

OREGON ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
Executive Board Meeting  
October 5, 2005  
University of Oregon

**MEMBERS PRESENT:** Dave Allen, Mary Jo Jackson, Michelle Holdway, Tracy Reisinger, Teresa Robinson, Julia Reisinger, Donna Fulton, Anna Manley, Tracey Lehman, Judy Saling, Dan Cosgrove, Dick Heath, Peter Goss, Kathy McCutchen, Pat Downey, Mike Johnson, Suzie Peterson

**CALL TO ORDER:**

President Mary Jo Jackson called the meeting to order at 10:10 am.

**APPROVAL OF MINUTES**

Teresa Robinson moved and Donna Fulton seconded that minutes be approved as corrected. Minutes were approved as corrected.

**TREASURER'S REPORT:**

Julia Reisinger reported that our taxes were complete and mailed. She said that using Quickbooks has made life easier. She sent a disk to our CPA rather than notebooks. Julia also commented that some committees were already at 50% of expenditure and that we may have to reconsider budgeting for them in the near future. Tracey Lehman moved and Anna Manley seconded that the Treasurers Report be accepted. Motion carried.

**PRESIDENT-ELECT**

Tracey Lehman reported that she is awaiting the final outcome of the voting results before soliciting candidates, but that forwarding her names for possible candidates would be appreciated.

Tracey will send an announcement to the OASFAA listserv to remind members to apply for scholarships to the annual conference. There may be funds available for scholarships to the WASFAA Conference in Seattle as well. That will be determined after the OASFAA Conference.

**COMMITTEE REPORTS**

**Membership:** Jane Reynolds reported that our membership currently stands at 280. That is up 15% over last year at this time.

**FA101:** Registration Chair, Peter Goss, reported that registration is nearly full with 32 currently registered. Michelle Holdway said that she was in possession

of the OASFAA Banner and would send that with UO staff members who would attend the workshop.

**Support Staff Workshop:** Co-chair, Michelle Holdway announced that the workshop would be held Wednesday, November 16 at the George Fox University Portland Center. Registration is up on the website. Michelle will send a message to the listserv and hopes to be able to include the agenda. She will send a reminder before registration closes on November 7. Michelle presented 4 new committee members for approval. They are Terri Crawford, George Fox, Susan Hampton, George Fox, Rebecca Cooper, Chemeketa CC, and Dala Ramsey, Pacific University. Julia Reisinger moved and Tracy Reisinger seconded that the members be approved. Motion carried.

**OPB Night:** Mike Johnson reported that Kate McMahon is the new producer of the event. She will be in touch with presenters. There are plans to produce new vignettes. There will be either 2 in-depth vignettes or 4 short ones. It is not expected that there will be any dramatic changes; update is the key this year. The date is not firm but will be December 13, 14, or 15. \$14,000 has been pledged by OASFAA for production with a possible \$6000 for assistance with the vignettes.

**Education:** High School Counselor Training will be presented in several regions of the state. Eric Bucks from Eastern Oregon, Kenneth McGhee from Portland State and Patty Winder from Oregon State will be presenters.

Because Jim Eddy is no longer with NELA, he will not be able to continue as co-chair of this committee.

**Fund Development:** Kathy McCutchen reported that she gave the treasurer \$14,999 today and has \$7000 yet to collect. Katy Kelley is collecting vendor logos in preparation for signs that will fulfill sponsorship benefits.

**Electronic Issues Committee:** Pat Downey reported that the election is nearly ready to go forward with QuickVote. He needs to know who should receive the results and when the election should start. The elections will run 10 business days and through the weekend. It will close at 5p.m. on the 10<sup>th</sup> business day.

Dave Allen suggested that we find a new keeper of the calendar since he is retiring and leaving Oregon.

Kathy McCutchen asked that the agenda for the Summer Drive-in be added to the website for archival purposes.

