

KASFAA Board of Directors Meeting  
Fall Conference - Hutchinson  
October 10, 2007

**Call to Order**

President Kelly Hoggatt Called the meeting to order at 9am on 10/10/2007.

Agenda Approval

Julie Cooper moved and Donna Carter seconded that the agenda be accepted. *Motion passed.*

Minutes Approval

Julie Cooper moved and Elaine Henrie seconded that the minutes be approved as written. *Motion passed.*

Treasurer's Report

Discussion was initiated regarding problems with stale-dated checks. Julie Cooper moved and Elaine Henrie seconded that the Treasurer's report be approved as submitted. Donna Carter gave copies to the board of the budget for both the regular budget and the College Goal Sunday budget.

The internal audit has been completed, taxes filed and the Not-For-Profit Corporation annual report was filed with the Secretary of State on a timely basis.

Officer Reports

- President – Kelly Hoggatt attended the NASFAA annual conference in Washington, DC in July. In September she attended the transition RMASFAA board meeting. She will attend the RMASFAA board meeting and conference from Oct. 21-24, 2007 in Breckenridge, CO, and will take a state gift to present to Dallas Martin in honor of his retirement.

As president of KASFAA, she will speak to a group of social workers in regard to Pell grants and what schools may request from SRS as documentation for foster care youth for post-secondary education financial aid.

- Vice President—Julie Cooper has resigned as Vice President due to her upcoming retirement. Julie and her co-chair Gail Palmer (president-elect) have been busy with conference planning. She acknowledged the members of her committee and gave a summary of the expenses for the speakers at the conference.
- Associate Representative—No written report submitted

## Committee Reports

- Association Governance—This committee reviewed the by-laws and working on policies & procedures. In regard to the P&P, consideration is being given to putting them in the Member Services Area of KASFAA.org since an online version would be more accessible and help ensure that the most current version is being used.

Discussion included the need for timelines of responsibilities in regard to conference planning and other duties in order to reasonably meet deadlines

The nominating committee has secured a full slate of candidates, prepared a slideshow with their information and prepared ballots for elections at this Fall conference.

Elaine Henrie moved and Brent Carpenter seconded that permission be granted to destroy the 2007-08 ballots after this year's election has been conducted.

*Motion Passed*

- Associate Member-- Karen Washington submitted a summary regarding the two major projects that they have taken on for Fall 2007. The first being the "Greensburg Future Fund" with monies to go to the educational fund for Greensburg. The second project is selling KASFAA shirts in coordination with a company in Lawrence, KS, known as Covered Ink. There is no income generated from the sale of the shirts but presents an opportunity for association members to proudly show their loyalty to KASFAA.
- Awards--No written report submitted. The majority of this committee's work occurs at the spring conference
- College Goal Sunday—Nelnet is no longer contributing to CGS. The Lumina grant is smaller than in previous years. Increased contributions are being requested from USA Funds and Student Loan Xpress.

Michelle Pursel will fill the Volunteer Coordinator position formerly held by Tasha Casey. A task force meeting was held in September with John Pappas, David Duncan and Marcia Weston (NASFAA Director of College Access). A new site was established in the Wichita area to better serve the minority population.

The CGS flyer and fact sheet have been consolidated into one document. All sites for CGS 2008 have been secured at this time with the exception of Iola and Salina. The Goodland and Leavenworth sites are being removed due to low attendance.

Julie Cooper moved and Elaine Henrie seconded that we award 4-\$500 scholarships in February 2008 scholarships awarded at each site. *Motion Passed*

- Conference Planning—Gail Palmer reported that the Grand Prairie Hotel and Convention Center provided the early arrivals for the conference with a welcome reception as a gesture of their appreciation of KASFAA's return to Hutchinson.

She echoed Julie Cooper's remarks that the committee has done an excellent job with the conference which is centered on the 40<sup>th</sup> Birthday theme. There are 183 conference registrations at this time.

- Corporate Development—At this date the committee has secured \$24,200 pledged support for the year. Julie Esau will be in contact with all associate members who have supported KASFAA last year but haven't pledged or paid yet this year.
- Electronic Resources—A task force will be formed to study the ATAC upgrades and make a recommendation to the board regarding the cost versus the benefits of proposed changes available for the website.

The committee has been VERY busy with listserv administration, website cleanup, 2008 membership renewal, conference planning/registration and miscellaneous event administration.

Joe Donlay shared a comprehensive report outlining the ERC Progress Updates from Spring 2007 to the current date, ERC projects currently underway, ERC discussion items, Current ATAC Membership Statistics and a special thanks to Thad Davidson for helping the chair transition to this committee.

