



**FASFAA Executive Board Minutes
Conference Call
November 15, 2019**

The FASFAA Executive Board met on Friday, November 15, 2019 via conference call.

Call to Order

President Barkowitz called the meeting to order at 2:05 PM.

Roll Call

Voting	Present	Position	Last Name	First Name
V	Y	President	Barkowitz	Daniel
V	Y	President-Elect & Nominations	Lovett	Dameion
V	N	Immediate Past President & Fiscal Concerns	Alexander	David
V	Y	Vice President of Training	Bailey	Nadine
V	N	Secretary	Cun	Jenny
V	Y	Treasurer	Conrad	Katie
V	Y	Treasurer-Elect	Brzozowski	Eileen
V	Y	Region I Representative	Gore	Shana
V	N	Region II Representative	Crowley	Nichole
V	Y	Region III Representative	Troche	Abigail
V	N	Region IV Representative	Gross	Kylie
V	Y	Region V Representative	Ly	Jessica
V	Y	Conference Chair / Member at Large	Manselle	Karemah
V	N	Federal and State Legislative Chair / Member at Large	Lent	Kimberly
V	Y	Global Issues / Member at Large	Harrison	Trey
V	N	Vendor/Sponsorship Coordinator / Member at Large	Dickerson	Laura
V	Y	Site Selection/Event Coordinator / Member at Large	Daniels	Jeff
NV	N	OSFA Liaison	Standley	Louanne



NV	Y	Volunteer Coordinator	Mwango	Kamia
NV	N	Electronic Services	McMahon	Jerry
NV	Y	Communication / Outreach / Special Initiatives	Alfaro	Vanesa
NV	N	Financial Literacy / Early Awareness	Cordero	Ilia
NV	N	Newsletter	Durden	Chansone
NV	Y	Membership Chair (Local Arrangements)	Evans	Suzanne
NV	N	Scholarship / Charity Chair	King	Merrian
NV	N	25+ Year Member Liaison / Leadership Development	Kolb	Donna
NV	Y	Webinars	Kruger	Wayne
NV	Y	Private College (For Profit / Not-for-Profit) Liaison	McCrary	Kevin
NV	N	Graduate/Professional	Shimp	Sandy
NV	Y	Vocational -Technical / Clock Hour	Wright	Teriann
NV	Y	Bookkeeper	Francis	Gwyn

Board Members unable to attend: Alexander, Cun, Crowley, Gross, Lent, Dickerson, Standley, McMahon, Cordero, Durden, King, Kolb, and Shimp.

***51% of voting members need to be present to meet quorum.**

A quorum for voting was met with 10/17 Voting members present (59%). There were 16/30 members of the Executive Board present. (Kamia Mwango, Nonvoting, joined the call at 2:09 and Jeff Daniels, Voting, joined the call at 2:32, bringing the voting count up to 11 for the first vote.)

Purpose: Approval of Fall October 2019 Meeting Minutes

- Treasurer-Elect Brzozowski read the following correction:

Purpose: Region Training Updates

Region IV: 17 people attended and 19 registered. 2 information heavy sessions: the 2018 tax returns and NASFAA Professional Judgment credential. In addition, there was a membership update which included updates on the listserv, volunteer opportunities and benefits of membership. Session on communication which went over practical changes individuals can make with themselves to help bridge communication barriers between FA offices and students.



New way to raise funds for Bonnie Pirkle – trifold, envelopes, \$30 for gift cards, all funds went to BP because there was no 50/50 split. More money was raised doing this than in previous Region IV workshops. Participants also enjoyed it more. Biggest obstacle was finding people to present down there. Over budget by \$38.90. “Training the Presenter” workshop possibly presented by Region IV Representative Gross.

- There were no other edits or changes.
- There was no discussion.
- President Barkowitz declared the minutes passed by acclamation.

Purpose: Training Committee Update

Purpose: Regional Workshops

- VP Bailey reported the Fall Regional Workshops have successfully concluded.

Purpose: Clock Hour Training

- VP Bailey reported the event was a success with 153 attendees.

Purpose: New and Intermediate Aid Officer

- VP Bailey announced the New & Intermediate Aid Officer Workshop will be held January 22-24, 2020 at the Embassy Suites in Boca Raton. President Barkowitz reported that the training agendas are on the website and four members are already registered.

Purpose: Webinars

- VP Bailey reported the webinars are proving successful means of training. The most recent webinar was presented by Federal and State Legislative Chair Lent on advocacy. Webinar Chair Kruger is preparing a webinar on the changes to the 2018 tax forms.

Purpose: Director’s Summit

- President Barkowitz proposed the idea of holding a statewide Financial Aid Director’s meeting February 25-26 at Valencia College. The event will not have a registration cost, but will require FASFAA membership. Barkowitz has received positive feedback on this idea from the directors within the Florida College System and State University System. The board discussed the timing, facilities needed to host, and sustainability. President Barkowitz will move forward with



planning and Private College Chair McCrary will assist with reaching out to the private colleges.

