

## KASF AA BOARD OF DIRECTORS MEETING

October 26, 2004

### IN ATTENDANCE:

Anthony Lyons, Chris Johnson, Linda Grother, Valerie Walthall, Cheryl Bellinger, Marion Jones, Amanda Blue, Kelli Hartman, Sylvia Ellis, Elaine Henrie, Barb Edwards, Michelle Pursel, G. Susie Edwards, Myra Pfannenstiel, Tanya McGee, Pam Sanders, Carol Williams, Craig Karlin, Mandy Peterson

### CALL TO ORDER:

President Anthony Lyons called the meeting to order at 3:00 pm.

### MINUTES:

**Motion/Action:** Elaine Henrie moved to approve the June 16, 2004, minutes. Chris Johnson seconded. *Motion approved.*

**Motion/Action:** Valerie Walthall moved to approve the October 1-7, 2004, minutes. Chris Johnson seconded. *Motion approved.*

### AGENDA ADDITION:

RMA SFAA Update (New Business)

### PRESIDENT'S REPORT:

Anthony read a card from Wilma Kasnic in appreciation of KASF AA's recognition of her retirement. He also read a thank you card from Fort Scott Community College student, Trisha Geier, who received the KASF AA scholarship for 2004-05.

KASF AA currently has 338 Institutional Members and 225 Associate Members.

Finances: We need to possibly revise the term "audit" as used in Policies and Procedures. Maybe use term "review" in years in which external audit is not performed (the years a new Treasurer takes office). We need financial statements based on audited records for various reasons, including CGS funding sources. We need a budget variance to complete the audits for FY03 and FY04.

Finance and Audit Committee: In order to alleviate the high workload of the Treasurer, we need to consider creating a Finance and Audit Committee to complete the audit/review and develop the annual budget. The Treasurer would serve on committee, but not as chair or co-chair. The committee would report on financial health of organization while Treasurer reports on the bank balances. We might consider also appointing the Vice President to serve on the committee as well (since VP reviews bank statements/expenditures).

ATAC: There were a few rough spots, but overall positive move. Anthony is amazed at number of people not subscribed to KASF AA-L. KASF AA-L is a great service because it saves everyone time and money in long distance calls.

NASFAA: Anthony appreciated the opportunity to attend. Dr. Benjamin Solomon Carson, Sr. spoke about the importance of education. Dallas Martin spoke about Reauthorization – it's not a spectator sport and we all need to get involved in the process.

RMASFAA: The ED representatives that attended were very good. Anthony wonders if everyone in KASFAA knows what RMASFAA is and why it is important to be a member of the state, regional, and national organizations? He did not fully understand the organization's purpose until recently. This year's board is going to take on increasing membership and spotlighting volunteer opportunities.

Goals: Anthony is working toward determining core values, and will send email questionnaire before winter board meeting. Based on results, perhaps do a session at the Spring conference on leadership, core values, and volunteerism.

#### VICE PRESIDNET'S REPORT:

Tanya and the program committee use evaluations to develop future conference sessions. She will present to membership on importance of evaluations and providing input during Thursday's Business Meeting. She has also been working with Linda to balance accounts, and is still working to have QuickBooks accounts access online.

#### ASSOCIATE MEMBER AT LARGE REPORT:

No issues, nothing to report.

#### TREASURER'S REPORT:

Linda will add checks from Kauffman (\$20,000) and Sallie Mae (\$25,000) to CGS FY05 budget.

QuickBooks is set up and being used continually. Two classes – KASFAA and CGS – but both use same checking account. This is the first Treasurer's report provided from QuickBooks.

CDs: Need to move US Bank CD to earn more money. Need to add Myra to US Bank signature cards. Need to file for lost CD documentations (for all CDs). Possibly need Safety Deposit Box or fireproof box with Archives at MATC to keep documents (like CDs). Association Governance was charged to make recommendations to board on cost and feasibility.

Audit: The cost for auditing FY03 and FY04 records will cost about \$4,000. The audit was approved through online discussion and vote October 1-7, 2004.

