



## FASFAA Executive Board Minutes

**May 13, 2021**

**2:00 pm – 3:30 pm**

The FASFAA Executive Board met virtually via Microsoft Teams on Thursday, May 13, 2021 from 2:00pm – 3:30pm.

### **Call to Order**

President Lovett called the meeting to order 2:04 pm on Thursday, May 13, 2021.

	<b>Voting</b>	<b>Present</b>	<b>Position</b>	<b>Last Name</b>	<b>First Name</b>
1	V	Y	President	Lovett	Dameion
2	V	Y	President-Elect & Nominations	Conrad	Katie
3	V	Y	Immediate Past President & Fiscal Concerns	Barkowitz	Daniel
4	V	Y	Vice President of Training	Bailey	Nadine
5	V	Y	Secretary	Asselta	Denise
6	V	Y	Treasurer	Kruger	Wayne
7	V	Y	Treasurer-Elect	Brzozowski	Eileen
8	V	Y	Region I Representative	Hatcher	Kris
9	V	Y	Region II Representative	Hammond	Chas
10	V	Y	Region III Representative	Troche	Abigail
11	V	Y	Region IV Representative	Gloster	Kimberly
12	V	Y	Region V Representative	Ly	Jessica
13	V	Y	Conference Chair / Member at Large	Bailey	Joan
14	V	Y	Federal and State Legislative Chair / Member at Large	Morgan	Tracy
15	V	Y	Global Issues / Member at Large	Daniels	Jeff
16	V	Y	Vendor/Sponsorship Coordinator / Member at Large	Dickerson	Laura
17	V	Y	Site Selection/Event Coordinator / Member at Large	Molinares	Irma
18	NV	N	Electronic Services	McMahon	Jerry
19	NV	Y	Early Awareness/Outreach/Financial Literacy Chair	Hunter	Will
20	NV	Y	Membership Chair/Volunteer Coordinator	Evans	Suzanne
21	NV	Y	Scholarship / Charity Chair	King	Merrian
22	NV	Y	Grad/Professional (Private/For Profit/Non-Profit)	Noblitt	Brenda
23	NV	Y	Vocational -Technical / Clock Hour	Wright	Teriann
24	NV	Y	OSFA Liaison/Newsletter	Hernandez Campbell	Pete Parker
	NV	Y	Bookkeeper (Staff)	Francis	Gwyn

A quorum for voting was met with 17/17 voting members present (100%). There were 23/24 members of the Executive Board present.

**Board Members Unable to Attend:** Jerry McMahon

**Guests:** Angelica Parrales, Traci Spagnoli, Heidi Goldsworthy, Jason Hughes, Stephen Hundley

**Leaving Early:** Will Hunter

### **Old Business April Minutes Tabled**

President Lovett tabled the minutes until Treasurer Elect Brzozowski can provide information to the secretary.

### **Old Business Jason Hughes from UBS Investments**

Jason Hughes went over the financial statements from UBS.

### **Old Business Conference Committee**

Most of the updates Vice President of Training Bailey will provide on the annual conference program and agenda. The website has been updated with the agenda and speakers for the annual conference. The committee still needs to finalize the moderators for the sessions. The committee would like to use folks who are familiar with Remo as the moderators. The latest information was sent out to members, which included a deadline date for the conference. The reason why there is a deadline date to register for the conference is that information needs to be sent out about how to access Remo for the conference. Reminders will be sent out to people who are registered but payment has not been sent out yet. The keynote speaker fee is \$1000.00 and the committee was not aware of this fee. The committee had reached out many times and just heard back from the keynote that the fee was \$1000.00. The committee agreed with the keynote speaker the fee would now be \$500.00. The committee is asking the board to provide an honorary fee of \$500.00 to the keynote. It is in the policy and procedures the board could provide this.

