



FASFAA Executive Board Minutes
Embassy Suites Orlando
Lake Buena Vista, FL

The FASFAA Executive Board met on Saturday, June 22, 2019 through Sunday, June 23, 2019 at the Embassy Suites Orlando, Lake Buena Vista, FL

Call to Order

President Alexander called the meeting to order at 1:34 PM

Roll Call

Called the roll of Board Members present were:

David Alexander	President
Daniel Barkowitz	President-Elect & Nominations
Denise Asselta	Secretary
Joan Bailey	Immediate Past President & Fiscal Concerns
Kris Hatcher	Region I Representative
Nichole Crowley	Region II Representative
Kylie Gross	Region IV Representative
Katie Conrad	Region V Representative
Kamia Mwangi	Global Issues Chair
Jenny Cun	Membership Chair
Kim Phillips	Vocational-Technical/Clock Hour Chair
Jeff Daniels	Site Selection/Event Coordinator
Louanne Standley	OSFA Liaison & Newsletter Chair
Jerry McMahan	Electronic Services Chair
Sandy Shimp	Graduate Professional/Financial Literacy Chair
Irma Molinares	Federal Legislative Chair
Laura Dickerson	Scholarship Chair
Nathan Basford	Conference Co-Chair
Merrian King	Conference Co-Chair
Vanesa Alfaro	Communication/Outreach/Special Initiatives Chair
Chansone Durden	Vendor/Sponsorship Coordinator
Gwyn Francis	Bookkeeper

Board Members unable to attend: Sedrick Brinson and Gail Rogers

A quorum was met for voting

Purpose: Old Business

President Alexander stated the financial review group are still reviewing the 17-18 year. They have asked for some additional information but it should be completed in the next 2 weeks.

Purpose: Financial Condition

Bookkeeper Francis stated, if you recall from last year, we took out \$30,000 from reserves. We will not be able to put this back for this year. The \$30,000 would have been a decrease in our asset account and a \$30,000 increase in our income account. We are not moving money forward we are operating on a cash basis not on an accrual basis. The actual amount we received for memberships during the conference for the 19/20 year was \$5,670.00. President Elect Barkowitz noted the excellent work Vendor/Sponsorship Chair Durden did on the funds taken in under Vendor/Sponsorship. All of the cut backs this past year has made a difference in our final budget numbers for this year. Suggestions for next year's budget, we need to be more realistic for what our expenses are going to be and what our revenue will be and spend accordingly. This is important to note, of the line items we spent money on, Member Clicks in the P & L was \$10,766 and Member Clicks was only budgeted for \$8,000. We also budgeted \$500 and actually spent \$1,962 on Arkadian which is our conference call line. Insynq is our new accounting system in the cloud. This was not previously budgeted because we did not know what the cost was going to be previously. We still have to upload the 990 on the web site. As soon as we have it, it will be sent to Electronics Chair Jerry McMahon for the web site. President Alexander just signed an engagement letter to finalize the 2018-2019 year. If there is a particular line item that is questionable please let President Elect Barkowitz know. Miscellaneous revenue is part of donations which were given when Conference Co-Chair Basford was ill and the other part was reimbursement for SASFAA for our state swap. The bookkeeping practices will be reviewed with the new treasurer and treasurer elect. As we think about the management of our expenses, we need to look at the cost of how we do business using Member Clicks. We did webinars with at no cost this past year. We may want to look at other tools to eliminate cost. Region I Representative Hatcher stated "as the previous electronic services chair all the pictures are saved to Member Clicks and is being used as our cloud. We are paying for the user name and passwords. Just be cautious of the seamlessness of the use of the web site. Past President Bailey stated previously we have looked at other web site systems. We lost a lot of information when we moved to Member Clicks, she warned, just be cautious when you move to a different system. President Elect Barkowitz will look at seeing if a committee can review the web sites which are out there.

Purpose: New Business – Transition Board

President Elect Barkowitz has talked with schools who are not current FASFAA members and people have told him if I am not going to conferences why do I need a membership. We should ask the vendors what they think. The vendors are saying they do not get any business from them attending the conference. If a past president is not willing to pay their membership you will not be able to get other members. We need to bring value to the other trainings that we have. We need to let schools know what we can offer for them from FASFAA. We need to market this to schools and expand the brand and be valuable to everyone. Increase the information from NASFAA through listserv to the members.

Purpose: P & P Updates

President Elect Barkowitz stated FASFAA had a separate policy document and a separate procedure document. The committee took both documents and blended both of these together. The P & P appendix is not completed yet. The board needs to vote on the P & P and approved the P & P so we can at least offer this to next year's board. The way SASFAA does the review of the P & P is to review the section of the P & P which reflects your position on the board. Your responsibility would be to review your section which reflects your position on the board and submit your changes to the board.