Budget Variance: \$1,200 to \$5,200 for Treasurer to pay for audits ending June 30, 2003, and June 30, 2004. The purpose is to have an audited financial statement.

**Motion/Action:** Myra Pfannenstiel moved to approve the proposed budget variance. Chris Johnson seconded.

**Discussion:** Chris mentioned looking at bank balance in winter meeting to determine if money needs to be reinvested in new CD. Anthony said \$4,000 to pay for audit would come from reserves. Reserves from will change from \$22,260 to \$26,260. New budget with variances is now balanced at \$104,260. Current balance of checking account includes CGS and conference income. *Motion approved.*

### ASSOCIATION GOVERNANCE:

The committee is willing to help committee chairs to revise/update Policies and Procedures. Policies and Procedures should be presented to board, but vote not needed to approve changes. If By-Laws need changes, board vote needed.

Elections: The call for nominations was sent on June 21, with subsequent appeals on August 4 and August 30. All the candidates were nominated by peers. The online election ran from September 28 to October 8, with a new feature of write-in candidates. The response rate was 50% (167 of 338 institutional members only). Cost correction - \$1.80 per vote (ATAC bill was \$300, not \$500). Candidates will be announced at Thursday's business meeting and new officers announced later that day.

### ASSOCIATE MEMBERS:

The charity for this conference is the Lord's Diner. A wish list of items needed was sent to membership database and KASFAA-L, with another list posted at the registration table. All food and monetary donations will equate to casino dollars for Casino Night on Wednesday.

### AWARDS:

The committee will meet during conference to determine retirement and awards gifts depending on cost. The committee will solicit nominations for award recipients at a later date.

### COLLEGE GOAL SUNDAY:

CGS will have 20 sites, including 5 new ones, and no sites in KC, MO. The public relations firm is trying to recruit a player from KC Chiefs (Tony Richardson) to serve as a spokesman. Richardson received both a bachelor's and master's degree. Marion received some thank you notes from scholarship recipients, and some of those students are not featured in CGS brochure. Anthony, Myra, and Chris need to sign letter to mail to Governor Sebelius in Topeka in hopes of reinstating February as Financial Aid Month in Kansas.

### CONFERENCE PLANNING:

Myra signed contracts for Spring 2007 and Spring 2008 in Topeka with the same room rates as in the past. Spring 2007 will be later than normal due to prior engagements at the hotel. The committee plans to meet at this conference to begin Spring 2005 planning. KASFAA will extend an invitation to RMAFSA president to attend the Spring 2005 conference. Need to work on securing sites for Fall 2007, Fall 2008, Spring 2009, and Fall 2009, keeping in mind that RMAFSA will be in Kansas in Fall 2009. The KASFAA board is responsible for recommending a site and budget proposal to RMAFSA in 2006 for the Fall 2009 conference. The Conference Planning Committee and new President-elect need to start looking at hotels now, as well as developing RMAFSA committee in future years.

### CORPORATE DEVELOPMENT:

We have 30 exhibitors & 20 sponsors for Fall 2004 conference. The committee has secured \$29,100 in sponsorship for the year, and wants \$30,000 by the Spring 2005 conference. The grand prize has yet to be purchased, but will be tonight. Rita is working on slide show to recognize sponsors.

The Support Staff Workshop evaluations indicated attendees wanted more eastern location, which the committee will consider further. Might consider utilizing speaker board through contacts with associate members for future speakers.

WELCOME:

A member of the committee will attend Neophyte session to welcome new members. Committee members met over summer to decide on basket and contents – KASFAA bookmark, letter from KASFAA president, pen, pencil, pad, business card holder, brochure, letter opener, home made brownies. So far, 37 new people registered for conference. Brent Carpenter will take pictures of new members for poster to display at conference. KASFAA pins are for sale for \$3.00 each.