- Finance & Audit—Mary Dorr reported that she and Brent Carpenter reviewed the bank statements, checks written, etc. and that the financial records were found to be in order for both the general account and College Goal Sunday.

An outside auditing firm will be identified to conduct an external audit. The association's insurance is being reviewed and the committee will be looking for insurance companies to bid on the next policy.

The committee made a recommendation regarding stale-dated checks and the efforts the treasurer should make in an effort to get those checks cashed or replaced to eliminate the need of carrying them as outstanding and complicating reconciliation of the bank account(s).

- Fiscal Officers—Chairperson Keith Fitzsimmons emailed the report to President Kelly Hoggatt since he was unable to attend the board meeting. They held a "mind meld" in Manhattan in June to discuss topics and issues pertinent to fiscal officers. They submitted a letter to elected officials requesting their support of the Perkins program—to keep and fund the program, reinstate the federal capital contribution and keep reimbursements for canceled loans.

- Membership—Marcia Mendez thanked Joe Donlay for his cooperation with the ERC and membership renewals. She emphasized that the Membership Committee chairperson needed to have a thorough understanding of the membership software in early summer so that it would be ready when the membership reminders are sent out. After the fall conference, reminders will be sent to those who have not yet renewed their memberships.
- Newsletter—The committee will issue 2 or 3 newsletters each year to be published shortly after the Fall and Spring conferences have concluded. Ben Kohl is incorporating YouTube and a montage of photos from the history of KASFAA. The newsletter committee will be snapping photos throughout the conference. His goal is to make the newsletter more convenient, easy to read, more attainable and more entertaining.
- Publicity & Awareness—Vicki Johansen reported that their work was primarily being done via email at this point. They are gathering information for the KASFAA Fact Posters which are being printed again this year. Junior/Senior planning calendars are being made available.

Financial Aid information will be made available at the College Planning Conferences (CPCs) with volunteers from KASFAA at most sites.

She will submit a request to Governor Sebelius to declare February 2008 as Financial Aid Awareness Month.

- Training—The Training Committee is focusing on three training opportunities for Fall 2007: RMAFAA Decentralized Training, Fall KASFAA Neophyte Workshop and High School Counselor Training.

In addition to the information in the report as presented consideration will be given to including a summary of the ACG rigorous curriculum requirements for the High School Counselor Training.

Tentative plans for Spring 2008 training include the Staff Support Workshop and the Spring 2008 KASFAA Conference Neophyte Workshop.

- Welcome—Jan Batley will remind members to let the Welcome committee know when anyone in KASFAA has a baby, special anniversary, wedding, etc. that they will acknowledge with a card from the association.

They are hosting the Newcomer Reception at the fall conference. Three new KASFAA members have requested mentors and Jan is working to match them with an experienced financial aid administrator.

## Old Business

- Budget—Currently we are about \$6000 under budget overall considering corporate membership and conference registration. Membership committee and the Treasurer will look at possible memberships that have not yet been renewed.

Suggested areas for adjustment could include:

- Send only the President-elect to the Leadership Conference
- Reduce the number of Summer Institute Scholarships—pay tuition as in the past \$1500
- Lower in expenses for printing the Fact Poster & JR/SR Calendars
- Charge \$20 for the Support Staff Workshop
- 1 “on-your-own” meal at the conference (Savings of approx. \$3000)
- Reduce the expense for conference planning wherever possible

Elaine Henrie moved and Donna Carter seconded that we make the following changes to the budget:

Income:

Corporate Development reduced from \$30,000 to \$25,000  
Add support staff workshop income \$1000

Expenses:

Reduce summer institute scholarships to \$2800  
Reduce spring conference to \$32,000  
Reduce Publicity and Awareness by \$1500

Resulting in a change to reserves is \$1,550 from \$11,635 to \$9,685

## New Business

- Vice President position  
Gail Palmer moved and Donna Carter seconded that Connie Corcoran is approved as Vice President of KASFAA to fulfill the term being vacated by Julie Cooper as a result of Julie’s retirement. *Motion Passed*
- RMAFAA Awards  
Let Kelly know if there is anyone that they would like to nominate.
- Annual conferences—will discuss the benefits/costs of having fall & spring conferences
- Statement of Ethical Principles / Code of Conduct—Form a task force of the Association Governance committee to gather information and make recommendations for a policy. Refer to Mission Statement and Core Values.

Elaine Henrie moved and Gail Palmer seconded a motion that the meeting be adjourned. *Motion Passed*