**FASFAA Executive Board Minutes**

**October 14, 2021**

**10:00 am – 12:00 pm**

The FASFAA Executive Board met virtually via Zoom on Thursday, October 14, 2021, from 10:00 – 12:00 pm

# Call to Order

President Katie Conrad called the meeting to order 10:08 am on Thursday, October 14, 2021.

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| --- | --- | --- | --- | --- | --- |
|  | Voting | Present | Position | Last Name | First Name |
| 1 | V | Y | President | Conrad | Katie |
| 2 | V | Y | President-Elect & Nominations | Bailey | Nadine |
| 3 | V | Y | Immediate Past President & Fiscal Concerns | Lovett | Dameion |
| 4 | V | Y | Vice President of Training | Hatcher | Kris |
| 5 | V | Y | Secretary | Ambridge | Susan |
| 6 | V | N | Treasurer | Brzozowski | Eileen |
| 7 | V | Y | Treasurer-Elect | Moat | Tracy |
| 8 | V | Y | Region I Representative | Rozborski | Joanne |
| 9 | V | Y | Region II Representative | Hammond | Chas |
| 10 | V | Y | Region III Representative | Parrales | Angelica |
| 11 | V | Y | Region IV Representative | Gloster | Kimberly |
| 12 | V | N | Region V Representative | Miles | Marissa |
| 13 | V | Y | Conference Chair/ Member at Large | Martin | Tamika |
| 14 | V | Y | Federal and State Legislative Chair/ Member at Large | Dirghalli | Jacob |
| 15 | V | Y | Business Partners Advisory Council Chair/Member at Large | Ayers | Bill |
| 16 | V | Y | Vendor/Sponsorship Coordinator/ Member at Large | Dickerson | Laura |
| 17 | V | N | Site Selection/Event Coordinator/ Member at Large | Molinares | Irma |
| 18 | NV | Y | Electronic Services | Schworn | Edward |
| 19 | NV | Y | Early Awareness/ Outreach/ Financial Literacy Chair | Hunter | Will |
| 20 | NV | Y | Membership Chair/Volunteer Coordinator | Chavers | Kristina |
| 21 | NV | Y | Scholarship / Charity Chair | Welch | Pamela |
| 22 | NV | Y | Grad/Professional Private/For Profit/Non-Profit) | Robinson | Rachel |
| 23 | NV | Y | Vocational -Technical / Clock Hour | Randolph | Tiffany |
| 24 | NV | Y | OSFA Outreach Liaison/Newsletter | Hernandez | Pedro/Pete |
| 25 | NV | Y | OSFA State Grants and Scholarship Liaison | Campbell | Parker |
| 26 | NV | Y | Parliamentarian/Historian/Special Projects | Kruger | Wayne |
| 27 | NV | Y | Private Schools Liaison | Booker | Steve |
| 28 | NV | N | Global Issues/Member at Large | Wilcox | Ivy |
| 99 | NV | N | Bookkeeper (Staff) | Francis | Gwyn |
|  |  | Y | Conference Curriculum Coordinator |  |  |
|  |  | Y | New Aid/Intermediate Aid Officers Workshop Coordinator | Portela | Odalys |
|  |  | N | LEAP Coordinator | Williams | Trellis |
|  |  | N | LEAP Coordinator | Mwango | Kamia |

A quorum for voting was met with 14/17 voting members present (82%). There were 21/28 members of the Executive Board present.

**Board Members Unable to Attend:** Eileen Brzozowski, Marissa Miles, Irma Molinares, Kamia Mwango

**Guests:**

**Leaving Early:** Will Hunter

**Approval of Prior Meeting Minutes**

President Conrad declared the minutes from the September executive board meeting passed by acclamation – approved with corrections of updated participants who attended via Zoom.

**Review of Financial Reports**

Per Treasurer-elect, Tracy Moat, the operating budgets are now entered into QuickBooks. Tracy also explained that they are still working on the QuickBooks conversion of the I-90, which is due November 15. Eileen has already updated the FASFAA information at Wells Fargo and is sending the papers to President Conrad and President Elect Bailey.

**New Business**

1. Clock Hour Workshop, Tiffany Randolph: To date, there were 124 registrants for the Clock hour workshop, which will be held via Zoom from October 25-29. There will be 12 sessions and included will be state and Federal updates. President Conrad and Tiffany plan on providing daily morning updates to the attendees. President Conrad and Tiffany are still in the process of overviewing the logistics of Bonnie Pirkle for donations.
2. Conference Committee, Tamika Martin: Tamika shared that the meeting minutes have been sent to the Conference Committee for Tuesday’s meeting. The logo is being worked on. The next meeting will be October 26th. Tamika requested that she be updated what the Conference Committee is working on and if anyone needs assistance. There is no update on the entertainment portion yet for the Conference.
3. Training Committee, Kris Hatcher & Region Reps: Kris shared that Zoom is now working and up and running. It was discussed that Eddie will need to be in all of the Zoom events as only one tech person is able to work them. The webinar will be on October 29 as that is the only day that the presenter from California can attend. Registration is ready to go live, and registration will be free for paid members. SAP in California will be a topic by the presenters.

The Region Reps are working on a November 5 Workshop with two sessions in the morning and NASFAA updates in the afternoon. This will be free for paid members and registration will open in approximately two weeks.

Kris introduced the New Aid/Intermediate Aid Officers Workshop Coordinator, Odalys Portela, to the Board. Odalys shared that a proposal is being worked on and is hopeful that by late January there will be details to share on where the spring Executive Board meeting will be. A budget of $5,200 for an estimated 30 attendees is anticipated. Region Reps are currently working on the November Workshop. Registration will be open in approximately two weeks. A request for all members to share the Workshop information to encourage more registrations was made.

New and Intermediate workshop is still being finalized. There should be 11 to 12 sessions for the workshop with a possibility of doing a credential. COVID precautions are being determined and reviewed at the to be determined location of the workshop.

1. HS Counselor Workshop, Will Hunter: Will discussed two counselor High School Workshops that focused on FAFSA completion for high school students and their parents. Partnership with FCAN for the High School Workshops. There were over 500 in attendance from across the state and more events are coming up. Dameion shared that based on the feedback by attendees that these workshops are needed.
2. Sponsorship Opportunities, Laura Dickerson: The website for partners has been updated. Partners can visit the website tomorrow as testing went smoothly. There will be a 5% discount throughout the year. Laura thanked Edward for the assistance.
3. Business Partner Members Survey, Bill Ayers: Year goal is a survey to business partners with three questions. Anticipating sending the survey by the end of the month through Member Clicks. Discussed not using free apps for better results. The results should be sent within 30 days after the end of close of the survey. Will send to anyone who wants to see them. President Conrad suggested Qualtrics as it is also free and a good option. Will is going to send the survey results to the Board before sending to the membership. He will post the results on Slack. NASFAA will be offering a similar survey hat is more generated towards advertising focus to people in leadership.
4. LEAP Program, Kamia Mwango: LEAP discussion tabled as Kamia was unable to attend.
5. Newsletter, Pedro Hernandez: Newsletter is currently being edited and he will reach out to the Board for more information before publishing to the membership.

**Other Business**

1. Taskforce for federal loan repayment/default prevention/forgiveness: Tabled as information will be sent via email.
2. Nadine shared that diversity program for NASFAA is looking for recommendations from FASFAA members.

**Adjournment of Meeting**

With no further business to discuss, Katie Conrad declared the meeting adjourned at 10:45 am.

Respectfully submitted by,

Susan Ambridge

FASFAA Secretary