Motion: P & P

President Elect Barkowitz made a motion to approve the preliminary the P & P. Vocational-Technical/Clockhour Chair Phillips seconded the motion. Discussion occurred. Motion passed with a majority vote.

Board is in recess at 4:59 pm.

Board reconvened at 9:12 am.

Purpose: President Update

President Alexander stated the major highlights for this past year were finalizing the bookkeeping practices and the financial review which should be done by the end of July. The financial review team will be working on this over the next few weeks. The theme the Road Map to Success was to create tracks for all of financial aid experiences. I wanted to give something that everyone could benefit from. Lots of good accomplishments. He thanked the bylaws and P & P committee for getting that big task done. We are now back on track with the cycle of the treasurer position.

Purpose: President Elect

President Elect Barkowitz highlighted a couple of pieces, the webinars were a great success this year with more than 400 attendees for the webinars. The outgrowth of leadership development program. Donna Kolb has agree to manage our leadership development program for next year.

Purpose: Vice President of Training

Vice President of Training Bailey said the results of NASFAA credentials have seen an uptick of people getting their credentials. The NASFAA credentials were offered at the Clockhour, Preconference, and Region Workshops this past year.

Purpose: Secretary

Secretary Asselta said she is happy with the completion of the Bylaws and P & P update. The transfer of all records to the new secretary is ready and she will be working with the new secretary on bringing her up to speed.

Purpose: Past President

Past President Baily is concerned with the makeup of the new board there is no previous experience much on the board. Please feel free to contact us previous board members to recall the history of what has happened on the board. I will continue to support my staff with their efforts.

Purpose: Region I Representative

Region I Representative Hatcher stated Shanna who is the incoming Region I Representative was a great help with the spring workshop. I wanted to do one virtual workshop but it could not happen with the hurricane.

Purpose: Region II Representative

We did not have a workshop in the spring due to low registration and cancellation.

Purpose: Region III Representative

Region III Representative Brinson had a chance to meet with Abigail the new Region III Representative and had a wonderful transition meeting with her.

Purpose: Region IV

Region IV Representative Gross said she focused on bringing the workshop more southern and generate more membership of the area. The regions enjoy the credentialing.

Purpose: Region V

Region V Representative Conrad stated the first workshop as a region V representative I only had 5 people other than my office employees. This spring I had 60 people come but it caused me to be over my budget. Region I Representative Hatcher was able to give me his portion of his budget so I could use it for my workshop. It is important you pull down the actual list of folks from that region to make sure you are sending the emails to the right person.

Purpose: Annual Conference Co-Chair

Annual Conference Co-Chair King wants to make sure there is training for the new person who is coming on the board. You do not want to lose the person in the mix of what is going on.

Purpose: Annual Conference Co-Chair – Nathan

Annual Conference Co-Chair Basford stated Annual Conference Co-Chair King and Past President Bailey and everyone has stepped up to make the conference great. The conference T shirts were great and had lots of feedback from the members. Members said the food was very good. Annual Conference Co-Chair Basford did not feel the vendors had the bang for their buck. There was not a lot of flow in that area. We need to do some damage control and send a thank you to the vendors. We need to really address the issue of the vendors. When we have 200 people attending the conference, we should probably have only 5 sessions instead of 6 due to the number of people going to the conference.

Purpose: Global Issues

Global Issues Chair Mwangi coordinated with the Vice President of Training on the Vocational-Technical/Clockhour workshop and the annual conference this past year. The purpose was to bring awareness of Global Issues/Diversity during these events.

Purpose: Federal Legislative

Federal Legislative Chair Molinares stated it is important for the membership to know what is going on in the government. Updates were provided to members in the newsletter.

Purpose: Electronic Services Chair

Electronic Services Chair McMahon stated there is a way in Member Clicks to add people to the listserve but the not for the regions. He is working to resolve that issue. He would like to build up the electronic supplies. He would like to have 6 projectors and get rid of the two old ones and keep the 3 new ones. We should get some extension cords and power strips for the board meetings. We should have these for future meetings.

When does a person lose their access to listserv, a decision was made by a board and the decision was either 3 years or 5 years ago. If the member is inactive then they would be dropped from the listserve. In 17-18 there was a decision made to wipe the listserve and start fresh. For new members that are starting, they are turned to an active status. The new member needs to go into their profile and add if they are clockhour, gradprofessional, etc. If their email changes and they change it on their profile, they need to have it updated on the listserve also.