OLD BUSINESS:

None

NEW BUSINESS:

Finance and Audit Committee: would be a change to by-laws if made standing committee. If becomes standing, the proposal must be submitted in writing 30 days before vote, and voted on by entire membership. The Board can create special committee for time being, and make standing committee at later date.

The committee's purpose would include constructing the budget, conducting a mid-year review of financial records, and making recommendations regarding financial matters (such as investments). The Vice President, Treasurer, and Associate Member at Large would serve as members on the committee. We will need to solicit volunteer to chair & co-chair to work with Assoc Governance to create description to use when proposed to general membership as standing committee. President would resign QuickBooks subscription to Chair of this committee.

**Motion/Action:** Mandy Peterson moved to create the Finance and Audit Ad-Hoc committee. Chris Johnson seconded. *Motion approved.*

Future Fall Conferences: The fall conference is not considered the annual meeting – the annual meeting is in April. Currently, Kansas is the only state in the region conducting 2 conferences each year. Nebraska has a one-day training/mini-conference in fall (coupled with Decentralized Training) and then a conference with exhibitors/sponsors in spring. Attendance is down overall at both conferences. We will ask in breakouts how members feel about one annual conference. Associate Member at Large will also discuss sponsorship dollars and having access to institutional members. We will need to budget for years in which RMAFSA is in Kansas.

RMAFSA Update: We will invite the RMAFSA president to the Spring 2005 conference. We need to stress the benefits of membership in regional organization. The RMAFSA calendars will be produced for 2005, and will be out by January. The state presidents charged with determining whether or not calendar is useful and a good use of resources. 2005 will be year of exploration of usefulness of calendar in paper form (with the possibility of posting it on RMAFSA website in the future) RMAFSA also needs to know how many needed per institution.

### ELECTRONIC RESOURCES:

Carol has learned a lot about timeframe between making a request to ATAC and when action will be complete. We need more lead time to get information to ATAC. We can email the membership database, which will hit more members than listserv (454 total – all but 3 with email addresses – compared with 256 on KASFAL). We can divide between institutional and associate members. The original membership application didn't originally differentiate between institutional and associate, which cost about \$125 to fix. There is so much more we can use with the new website. The committee also needs pictures for website – not just at conferences. Old website is officially “dead.”

### FISCAL OFFICERS:

The Fiscal Officers met in June at KSU for their annual summer workshop. Tim Bornmeier, Director of Sales Operations for NelNet Consolidations spoke regarding consolidation issues with Perkins Loans. The remainder of the day was filled with roundtable discussion regarding the upcoming and recent changes to the Perkins program.

### MEMBERSHIP

Pam is still receiving membership renewals and checks. There are still a few kinks to work out with online membership renewal, and we need to get word out for online renewal.

### MENTOR:

A committee member will present session at Neophyte about KASFAL. There will also be a newcomer session after neophyte session concludes. So far, 7 new members requested mentors and have been matched up.

### NEWSLETTER:

Kelly Hoggatt from MATC recently had an article published in the Student Aid Transcript. Requests for items for next issue will be sent after the conference.

### PUBLICITY AND AWARENESS:

Donna Carter at WSU completed FACT poster again. The committee is doing survey at High School workshops to see if new format might be better utilized. The poster costs \$1200 to print, and wonder if we can put this on website. Maybe we could propose this to a student as a project for grade? Junior/Senior calendars are now formatted in more universal format and we might be able to print in another location to save money. Thanks to ESU admissions counselors delivering the calendars to events. Sandy is securing volunteers for all events. In spring, the committee is working to get information to the Junior High level.

### TRAINING:

Decentralized Training & Neophyte Training will be at Fall 2004 conference.

High School Counselor Training Workshops will be conducted on November 9-11 at 7 locations. The registration deadline is October 15, but some are still arriving. The numbers are down slightly in registrations, but consistent with attendees in past years. The committee would like to try to work on making registration electronic in future years.

ADJOURN:

**Motion/Action:** Chris Johnson moved to adjourn at 6:31 pm. Myra Pfannenstiel seconded.  
*Motion approved.*