

KASFAA Board of Directors Meeting Minutes
Junction City Courtyard Hotel
February 13, 2008

Call to Order: 9:10 am by President Kelly Hoggatt.

Agenda Approval: Donna Carter moved and Elaine Henrie seconded that the agenda be approved. *Motion carried*

Minutes Approval: Elaine Henrie moved to accept the minutes as written. Donna Carter seconded the motion. *Motion carried*

Treasurer's Report: College Goal Sunday balance is still pretty large but all expenses from the most recent CGS have not been submitted. All but 3 scholarships were paid from the 2007 College Goal Sunday.

The CD amounts, balances and maturities were reported as were KASFAA budget adjustments.

Donna checked with KS Dept. of Revenue and KASFAA is not exempt from State of Kansas sales tax.

She reviewed funds that still need to be collected from corporate development, high school counselor training and membership payments. Copies of 4 checks that she needs are being requested from Capitol Federal Savings.

Copies of budget vs. actuals for both College Goal Sunday and the regular budget were reported. Gail Palmer and her committee did a great job of staying within the budget for Fall Conference as did Jeanne Mott for High School Counselor training.

Elaine Henrie moved and Connie Corcoran seconded that the treasurer's report be approved. *Motion carried*

Officer Reports

- **President**—On Dec. 18th she had a dialogue with case workers at the Division & Family Services regarding the documentation that schools request.

RMAFAA board meeting will be March 1st and 2nd Salt Lake City.

KACRAO will be having their fall conference Sept. 24-26, 2008, in Garden City and have requested KASFAA to present a session regarding changes in financial aid due to the events with lending. Jeanne Mott recommends a discussion of FAFSA changes in asset reporting with 529 plans, small business exclusions, TEACH program, etc. Another session could include Diane Lindeman's information with the State of Kansas program.

It is time to start soliciting for Summer Institute scholarships. At Robb Cummings' suggestion, she will add the RMASFAA website to the application form. Joe Donlay will get it put on the KASFAA website this week. The recipient must be a RMASFAA member or there is an additional \$100 registration fee.

- **Vice President:** Connie Corcoran reported that so far conference planning is under budget for the Spring conference. Jeff Baker will provide phone comments along with a PowerPoint presentation to cover the federal updates in lieu of the information formerly shared with us by Tom Milecki. We will be able to email questions. The Kansas Attorney General or a representative will be there to address the Code of Conduct and the investigations that were conducted in Kansas in 2007.
- **Associate Representative:** In November, Kelly & Brent contacted the associate members to remind them that if they were going to send complimentary Christmas gifts to the school that they should check with each institution about whether or not they could accept those gestures of appreciation.

Committee Reports

- **Association Governance**—Elaine Henrie continues to work on editing the Policies and Procedures. In lieu of writing a Code of Conduct we have Core Values already in place.

In the By-Laws, there are a few committees that are not specifically listed. Discussion followed regarding permanent committees vs. standing committees vs. ad hoc committees.

Elaine Henrie moved that the by-laws be updated to include committees that are viable but not specifically listed in the current by-laws. Gail Palmer seconded it.
Motion carried

The by-laws require notice within 30-days to the membership in order to change them. Elaine will work with Joe Donlay to get the notice posted to KASFAA-L.

- **Associate Member**: Raised \$1,066 at the Fall conference for the South Central Community Foundation in Greensburg, KS. They also worked with Covered Inc. to get shirts for KASFAA. Brent Carpenter let us know that Covered Inc. was no longer in business so another source would need to be used for future shirt orders.

For the spring conference they will get feedback from associate membership whether they can participate in helping raise funds and/or bid on items to continue having a live auction.

Discussion continued about the possibility of having philanthropic activities at both fall & spring conferences.

- **Awards**: Robb Cummings reported that their committee has met by conference call to discuss timelines and plans for awards at the Spring conference. The board members reviewed the length of service for those who will be recognized at the spring conference.

Board chairpersons and officers heard the nominations and voted by ballot for the Hall of Fame recipient(s), Outstanding Service and Meritorious Achievement awards.

Kelly will work with Robb Cummings for the Committee of the Year and any special recognitions that should be acknowledged at the spring conference.

- **College Goal Sunday**: David Duncan as co-chair has assumed John Pappas' role on this committee. Jeanne Mott suggested that more information be posted via KASFAA-L to keep the membership informed regarding College Goal Sunday timelines, etc.
- **Conference Planning**: Gail Palmer shared that there is nothing officially planned for Wednesday evening after dinner at 5:30pm. Consensus is that Topeka is large enough to provide a variety of opportunities for conference attendees to have an evening on their own that night. Registration is not open at this time but will be soon.

Donna Carter & Gail will be attending the NASFAA Leadership Conference. They will visit with Brownback, Roberts and Tiehart during their time in Washington, DC.

