

**KASFAA Board of Directors Meeting  
June 28, 2007, Manhattan Area Technical College**

**MINUTES**

**In Attendance:** Kelly Hoggatt, Gail Palmer, Julie Cooper, Jeanne Mott, Joe Donley, Julie Esau, Brent Carpenter, Mary Dorr, Keith Fitzsimmons, Marcia Mendez, Elaine Henrie, Donna Carter, Vicki Johansen, Ben Kohl, Kathy Blau, Karen Washington, John Pappas

**Call to Order/Approval of Agenda:** The meeting was called to order at 9:10am by President Kelly Hoggatt. Introductions were made by each attendee.

**Motion / Action:** Donna Carter moved and Julie Cooper seconded to approve the agenda. *Motion approved.*

**Review Board of Directors Minutes 4/25/07:**

**Motion/Action:** Elaine Henrie moved and Donna Carter seconded to approve the minutes as amended. *Motion approved.*

**Review Treasurer's Report:** Donna Carter presented handouts in regard to the treasurer's report. She is in the process of changing the signature cards for the new officers. It was agreed that 3 names need to be on the accounts – Kelly as President, Gail as President-Elect and Donna as Treasurer. Donna reviewed all the account entries and has a detailed report available for anyone's review that would like to see it. Most of the bills have been paid at this date. An entry on the report as Miscellaneous is actually a College Goal Sunday transfer. Discussion occurred regarding checks that are still being received for HS Counselor training. The board recognized Donna with their appreciation for her efforts in stepping up to fill the Treasurer's position upon the resignation by Mandy Peterson.

**Motion/Action:** Julie Cooper moved and Gail Palmer seconded that the treasurer's report be approved as presented. *Motion approved.*

**Committee Assignments:** Kelly presented a current list of committees. Tasha Casey has been notified by her employer, Wachovia, that she cannot act in a leadership role for KASFAA. As a result, she cannot serve as the co-chair of the Associate Member Committee. She can volunteer for any other activities within KASFAA just not in any leadership roles. Gail will work with Karen Washington to identify a new Co-Chair. We were reminded that at the spring conference planning, the Awards Chairperson should be included since awards are a large part of the Spring conference. Committee chairs, co-chairs and members on those committees were reviewed. For CGS, all site coordinators should be included as committee members. Any additions or corrections to the committees should be forwarded to Kelly by 7/15. Each chairperson should contact their committee members after that date.

**Review of By-Laws and Policy & Procedures Manual**

1. By-Laws: Kelly gave us a copy of the by-laws and the KASFAA Policies and Procedures. The by-laws are posted on the KASFAA website but the Policies and Procedures are not. Membership approval is required to change any items in the by-laws. Board members present reviewed the current copy of the by-laws.

*Discussion:* In regard to page 4, Article IX FINANCES, Section 1. Control. Information needs to be clear on invoices that the checks need to be directed so that they reach the treasurer, but at the same time, those in charge of membership, conference fees, etc. need access to the information of who has paid and who has not. Electronic resources will work with ATAC and with Corporate Development, Conference Planning, Membership, and Training to convey this information with registrations and invoices.

**Motion/Action:** To clarify the above, Brent Carpenter moved that all checks made payable to KASFAA be sent directly to the Treasurer. Gail Palmer seconded the motion. *Motion approved.*

*Discussion:* In regard to Article VII—COMMITTEES, Section 1. Standing Committees: Consideration should be given to making current committees such as the Awards Committee, Fiscal Officers, and the like Standing Committees in the by-laws. Any changes to the standing committees in the by-laws will require membership vote.

2. The Policy & Procedures Manual was reviewed. The current revision date is April, 2004. Kelly asked each of us to read the handout, particularly Committee Responsibilities and Expense Reimbursement. Elaine Henrie already has some revisions noted from a prior evaluation of the Policy & Procedures Manual. She recommends that she electronically share those revisions with current board members so they can check for updates that need to be made. She could then prepare a draft for the next board meeting in October.

3. Expense Reimbursement: The mileage rate needs to be updated. **Motion/Action:** Julie Cooper moved and Elaine Henrie seconded that the rate for mileage be changed to the IRS rate and set **annually** at the KASFAA summer board meeting for that year. *Motion approved.*

4. Committee Reports: Due to the other items on the agenda, chairpersons were excused at this meeting from bringing reports. In the future it is recommended that each chairperson send their committee report electronically to the Secretary for them to be included with the board meeting minutes. It is important to include statistics in those report, completion of goals and any other information of interest to the membership or that would benefit future chairpersons of these committees.

### **Goals & Expectations for 2007-2008**

The board members present agreed that in order to set a realistic budget for the upcoming year that two major categories needed to be considered:

#### **1. Income**

- Membership Dues
- Conference registration
- Conference exhibit fees
- Corporate Development

#### **2. Expenses**

- Status quo
- KASFAA responsibilities

*Discussion:* In the current environment, corporate development and their support of KASFAA may have a specific impact on conference planning. Focus needs to remain on training and speakers. The associate members in attendance informed us that exhibiting is OK. Exhibitor fees most previously have been \$250 per conference. Gradual increases were recommended if exhibitor fees need to be increased. The associate members shared that each organization is developing their own code of conduct. An estimated 30% decrease may occur if some corporate members are unable to maintain their relationship with KASFAA.

Membership dues, conference registrations and/or conference exhibit fees may need to be increased. The goal is to conduct business as usual to maintain opportunities for training and networking. For this upcoming year we are committed to both a fall and spring conference since the contracts for locations have already been signed.

*Discussion:* The registration fees for the conferences primarily cover meals but also other conference expenses. There has not been any change to the membership dues or conference registration fees for quite some time while the cost of living has gone up gradually every year.

#### **Motion/Action:**

a. It was moved by Elaine Henrie and seconded by Julie Cooper that Membership Dues be raised from \$50 to \$75 per year for each institution and associate membership. *Motion approved*

b. Julie Cooper moved and Donna Carter seconded that the Conference Registration fees be changed from \$75 per attendee to \$90 beginning with the Fall 2007 semester. *Motion approved*

c. It was moved by Julie Cooper and seconded by Gail Palmer that exhibitor fees be increased from \$200 to \$250 per conference with a \$50 late fee. *Motion Approved. .*

**Budget Worksheet:** Keeping the above changes in mind, the board worked on the FY08 Budget.

**Motion / Action:** Julie Cooper moved and Donna Carter seconded that we accept the FY08 Budget. *Motion Approved.*

**Old Business :** Electronic votes have already been cast and it was unanimous to accept Brent Carpenter to serve as the Associate Member Representative.

**New Business:** State of Ethical Principles / Code or Conduct—tabled until October at the Fall conference.

**Motion / Action:** Brent Carpenter moved and Gail Palmer seconded that the meeting be adjourned at 3:25pm. *Motion Approved.*