**Motion to provide the conference committee with a budget, which includes the honorary fee for the keynote speaker.**

**Second: Not required.**

**No further discussion.**

**Motion passes.**

### **Old Business Laura Dickerson**

There were some late arrivals to join the sponsorship for the annual conference. There are currently 24 sponsors at last check and the sponsorship total comes to \$21,800.00. There were a few companies that

declined to sponsor for the annual conference this year. Lunch & learn is underway and loaded into the agenda. During the conference, there will be an interactive game to draw people into the conference area. The participant will enter the sponsorship area, complete the game and prizes will be awarded. On the FASFAA web page, the business partners have been loaded. During the conference, there will also be a sponsorship engagement webinar that members can log into. The committee is still working on providing a list, which includes business partner services to be posted to the web site. The committee gave the partners until Friday to submit their business information for the list.

### **Old Business Scholarship**

Total for the charity \$1,895.00 for school supplies and the Bonnie Pirkle committee has raised \$1,131.00. An email was sent to the membership requesting additional donations. Vice President of Training Bailey will also be include the fund raising for the charity and Bonnie Pirkle in the email she is sending out. The goal for the annual conference for the charity is \$3,500.00. The old FASFAA laptops have been cleaned up and will be donated to the school along with a donation from the Vice President of Training Bailey.

### **Old Business Vice President of Training**

On May 21, during the NASFAA Credential workshop on Application Processing there will be a raffle for a basket or two to raise money for the charity. Heidi Goldsworthy also offered to donate a basket as well. The training committee will talk about asking people to donate baskets for the annual conference. There will also be additional training scheduled in June. June 28, will be a director roundtable meeting. Some people still owe presentations for the annual conference and the committee needs to have these right away to test them out on the Remo platform. The committee is also putting together moderators for the conference and you might be contacted to assist. The committee has put together a very robust agenda, which they think out shines NASFAA and many thanks to the committee for that. It is very important during the conference to see the board members present in sessions. We need participation from everyone on the board to make sure the conference is successful. There will be a preconference workshop for new & intermediate financial aid officers.

### **Old Business Strategic Planning Process Stephen Hundley**

Stephen Hundley guided the board through the strategic planning process. The process was thorough and painless. The word draft on the plan will remain until the board provides feedback. The next steps read the plan, send feedback and finalize the plan. Return feedback by May 19. After the feedback has been reviewed, the plan will be polished up and during the conference, this information will be disseminated to the membership. The long-term goal will be over 3-4 years and marry the financial plan and the strategic plan. The strategic plan is a guide and will reflect changing circumstances. The plan includes a SWOT analysis, mission vision & values. There are five goals along with action items and suggested metrics, which hold the board accountable on their progress. All feedback needs to be submitted back to Stephen Hundley by the end of business on May 19 [shundley@iupui.edu](mailto:shundley@iupui.edu).

### **New Business Prizes for Conference**

The conference committee wants to provide attendees with an experience as close to being in person as possible. To do this they want to provide prizes by having the attendees participate in games to keep them engaged. The committee would like to send the presenters a \$5.00 gift card as a thank you for

presenting. The committee would only give one gift card if they are presenting multiple sessions. The conference committee is requesting a conference budget between \$3,500.00 and \$4,000.00, which includes a reasonable number for conference gifts.

**Motion to provide the conference committee with a budget for the annual conference of up to \$4,000.00 on conference gifts which includes shipping.**

**Second: Katie Conrad  
No further discussion.  
Motion passes.**

**Amend motion to increase to the conference budget to \$4,500.00, which includes the honorary fee for the keynote speaker.**

**Second: Katie Conrad  
No further discussion.  
Motion passes.**

#### **Old Business OSFA Update**

April 27th memo, outlines the deadline for state participation. Make sure you get your items in for the last and final newsletter.

#### **Adjournment of Meeting**

With no further business to discuss, President Lovett declared the meeting adjourned at 3:57 PM and moved to Executive Session to discuss annual awards.

President Lovett recalled the board meeting to order at 4:36 PM to discuss updating the P&P to remove the statement in the Honorary Lifetime and Lifetime Service awards criteria indicating that the individual “without plans to return to employment in another institution or related agency/organization”.

President Lovett declared the meeting adjourned at 4:45 PM and moved back to executive session to finish discussing the annual awards.

Respectfully submitted by,  
Denise Asselta  
FASFAA Secretary