- **Corporate Development**: No written report was shared but Julie Esau announced that \$25,500 has been collected so came is slightly over budget. Not all the fall exhibitors have responded about participation in the spring conference. Julie will be contacting them.
- **Electronic Resources**: Joe Donlay gave a summary of the progress, postings and projects by his committee. His report gave statistics. The "Go Live" date for the spring conference is slated for late February.

Keith Fitzsimmons commented that the information posted at www.kasfaa.org was helpful to his family when they completed their FAFSA recently.

- **Finance & Audit**: Mary Dorr was unable to attend this meeting due to illness. She told Kelly that their committee is working on the bids for external auditors. One has been submitted and they are expecting two others. She will email the board when the comparative information is available.

Brent told us that he had KASFAs liability insurance coverage evaluated and the conclusion was that the current policy was reasonable and adequate.

- **Fiscal Officers**: Keith Fitzsimmons said that the fiscal officers appreciate the opportunity to meet at KASFAA to network and share information, problems and solutions. Their group includes Julie Hartung from Todd, Bremer & Lawson who is an excellent resource and asset from the collection agency aspect.
- **Membership**: Special thanks to Joe Donlay and Donna Carter for all of their hard work and cooperation.
- **Newsletter**: Ben Kohl shared his committee report. Plans continue for 2 newsletters each year with each published shortly after the fall and spring conference respectively.
- **Publicity & Awareness**: Still has FACT posters and Junior/Senior planning calendars available and can send them to anyone that could use more. Vicki will bring a supply to Spring conference.

Tuesday, Feb. 19th KASFAA representatives will be going to Topeka for the governor's proclamation of February as Financial Aid Awareness month. The request has to be submitted every year.

- **Training**: The neophyte workshop in the fall was based on comparing EFCs. Spring training will focus on the federal grants. HS counselor workshops went very well. Admissions staff would like to get the Jr/Sr planning calendars earlier. Kelly suggested that the high school counselor training be expanded to TRIO staff, GEAR UP counselors, SRS case workers and others who work with students. Some counselors said that they did not get postcards and emails. Efforts will be made to continue to explore ways to make sure communication reaches the proper audience with adequate advance notification.

Staff Support workshops will be held at Flint Hills Technical School and K-State Salina. Topic is "Getting Things Done". Announcement will be both via KASFAA-L and by mail. Jeanne believes that it is not necessary to charge a fee for this event. They have a great surprise gift planned. Costs would include the meal and transportation for the presenters.

- **Welcome**: Time for the spring newcomer reception will be changed from the originally planned 4:30-5:30pm to 4:15-5:00pm due to the time scheduled for dinner on Wednesday.

Jan plans to use remaining supplies from previous years that would make about 20 small baskets. She will make up gifts for the spring newcomers and any that are left can be given to Jeanne Mott to use in drawings at the support staff workshops.

Old Business

- Budget adjustment -- Jeanne said they are under budget for training expenses at this point in the year. She is requesting that a fee not be charged for the Staff Support workshop since the meal and gift planned have already been covered. Elaine Henrie moved and Gail Palmer seconded that there not be a charge to attendees for the Staff Support workshop. *Motion carried*

Elaine Henrie moved and Connie Corcoran seconded that the budget be adjusted by a decrease of \$1,000 for training. *Motion carried*

- Outside Audit—waiting for bids
- Membership Database—Upgrade with ATAC. Task force met to get information for information to share with the board. Overall cost \$1325 for the entire upgrade (\$925 base charge + \$200 for each list serve – KASFAA and BOD). Monthly maintenance fee will remain at \$185. Chris Johnson is not as available to help with the list-serve and ATAC can assist with list-serve administration.

Donna Carter moved and Gail Palmer seconded that the Electronic Resources Committee budget be increased to proceed with the complete upgrade with ATAC including the base charge and both list serves. *Motion Carried*

- Printing KASFAA Envelopes—Kathy as secretary will work on identifying a print shop to print business size envelopes as well as note cards with the existing KASFAA blue logo. It has been quite some time since an order has needed to be processed. The stationery supply on hand is more than adequate.

New Business

- Hotel contracts
 - Marriott -- Junction City – Fall 2008 October 1,2 &3, 2008
 - Ramada Inn – Topeka -- Spring 2009 April 1,2,3, 2009
 - Sheraton – Overland Park – (RMASFAA) Fall 2009 Oct. 11th-14th

RMASFAA 2008 will be in Sioux Falls,SD, from Oct. 19-22nd.

Gail Palmer moved that KASFAA enter into contracts for Fall 2008 and Spring 2009. Connie Corcoran seconded it. *Motion Passed*

- Gail Palmer announced that KASFAA has been asked to present at the NASFAA conference in Orlando in Summer 2008.

Meeting Adjourned 1:35pm.