extreme redesigning of the organization or if the relationship will be more that of a vendor. Tracy Reisinger pointed out that changing the current role that OSAC plays as voting member of OASFAA would require a constitutional change as well as a change to Policy & Procedures regarding the description of OSAC as liaison. Tracy moved that the constitutional changes be made, Dave Allen seconded the motion. The motion was passed.

## **PROPOSED BYLAW CHANGES**

The first is to possibly change the election date to coincide with the conference allowing new officers to take over at that time. Currently, elections are required to be held within one month of OASFAA annual conference. Tracy Reisinger suggested that Executive Council prepare a proposal for amendment to present at next meeting. Dave Allen suggested an ad hoc committee come together to establish proper wording for the amendment.

The second change was to establish a method for dealing with ties should one occur during an election. Consensus was to first ask if either candidate would concede to the other and if that did not produce a winner, a coin would be flipped to establish winner.

The third change was to remove the words “ad hoc” from the Election Committee since it is an established and continuing committee.

## **POLICY & PROCEDURES**

Executive Board can make changes without vote of membership. Proposed changes will be tabled until outcome of vote on constitutional change.

Elizabeth Bickford commented on the need for Oregon to be represented at the NASFAA Conference and that in the past the President was the representative. She would like to see that we continue to place an importance on our representation nationally as well as regionally.

The Secretary is charged with seeing that new Executive Council for 2005-06 is posted to the website. Those officers are:

President:	Mary Jo Jackson
President-Elect	Tracey Lehman
Past-President	Dave Allen
VP for Independents	Dick Heath
VP for Publics	Patty Winder
VP for CC's	Anna Manley
VP for Proprietarys	Teresa Robinson
Secretary	Judy Saling
Treasurer	Julia Reisinger
Treasurer-Elect	Donna Fulton

Elizabeth Bickford provided additional information on the **Leadership Workshop** that was provided last fall. She suggested that it might be more effective, cost efficient, and reach more people if:

- ❖ A session on politics and media would be added to WASFAA's Summer Institute
- ❖ A session on Access & Financial Management be added to our annual conference
- ❖ A session dealing with legal issues be added to our Summer Drive-In

Tracey Lehman informed the group that Oregon is planning to participate in NASFAA's College Goal Sunday as a way to further reach students about higher education accessibility. Donna Fulton is the OASFAA representative.

Tracy Resinger moved that the meeting be adjourned. Dave Allen seconded. The meeting was adjourned at 3:00 p.m.

Respectfully submitted by

Michelle Holdway, Outgoing Secretary  
Judy Saling, Incoming Secretary