Purpose: Conference Committee Update

Purpose: Key Note Speaker

- Conference Chair Manselle reviewed the email sent earlier today about having Rachel Allen, Director of the Peace and Justice Institute at Valencia College, speak about the principles of respect and community building.
- Ms. Allen is requesting honorarium of \$500, which is below her standard request of \$3,000. FAFSAA would also incur an expense one night at the hotel for Ms. Allen.
- Conference Chair Manselle confirmed there is room in the budget due to not using all of the \$1,500 previously allocated for bingo.
- **Motion:** On behalf of the Conference Committee, Treasurer Conrad made a motion to pay a \$500 honorarium to the Peace & Justice Institute to have Rachel Allen as the keynote and pre-conference session speaker. No second was needed since the motion was brought forth by a committee. There was no discussion.
 - **YES: 10**
 - **NO: 0**
 - **Motion passes.**

Purpose: Conference Theme

- The theme for the 2020 Annual Conference is “FASFAA: The Key to Your Success.”

Purpose: Conference Logo

- Conference Chair Manselle plans to have the logo finalized by Monday to update the website and prepare save the dates.

Purpose: Call for Proposals

- The deadline is December 6, 2019. The conference will not have formal tracks this year, but the agenda will indicate a suggested audience for each session.

Purpose: Lunch and Learn sessions / partners

- Conference Chair Manselle reported there will be 5 Lunch & Learn sessions on Wednesday. Participants can pick up a box lunch and attend a lunch to learn



about current business solutions in higher education. Lunch on Thursday will include awards and the board meeting. President Barkowitz clarified that the Lunch & Learn is limited to Platinum Sponsors (\$3,800).

Purpose: Board Meeting Update

Purpose: Travel costs

- Treasurer Conrad encouraged the use of rental vehicles for travel when the cost will be lower than a mileage reimbursement. Per the procedures, this requires approval from the President but is encouraged.

Purpose: Location for February meeting

- The February board meeting will be held February 24-25, 2020 at the Valencia College District Office in Orlando with the Embassy Suites in Lake Buena Vista as the host hotel.

Purpose: Tax / Finance Update

Purpose: Form 990 for 2018-19

- Bookkeeper Francis reported that FAFSAA received confirmation from our accountant, Hursey & Associates, that FASFAA's 2018-19 Form 990 was filed with the IRS today, which is the deadline. President Barkowitz reported the Form 990 will be uploaded to the FAFSAA website.
- President Barkowitz said that FASFAA does not have any updates on the appeal Hursey & Associates submitted for FASFAA's for penalty the late filing of the 2017-18 Form 990.
- President Barkowitz is working to obtain quotes for an audit for the next board meeting.

Purpose: Investment Policy

- Conference Chair Manselle made a motion to approve the investment policy as submitted. Global Issues Chair Harrison seconded the motion. There was no discussion.
 - **YES: 9**



- **NO: 0**
- **Motion Passes**

Purpose: October month end update

- Treasurer Conrad reviewed the Profit & Loss Statement.
- Both income and expenses are higher than budgeted for several line items. The October travel costs for the Conference Committee had not originally been in the budget and it looks as though three of the five regions will be over budget.
- There was discussion that training expenses, specifically food for the regional trainings, should be evaluated for future budgets. It was noted that if per-person costs are kept low and the events bring in new membership, the trainings are still profitable. It was noted to consider if providing lunch and refreshments helps drive attendance.

Purpose: Membership / Database Update

Purpose: # of members

- Membership Chair Evans said that FASFAA has 765 active profiles in MemberClicks due to aggressive outreach and recruitment. Excluding the administrative accounts and the basic contact account in MemberClicks, there are 755 members and 720 paid membership. Chairman Evans and Webmaster McMahon are researching the 35 unpaid members, which could be due to lifetime memberships.

Purpose: Data cleanup project

- President Barkowitz reported that the Website Committee has a volunteer from Valencia College's I.T. department who is helping to update the regions, names, and counties for MemberClicks records.

Purpose: Email list update

- President Barkowitz reported that we are currently working to clean the email list and bounce backs. Since the email address is the primary key in MemberClicks, the entry defaults to none@none.com if an email address is not provided.



Purpose: Memberclicks upgrade

- President Barkowitz announced that while we reduced our costs by culling our membership database, there will be a 5% fee increase effective January 2020.
- Barkowitz, Conrad, Brzozowski, and McMahon will meet to discuss a payment alternative to PayPal.

Purpose: Other Business

Purpose: Past President's council

- No updates.

Purpose: Partner Advisory Group

- President Barkowitz provided an update on behalf of Vendor/Sponsorship Coordinator Dickerson. FASFAA current has six partners: three paid partners for \$6,750, three unpaid partners for \$5,700, for a total of \$12,450 in sponsorships.

Purpose: Nominations update

- President-Elect Lovett reported that the Nominating Committee is seeking candidates for the Vice President of Training.
- The committee has fully or partially slated the Region 2 and 4 Representatives, Treasurer-Elect, and President-Elect positions.

Purpose: 2021 Conference – Location and Deposit

- Site Selection/Event Coordinator Daniels reviewed the contract for a 650-room block with the Hyatt Regency Grand Cypress in Orlando for May 30 – June 4, 2021 requiring a deposit of \$5,000 that was distributed earlier this week.
- It was noted that this is Memorial Day week and will again overlap with Georgia's Annual Conference.
- On behalf of the Site Selection Committee, Site Selection/Event Coordinator Daniels made a motion to accept the contract with the Hyatt Regency Grand Cypress for 2021 Annual Conference. No second was needed since the motion was brought forth by a committee. There was no discussion.
 - **YES:** 9
 - **NO:** 0
 - **Motion passes**