Pat informed the board that it is possible to set caps on registration on the website if a committee so wishes. The website has been updated with correct committee members and the new federal mileage rate of \$.485 will be used through December.

**Annual Conference:** Suzie Peterson said the committee is meeting approximately once a month. Father Oleksa has been confirmed as a speaker but the second speaker that was slated for Sunday is no longer available. The committee is really excited with some new ideas for timing of events. There will be a tentative agenda by early December. Exact theme is not set yet, but it will deal with communication.

**Summer Drive-In Workshop:** Kathy McCutchen reported that more was spent than was first budgeted. Logistics of workshop went well. 98 members were in attendance.

The meeting was recessed at 11:20 for lunch and resumed at 12 0'clock.

**OSAC Update:** none

## **OLD BUSINESS**

Pat Downey will ask ATAC the date that voting will begin.

## **NEW BUSINESS**

### **Vacancies:**

**Archivist**—files are currently at Willamette University. Dina Birmingham will provide overview for successor. Mary Jo said we are developing a job description. Tracy Reisinger and Dave Allen are currently working to compile an inventory list of items and where they are located.

**Training**—Elizabeth Bickford will be contacted to see if she wants us to find a replacement for Jim Eddy for the remainder of the year.

**Legislative Committee**—Susan Degen is currently a committee of one. It is anticipated that there will be lots of activity if reauthorization is actually passed and she may need assistance. Tracey Lehman suggested that Andy Clark be approached to prepare updates for us at the federal level.

Dave Allen reminded everyone that the **NASFAA Conference** is being held in Seattle this next summer and that it would be a great opportunity for many of us in the northwest to attend. The dates are July 5-8.

Pat Downey stated that he could assist with **keeping of the calendar** and that he thought it would be good to have some cross training going on. Perhaps this could be tied to the secretary's position. Tracy Reisinger suggested that in the short term it could be tied to the secretary's position but for the long term a job description could be developed for another volunteer opportunity.

**Promotional bags** were discussed. They will be purchased for the Support Staff Workshop and the Annual Conference. Suzie Peterson will order and will send to committee chairs for FA101 and Support Staff Workshop. She will also purchase a calculator or pencil with any funds remaining.

Tracy Reisinger said that she will be going out the end of the month for nominations for annual **awards**. She will set a late November deadline for nominations. Tracy asked that we send our suggestions to her before the December exec board meeting for the following categories:

Distinguished Service  
Unsung Hero  
Friend of OASFAA  
Lifetime Membership

Julia Reisinger moved that **Policy & Procedures** be updated to say that the “proposed budget be approved at the next executive board meeting.” Anna Manley seconded the motion. The motion carried.

There was discussion on how **refund requests** for any event would be handled. Mary Jo suggested that there be no change in policy for the time being.

Julia Reisinger said that we still need a **Vendor Liaison job description**. She asked that suggestions be forwarded to her. It will be similar to that of a segmental VP. Julia will revamp the current segmental VP description and forward it to all on exec board.

A discussion ensued about the added expenses for training in this transition year. **Budget adjustments** may be necessary as it was decided that both of the presidents-elect and the treasurer should attend the NASFAA Leadership Conference.

Tracey Lehman will immediately begin active recruitment for **elected positions** if the ballot passes. Julia asked, that assuming the ballot passes, Tracey send an email to the exec board when the ballot is full. Vendor Liaison will be announced with the rest of the slate.

Peter Goss suggested that the **Registration Chair** may serve a better function as a consultant for some committees such as FA101 rather than running the registration. Mary Jo suggested this topic be brought forward to the December meeting.

Tracey Lehman asked if anyone knew details about the governor’s scheduled announcement to partner with Sallie Mae for a forgiveness clause on certain loans. No one did. Mary Jo said she would attend the rescheduled meeting so that she could report back to us.

Julia Reisinger moved that the meeting be adjourned and Anna Manley seconded that. The meeting was adjourned at 1:10 p.m.

Respectfully submitted,

Judy Saling  
Secretary