Purpose: OSFA Liaison & Newsletter

OSFA Liaison & Newsletter Standley said OSFA will continue to have a lot of changes, OSFA is going to be more transparent and be a partner with FASFAA. We now have the opportunity to do a little bit more. They will continue to provide the information and brochures to all of the schools. They are here to facilitate any needs we might have. We want to make you aware of any changes in the legislature. OSFA will continue to be a sponsor. Utilize us for presenting as well, we want to be in the forefront and make this successful.

Purpose: Graduate Professional/ Financial Literacy

Graduate Professional/Financial Literacy Shimp said she plans to reach out to the region representatives for what they need or want. I will also be looking at the folks on the board for assistance and guidance in asking how to make graduate professional successful.

Purpose: Scholarship Chair

Scholarship Chair Dickerson stated \$1,312.00 was raised for the Bonnie Pirkle Scholarship Fund. Our net was \$1,430.00 was collected for Bonnie Pirkle. The winner of Bonnie Pirkle donated back \$100.00 back to the scholarship.

Purpose: Vocational Technical/Clockhour Chair

Vocational-Technical/Clockhour Chair said the clockhour is very unique and the turnover with these schools is frequent since the office is so small. It is important for us to know what their needs are.

Purpose: Membership

Membership Chair Cun stated there were 67 new members and 187 new applications. Our membership is shifting we need to rethink and how we market to these new members. What other things we can provide to our new members. NASFAA has a great mentorship before the conference but also assist with the conference and after the conference. As we bring in new members to give them a checklist of things to do before and during the conference which would help guide them at the conference. Kentucky has a great new membership program which could be explored.

Purpose: Site Selection/Event Coordinator

Site Selection/Event Coordinator Daniels stated for 20-21 conference we should consider smaller venues. The past conference we only had to meet 50%, next year we will need to meet 80%. For next year we have to have 774 room nights. We have to put more communication out there and get people excited to make sure we get the registrations for the conference.

Purpose: Communication/Outreach/Special Initiatives

Communication/Outreach/Special Initiatives Alfaro has been keeping up with all of the workshop updates on the social media page. Since the beginning of last year, we have increased our social media activity. Alfaro took over the spring newsletter which was published and sent to all members.

Purpose: Bookkeeper

Bookkeeper Francis said this has been a challenging year moving from the old bookkeeping system to a new bookkeeping system. Lots of time was spent with the accountant to get everything moved over. When the final year is done, we will start out on the new system in the New Year.

Adjournment of Meeting

With no further business to discuss, President Alexander declared the meeting adjourned at 12:12 PM.

Respectfully submitted by,

Denise Asselta

FASFAA Secretary

Call to Order:

President Barkowitz calls 2019-2020 board meeting to order at 1:31 PM.

During this time, we will be transitioning from the old board to the new board. Introductions went around the room for all of us to get to know one another.

Purpose: Reflection exercise

Questions of how we can make FASFAA better.

Recess: 2:30pm – transition break-out

Call to Order:

President Barkowitz called meeting back into order: 3:23pm

Board Members unable to attend: Iliia Cordero, Wayne Kruger, Shana Gore

Purpose: Board Binders

President Barkowitz handled out binders with resources for the 2019-2020 board members. The tent name cards and the process for motions and discussion were explained. Tent cards explanation – voting (orange) and non-voting (blue). Past President Alexander: NV- participate in discussion.

FASFAA Installation and Pledge scheduled for next morning 6/24/19 with SASFAA President Bryan Ursulan and President-Elect Bill Spiers.

Purpose: 13 Principles

Reading and discussion over the 13 Principles for How We Treat Each Other in the board binder. Board broke out into small groups of 3-4 members to discuss “which one speaks to you and why?”. The board agreed to follow the 13 principles to choose to operate as a board.

Purpose: The Three Duties (Duty of Care, Obedience, Loyalty)

Discussion over the three duties of a board:

Duty of Care

- Secretary will send out call: Responsibility to turn in compilation report before each in-person meeting

Duty of Loyalty

- Conflict of Interest Policy passed out and Confidential Acknowledgment Form read and signed

Duty of Obedience

- Abide by decisions made as one voice
- Members can attend any board meeting, except for Executive session

Purpose: Logistics, Expense Reports

Bookkeeper Francis explained reimbursement form online. Board went over P&P – Policy 3.4. President Barkowitz stated he will send reimbursement to treasurer and treasurer-elect for transparency. Bookkeeper Francis stated in regards to driving long distances that it might be cheaper if you rent a car, flying, etc. Whatever is the best interest of the association should be the method of transportation, and would also need prior approval by the President. There are currently 2 credit cards in possession of the President and bookkeeper. The board can charge purchases to credit card if approved by the President. Part of expenses for transition meeting will go to 18-19 fiscal year, and part will be in 19-20 fiscal year.

Board agreed to use Communication/Outreach/Special Initiatives Chair - Alfaro's conference call bridge or freeconferencecall.com for conference calls. President Barkowitz asked Electronic Services Chair McMahon to help setup a Google doc for conference line sign-up.

Reminder to pay 19-20 membership dues by August 1st to serve on the board. Those that paid 1819 conference registration have 1920 paid already.

Recess: 4:50pm

Call to Order:

President Barkowitz called board to order on 6/24/19 at 8:01 AM

Board Members Not Present: Donna Kolb

Purpose: Installation

Special guests – SASFAA President Bryan Erslan and President-Elect Bill Spiers gave SASFAA introduction. Installation and pledge of 19-20 board was conducted by SASFAA President-Elect Spiers. President Barkowitz gave board members "Dare To Lead" book and letter.

Purpose: FASFAA Mission for 2019-2020

Discussion over mission for 2019-2020 and theme "Help FASFAA Open the Door", and Leadership Goals for 2019-2020. By mid-July, board members need to send "realistic but brave" goals to President Barkowitz.

Purpose: Committee and Volunteer Planning

President Barkowitz wants everyone to have a committee of 3-5 people. Volunteer Coordinator Mwangi will assist with volunteers for committees. Volunteer Coordinator Mwangi stated that she has a Draft introductory volunteer recruitment email response and (internal) volunteer information preparation form. Volunteer page on FASFAA website has committee descriptions. Board members need to make sure their committee is listed and to write a paragraph with goals and specific tasks. These are to be sent to Electronic Services Chair McMahon.

Clarification: Everyone can volunteer not just financial aid administrators.

Federal and State Legislative Chair Kim Lent gave Florida College Access Network (FCAN) explanation. Vendor/Sponsor Chair Laura Dickerson provided feedback from vendors/sponsors. Lenny Akins from SixUp has been tasked with an advisory board. Ideas: allowing a platform for vendors/sponsors to address attendees, reframe the term “vendor”, better communication to new members. Tameka Martin will be the New Aid Officer coordinator for NAOW in spring. 25+ Year Member Liaison / Leadership Development Kolb explained Intermediate career pathway and “Leadership Development Planning Document”. Global Issues Chair Trey Harrison was presented the FASFAA recognition plaque for Leadership Development Class.

Break 9:42AM

Resume: 10:03AM

Purpose: USB Funds Management / Bonnie Pirkle Fund

Jennette from UBS Fund Management called in to discuss current portfolio of different funds/ equity and bond. The decision is whether to remain with Pace funds or move to alternatives. Jennette’s recommendation: with the market, alternative 2 due to flexibility

No Change: Remaining with Pace funds, lots of fees

Alternative 1: moving to American Funds portfolios – lowering fees, long term portfolio, initial 2.5% upfront fees

Alternative 2: Strategic Advising – no upfront fees, annual charge 1.5%, 0.25% management fee depending on fund type

Alternative 3 – invest with NASFAA, similar to SASFAA

Timeframe: at any point

Discussion: Wayne provided historical background of FASFAA investments from serving on board for several years, concern of lack of customer service and active advising, question about 0.5% lower 5 years ago. No action/vote can be made until July 1. Suggestion was to call other fund managements for research. There were concern that financial advising should be understandable and direct.

Point of Action: Charge: Past Pres. Alexander could convene a group/task force investment research

Purpose: Webinars

Webinars Chair Kruger suggested upcoming webinars – time webinar with certain things coming up (i.e. FISAP), clock hour 101, hot topics in HR, leading up to conference presentations, Dave Bartnicki- open forum, pre-solicited questions. He stated he is open to suggestions. The goal is 1 webinar every 6 weeks.

Purpose: Preliminary 2019-2020 FASFAA Budget

Board went over the Proposed 19-20 Budget line by line. Edits will be sent out by Aug. 7 board call.

Purpose: Assignments

Board members are to review material on FASFAA website for committee description. By the end of this week, submit changes/edits to Electronic Services Chair McMahon and President Barkowitz.

By July 15, board members need to submit 3-5 committee goals to President Barkowitz.

Region Representatives need to submit bios for the FAFSAA website.

Reminder that FASFAA Membership dues for 19-20 must be paid by Aug. 1.

Miscellaneous reminders: Follow FASFAA on social media; submit travel reimbursement forms,

With no further business to discuss, President Barkowitz declared the meeting adjourned at 11:33PM.

Respectfully submitted by,

Jenny Cun

FASFAA Secretary